Introduction

This guide will help parents to book and pay for meals for their child(ren) via the Weduc Web Portal.

IMPORTANT: **If you pay for your child's meals and have an insufficient balance to pay for your order, you will not be able to complete your booking. It is therefore vitally important to top your Meal Order Purse via Weduc Payments before proceeding to order meals for your child. Please see our Weduc Guide, Catering Purse (Parent Guide) for assistance with this.**

If your child is entitled to **Free School Meals**, a meal credit will automatically be applied to your Meal Order purse. You will still need to order meals following the instructions below.
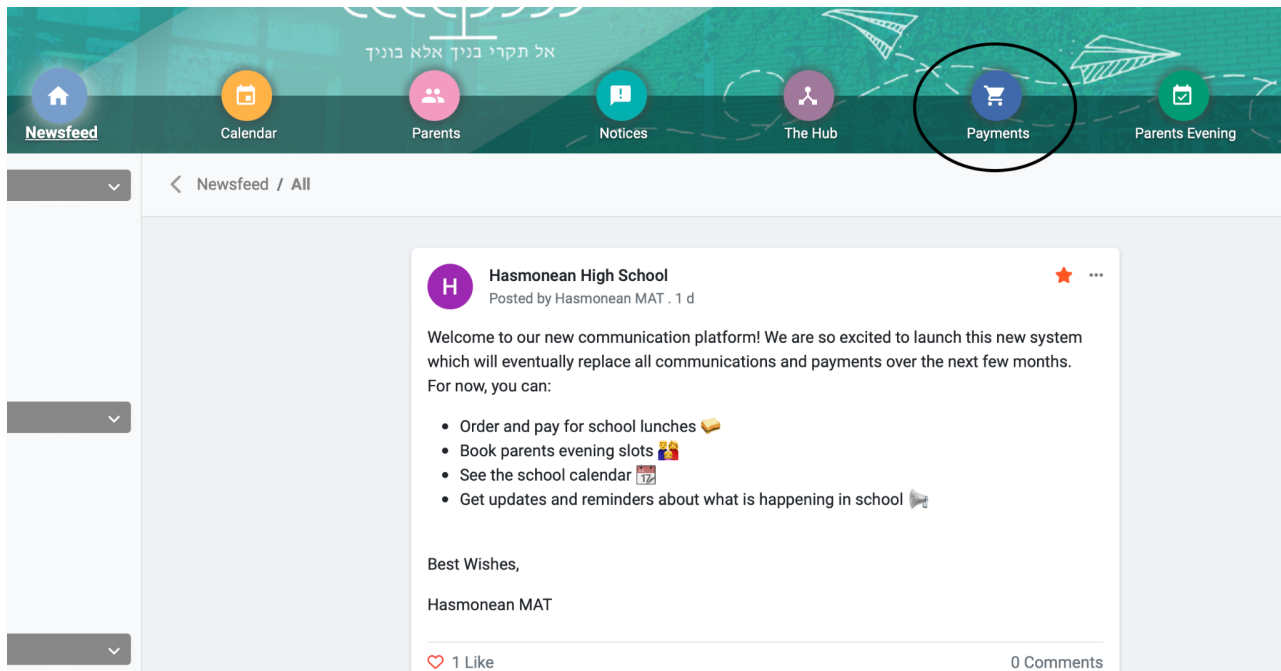
Step 1: Log into Weduc Web Portal

Go to https://app.weduc.co.uk and log into your Weduc account.

Step 2: TOP UP

Before you can make payment, you must top up the Meal Order Purse
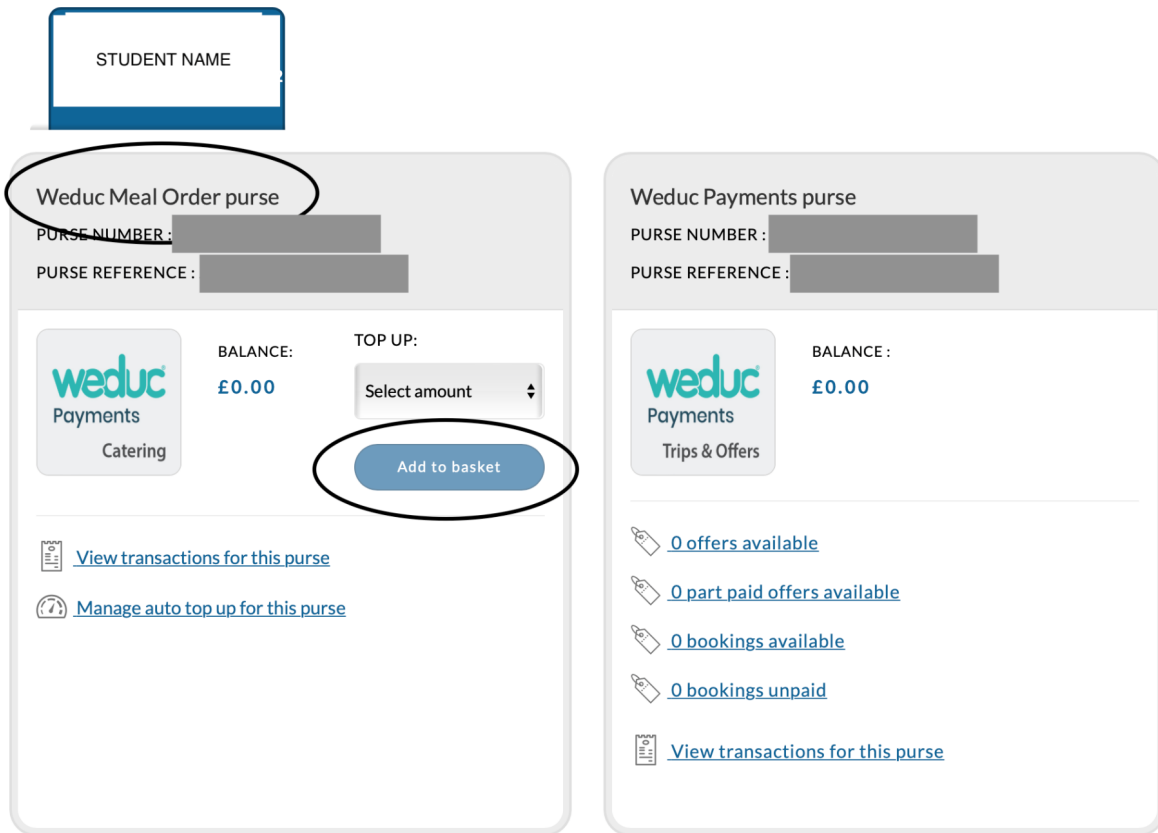
First, click on the **PAYMENTS** icon highlighted below. You will need to fill in some basic information before moving on to the next section.

Next you will see your child(ren)s names. Each student's MEAL ORDER PURSE must be topped up separately as it is an individual budget.

Please **IGNORE** the Weduc Payments Purse for now.

Select the amount you wish to add and then click add to basket.

STUDENT NAME

Weduc Meal Order purse

PURSE NUMBER :

PURSE REFERENCE :

weduc
Payments
Catering

BALANCE:

£0.00

TOP UP:

Select amount

Add to basket

📋 View transactions for this purse

⏱ Manage auto top up for this purse

Weduc Payments purse

PURSE NUMBER :

PURSE REFERENCE :

weduc
Payments
Trips & Offers

BALANCE :

£0.00

🏷 0 offers available

🏷 0 part paid offers available

🏷 0 bookings available

🏷 0 bookings unpaid

📋 View transactions for this purse

Once money is added to the basket, on the top right of the payment screen you will be able to view the basket. Click on this to proceed to the next step.

Once you are viewing the basket, you will then have the option to CHECKOUT. Once the checkout is complete you will be able to pre-order MEALS. See STEP 3 and then skip to STEP 5.
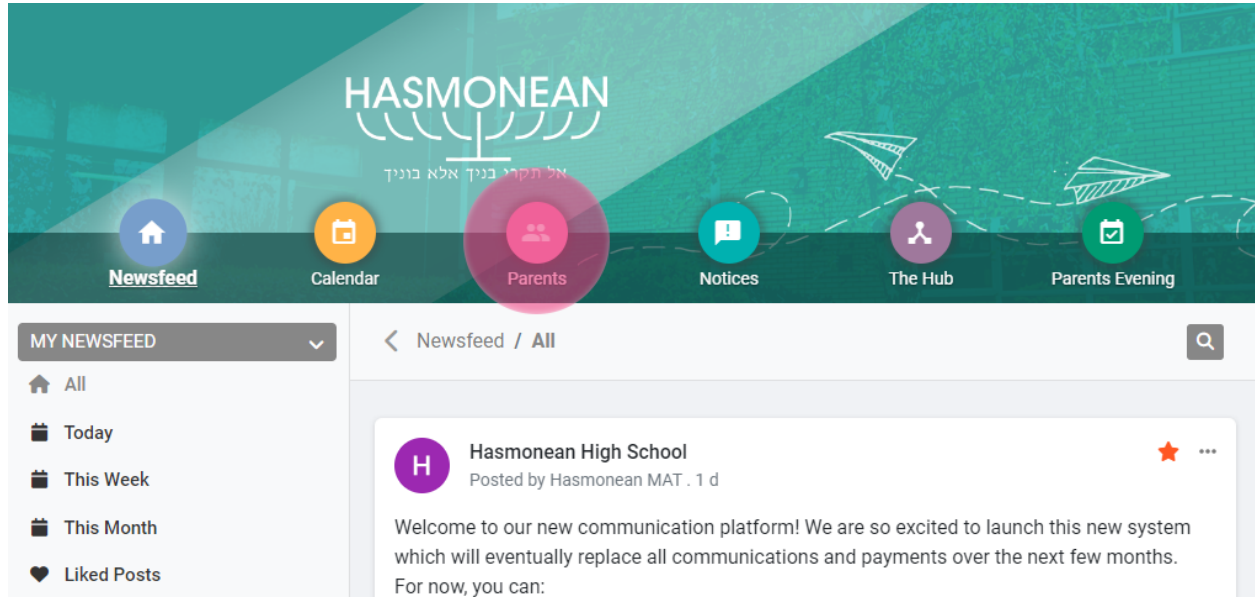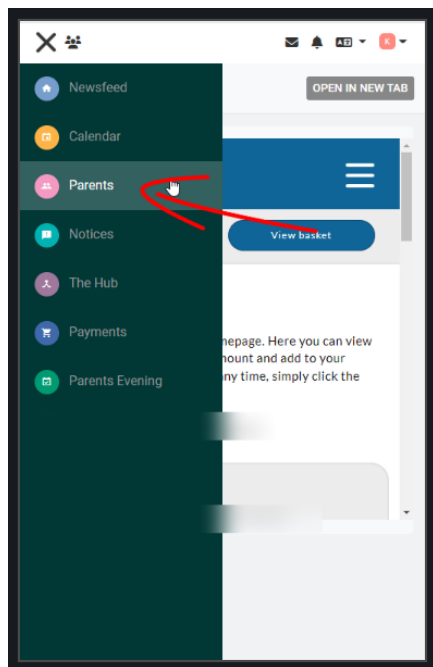
Step 3: Access the Parent Portal

Click on the **Parents** globe to access the Parent Portal. If you have more than one child, click on the child you wish to order meals for:
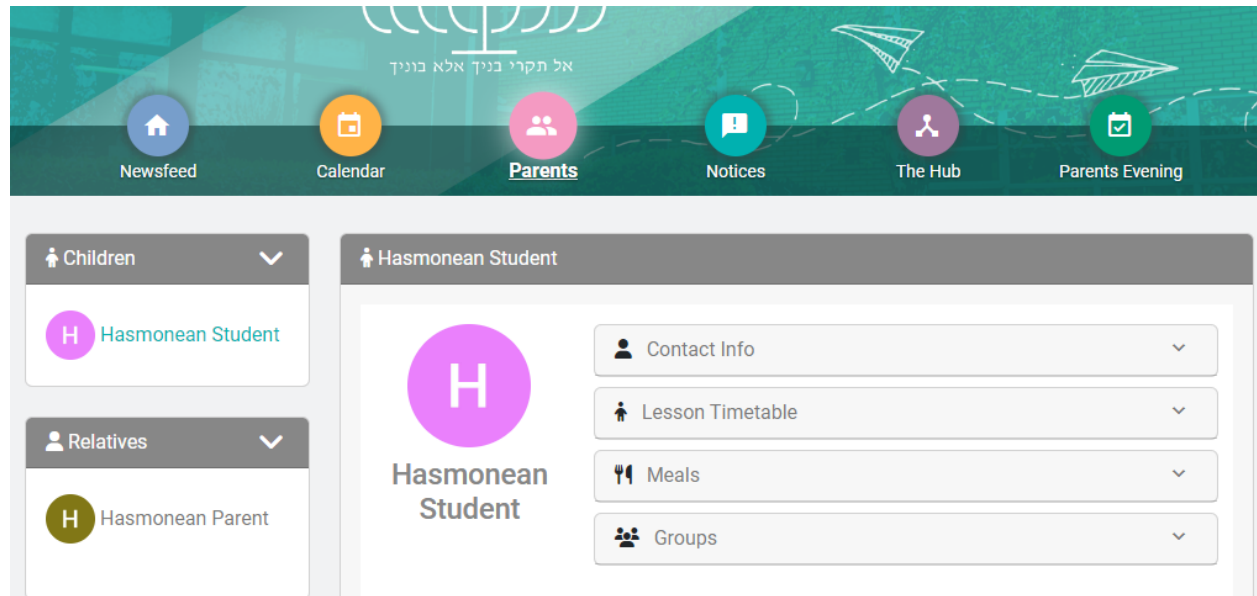
Laptop/PC

Mobile Device

Step 4: Meals

Scroll down the page to find the **Meals** section for your child and click the down arrow to expand the meals section.

You will be presented with a calendar listing the available menu(s) for each day. Within the **meals calendar** there is colour coding in place to help you manage your meal orders:

The information below explains in more detail, including the status of your orders (see colour coding in the key):

Grey: No Action Required

Red: Incomplete Order - the menu has been viewed and further action is required to complete all options
Orange: Unpaid Order - a meal has been booked but not paid for (a meal can be booked but not paid for by staff at school)
Green: completed Order - the menu has been viewed and all options have been completed for that day.

Once a meal has been paid for, to alter the choice you will need to contact the school.

You can view all order history and transactions by toggling across to the **ORDER HISTORY/TRANSACTIONS** section

PLEASE NOTE YOU CAN ONLY PAY FOR ONE WEEKS MEALS AT A TIME. YOU MUST MAKE CHECKOUTS SEPARATELY FOR DIFFERENT WEEKS.

Step 5: Meal Options

From the **Order Meals Tab**, select the day in the calendar that you wish to order a meal for:
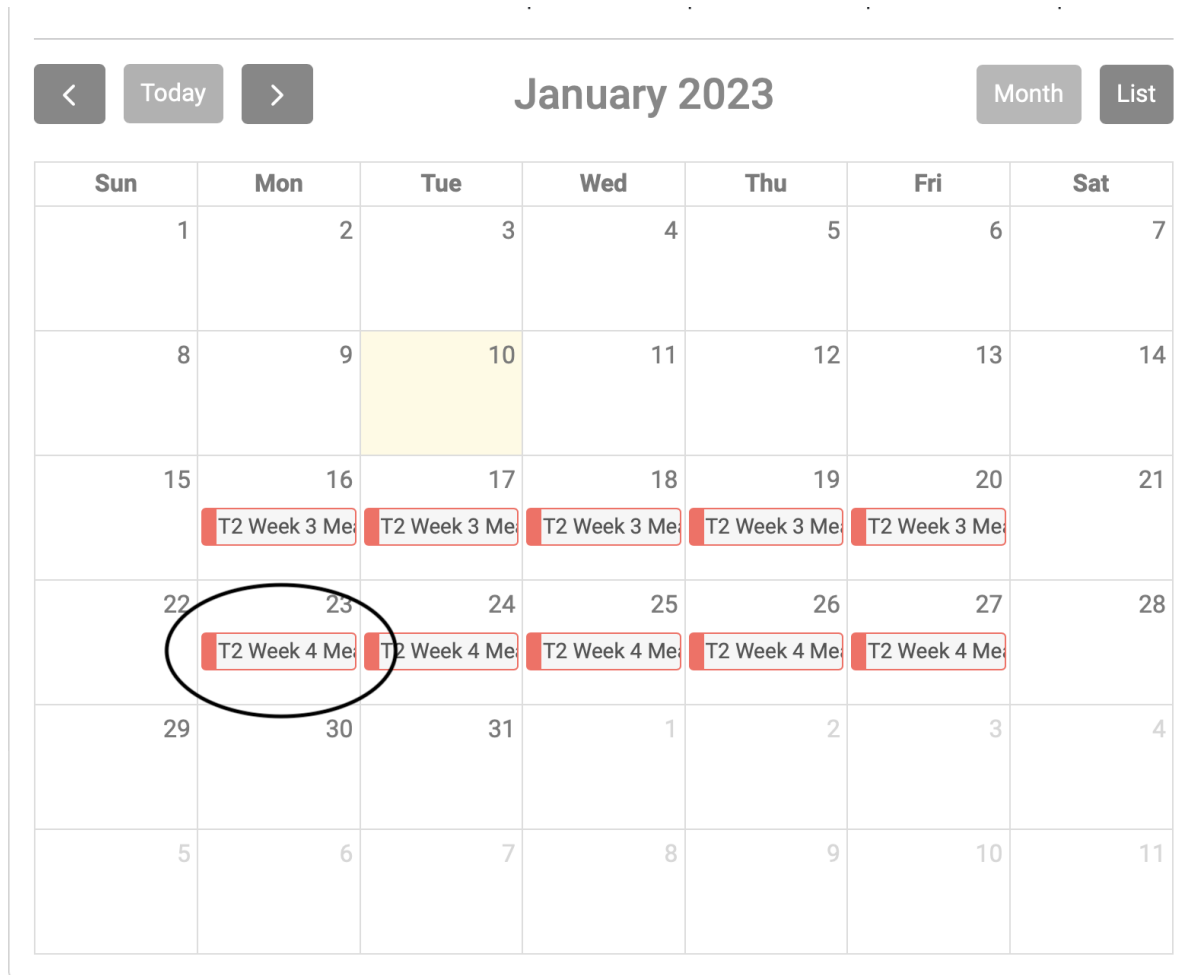
You will then see a screen with the meal choices for that day. Choose the required meal and click on the day and week you wish to begin with:

(**Tip:** by using the tabs at the top of this window you can navigate to other days of the week and order meals - this makes it easier to book for a week at a time, as opposed to doing it daily from the main calendar). ***This may look slightly different on a mobile device but the same process applies.***

T2 Week 3 Meal Menu | 5 day(s) meal plan

| Monday 16-01-2023 | Tuesday 17-01-2023 | Wednesday 18-01-2023 | Thursday 19-01-2023 | Friday 20-01-2023 | Saturday 21-01-2023 | Sunday 22-01-2023 |

Lunch

MAIN COURSE

Chicken Goujon With Sweet Chilli Sauce Wrap
Fresh Salad With Thousand Island Sachet
Scrambled Egg Wrap
Bagel With Cream Cheese (Small Portion)
Egg Mayonnaise & Cress Bagel
Israeli Salad
Smoked Salmon & Coleslaw Wrap
Tuna Pasta Mix Salad
Bagel With Hummous (Small Portion)

Chicken Goujon With Sweet Chilli Sauce Wrap
Main Course

Price £4.32 ADD

To add an item click ADD highlighted above. To remove an item that has already been selected, click the **REMOVE** button. Upon completion of your meal selection, click on **PLACE ORDER**:

Step 6: Confirm and Pay

A summary of your meal orders will be displayed.
Click on **CONFIRM AND PAY** to complete your meal order.

If your child is entitled to free school meals, any free school meal credit will be automatically applied to your meal purse in Weduc Payments and will be show in green in the above order summary.
You will still need to select the Confirm and Pay option to complete your order, even if the total to pay is £0.00.

If there is an **insufficient balance on your account** to pay for your order, you will not be able to complete your booking. You will need to go to Weduc Payments to add sufficient funds to your Meal Order purse (please see our Weduc Guide, Catering Purse (Parent Guide) for assistance).

To complete your order, you will need to return to **Access the parent portal,** select your child's **Meals** section, choose the day in the calendar that you have already selected a meal for, followed by **Place Order** and then **Confirm and Pay**