

## How to book Meals on Arbor

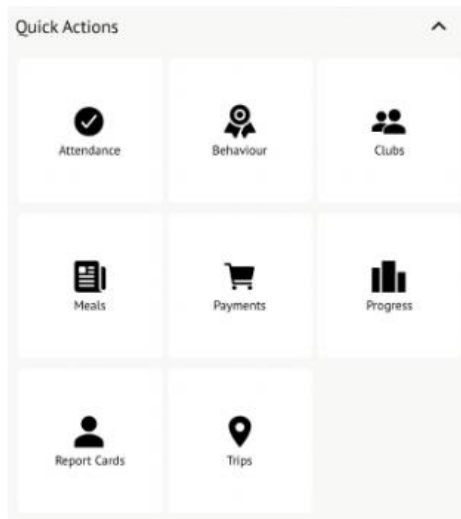
To access the meals:

### On the Parental Portal



From the main Parental Portal page, click **Quick Actions** and select **Meals**

### On the Parent App



Click the three lines to access your main menu, then click on **Meals**

You will be taken to the **Meal Choices** page, where you will find a list of Meals that have available menus to choose from.

On the **Meal Choices** page:

- Your child's meal account balance is at the top of the page – if the balance is negative it will be highlighted in red.
- You can top up the balance via card payment using **Top Up Account** button.
- **Deadline passed** - the deadline for the lunch orders has passed and therefore you will be unable to make any booking.
- **School holiday – no choices available** – the school has set this day to a non-school day.
- **No choices made** – click to select a meal for your child.
- **Meal Choice** – you have set a meal choice, but are able to change it if you would like as the deadline has not passed.