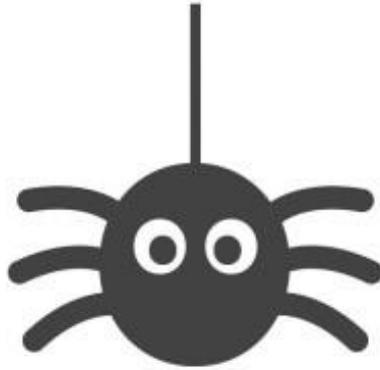
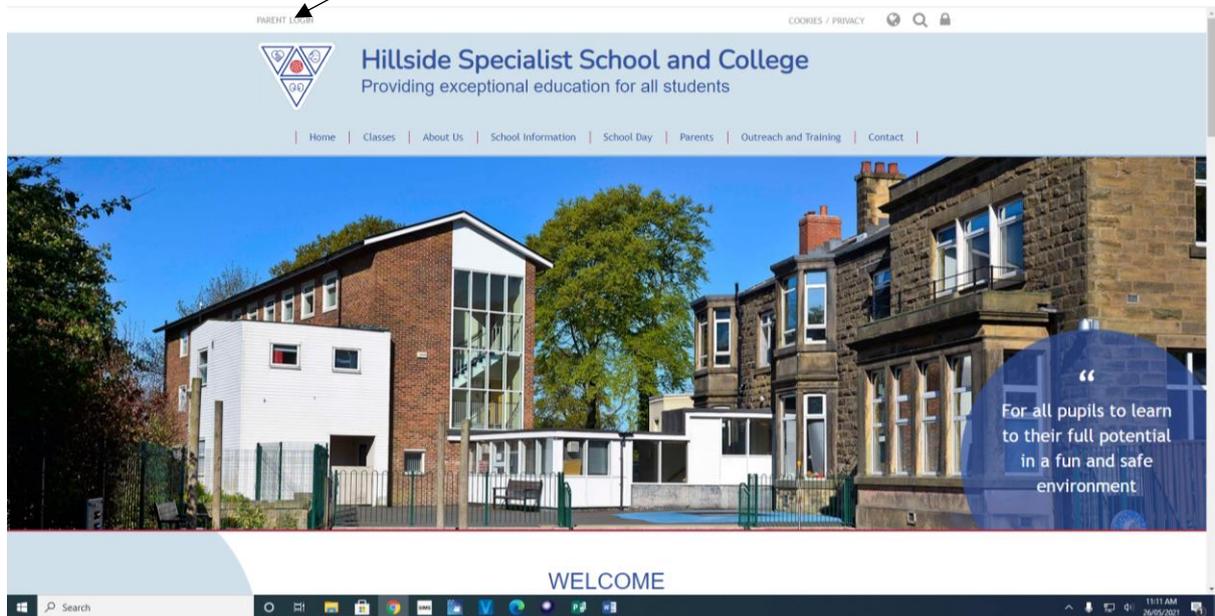


How to Manual for a Computer or Laptop

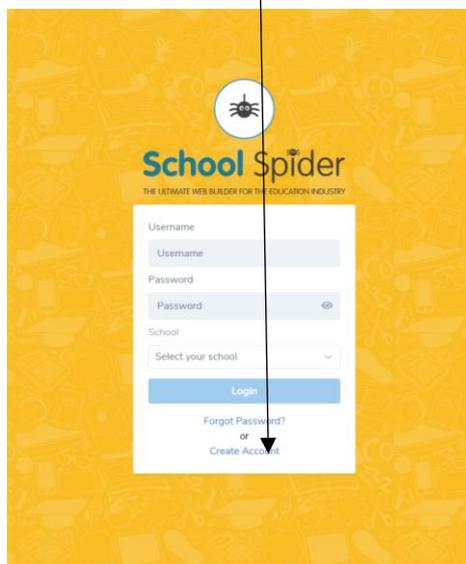


1. Go on the Hillside School website
2. Click parent login on the top left hand side as shown below -



How to create an account

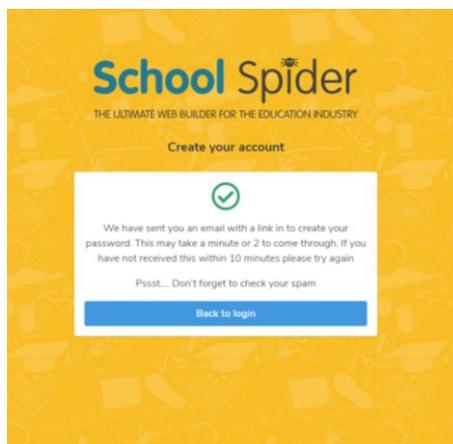
1. Click create account



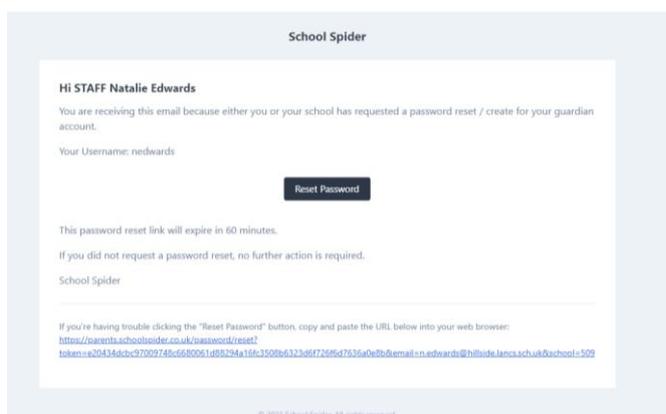
2. Enter your email address and in the drop down box choose Hillside specialist school & college
THIS MUST BE THE EMAIL ADDRESS THAT IS REGISTERED WITH SCHOOL



3. You will then be sent a link to your email



4. The email will look like the below – click reset password. You have 60 minutes before the link expires.



FYI – your username is NOT your email address – your username will appear in this email.

5. You will then be taken to the link below – reset your password



The screenshot shows the 'School Spider' logo at the top, with the tagline 'THE ULTIMATE WEB BUILDER FOR THE EDUCATION INDUSTRY'. Below the logo, the text 'Choose a new password' is displayed. The form contains two input fields: 'Password' and 'Confirm Password', both filled with asterisks. A blue 'Reset Password' button is located at the bottom of the form.

6. Click return to login



The screenshot shows the 'School Spider' logo and tagline. Below the logo, the text 'Your password has been reset' is displayed. A green message box contains the text 'Your password has been updated successfully.' Below the message box is a blue 'Return to login' button.

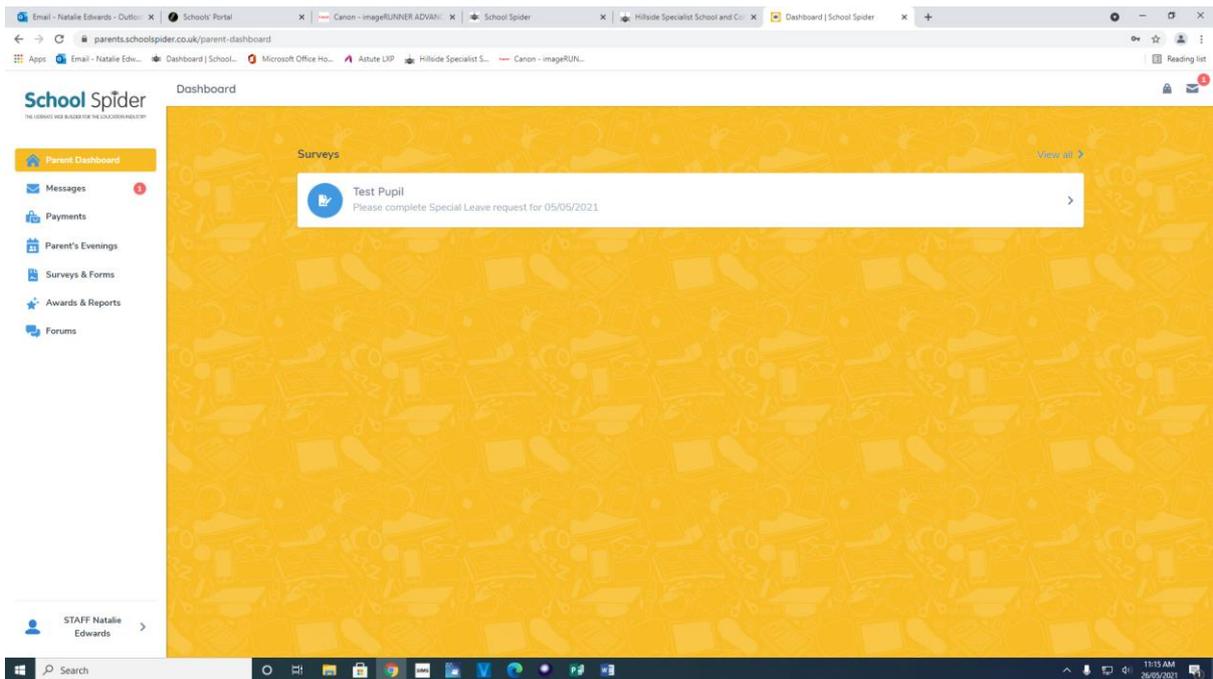
7. You will then taken to the main screen.

How to logon when you have an account

1. Enter your username and password then select Hillside specialist school & college.

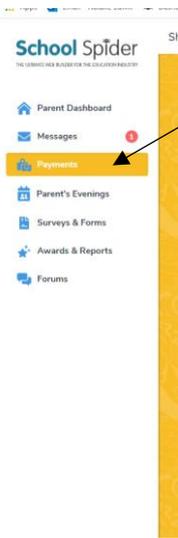


2. This will bring you to the parent dashboard as shown below

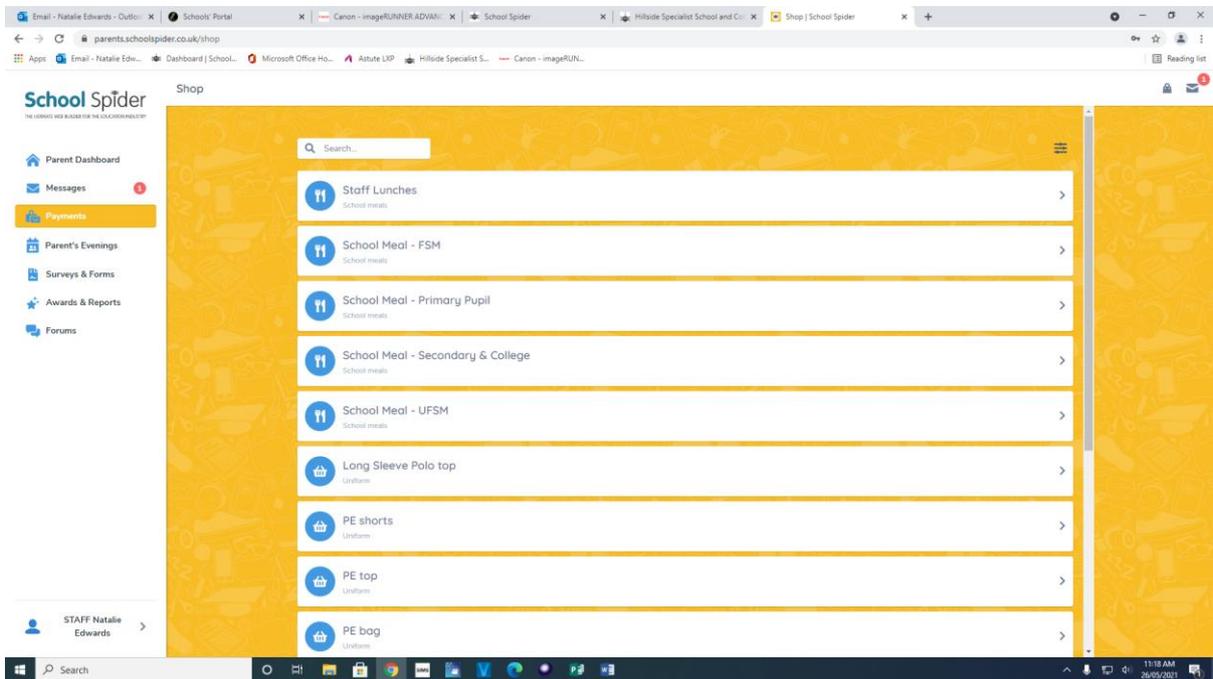


How to purchase a school meal

1. On the left hand side, click on payments

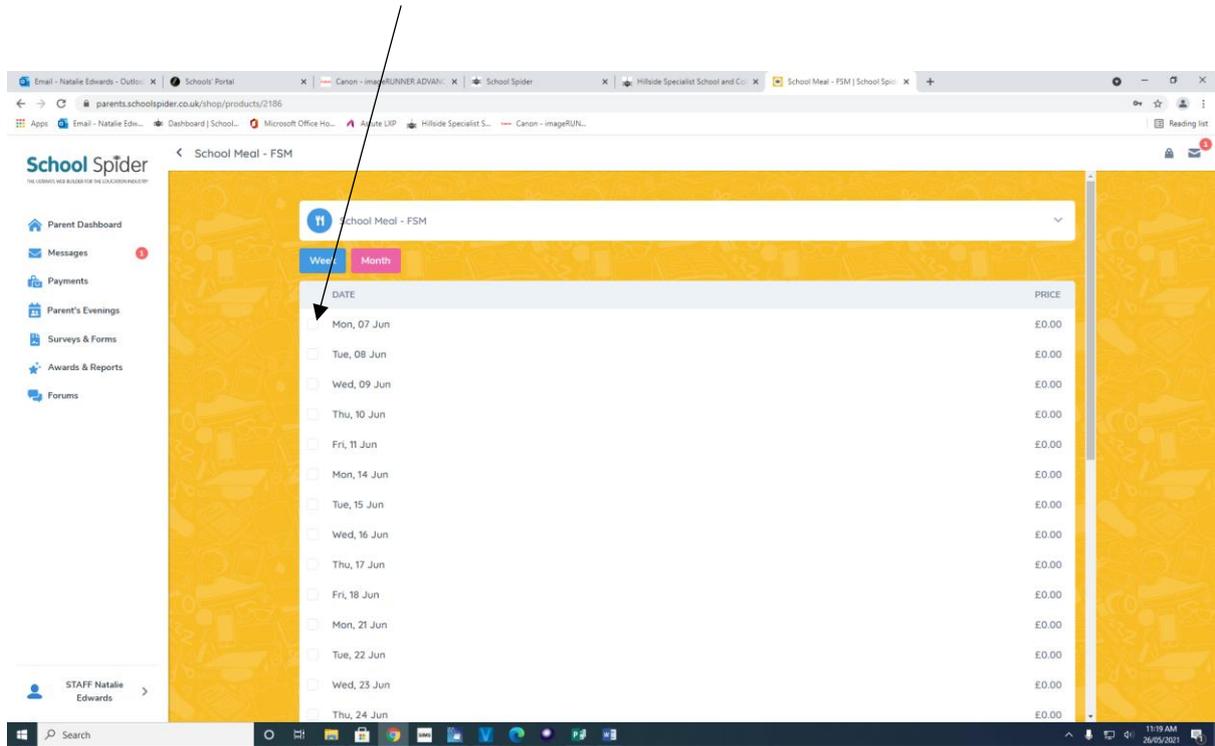


2. This will bring up a list of purchases that are available – click on the meal you require for your child.



3. This will bring up the lists of dates.

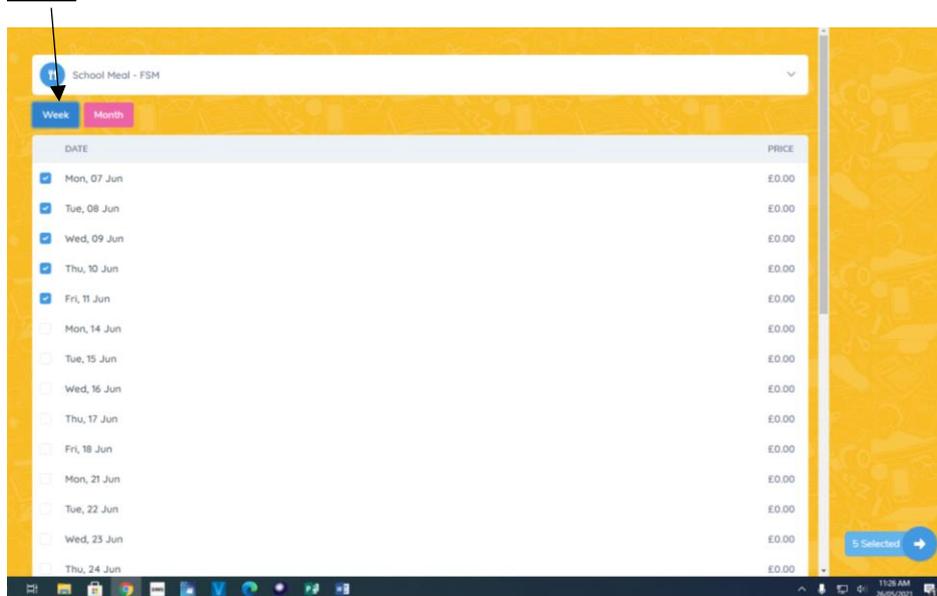
You can individually click on each date in the tick boxes



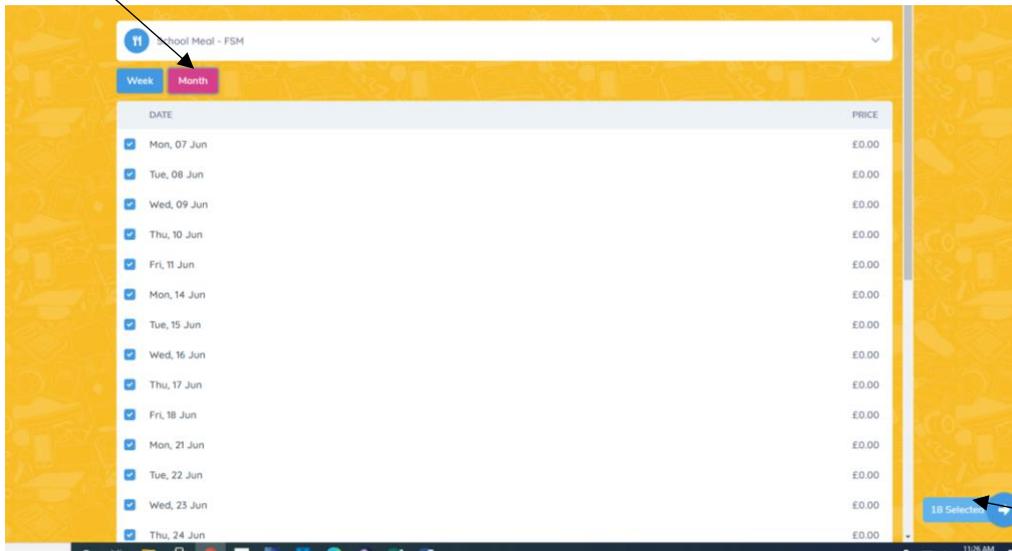
To make it easier you can click week or month, this will automatically tick the whole week or month



Week



Month



This shows the amount of meals selected – press the arrow when chosen the dates

4. As an example, I will be booking a week (5 days) worth of meals.

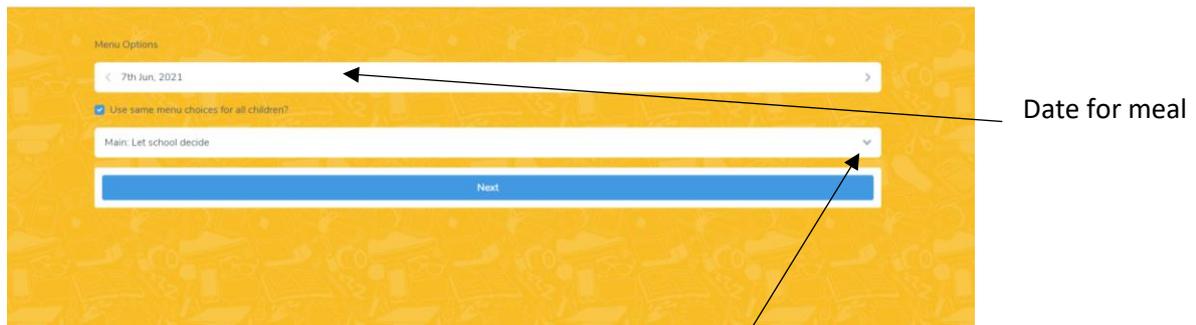
Amount of days selected



Click choose menus options

Total price for all meals selected

5. The next screen is when you choose the meal you would like for the particular day.



6. Click here for the drop-down box of meals available

7. **If your child requires a vegetarian meal then please choose the vegetarian option, this helps the kitchen give your child the correct meal.**



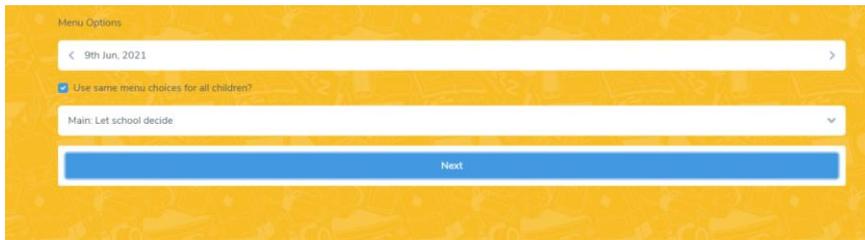
8. Click which meal you would like and then click next



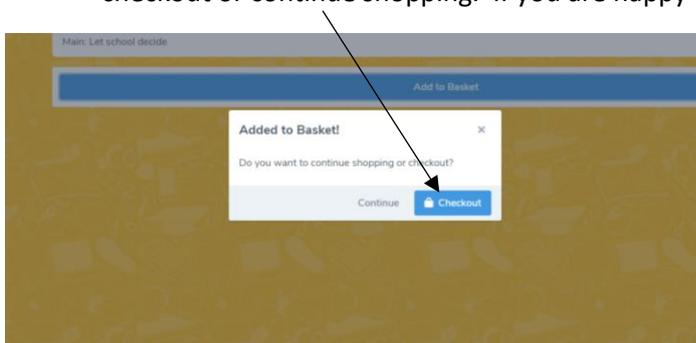
9. It will then ask you for the next date



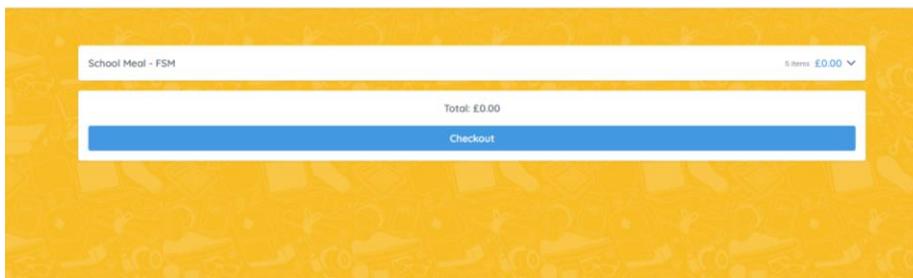
10. And so on.....until you have chosen a meal for all dates.



11. Once you have completed all your chosen dates, this screen will appear and ask you to checkout or continue shopping. If you are happy with your selection then click checkout.



12. Your total amount will appear, click checkout again.

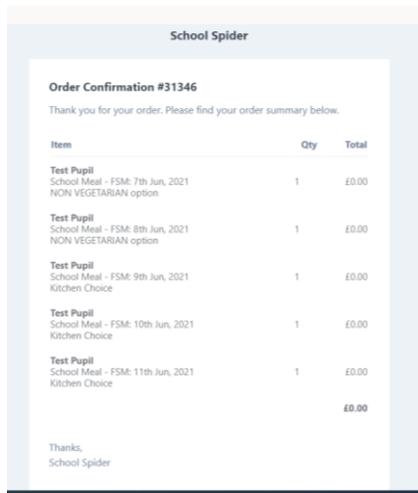


13. Click confirm order

14. You will then have completed and will get a review of your order.

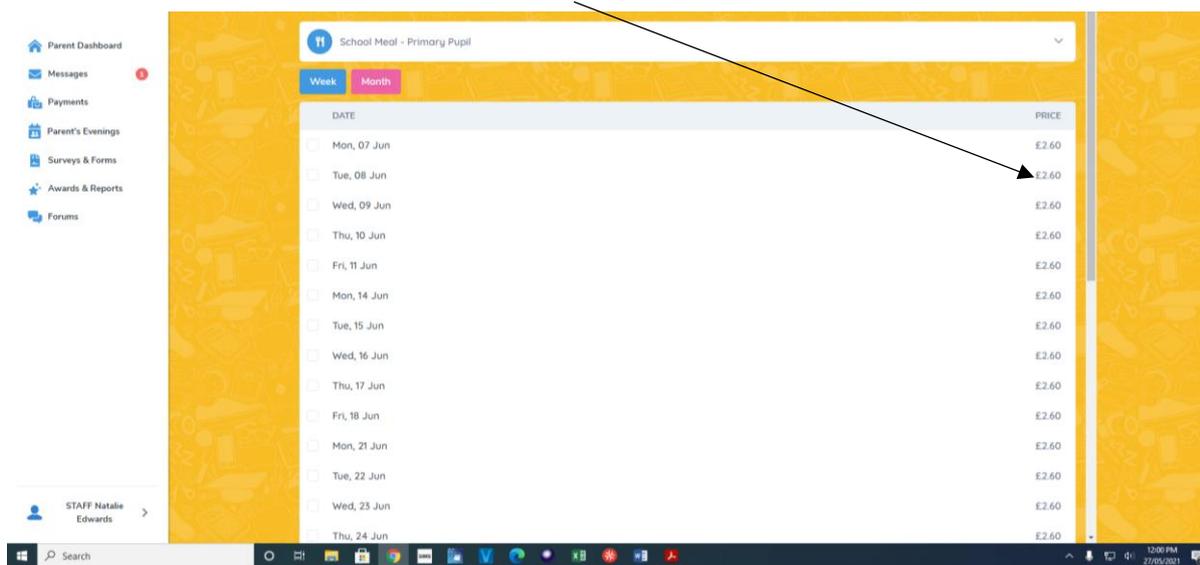


15. You will also receive a confirmation email similar to the below

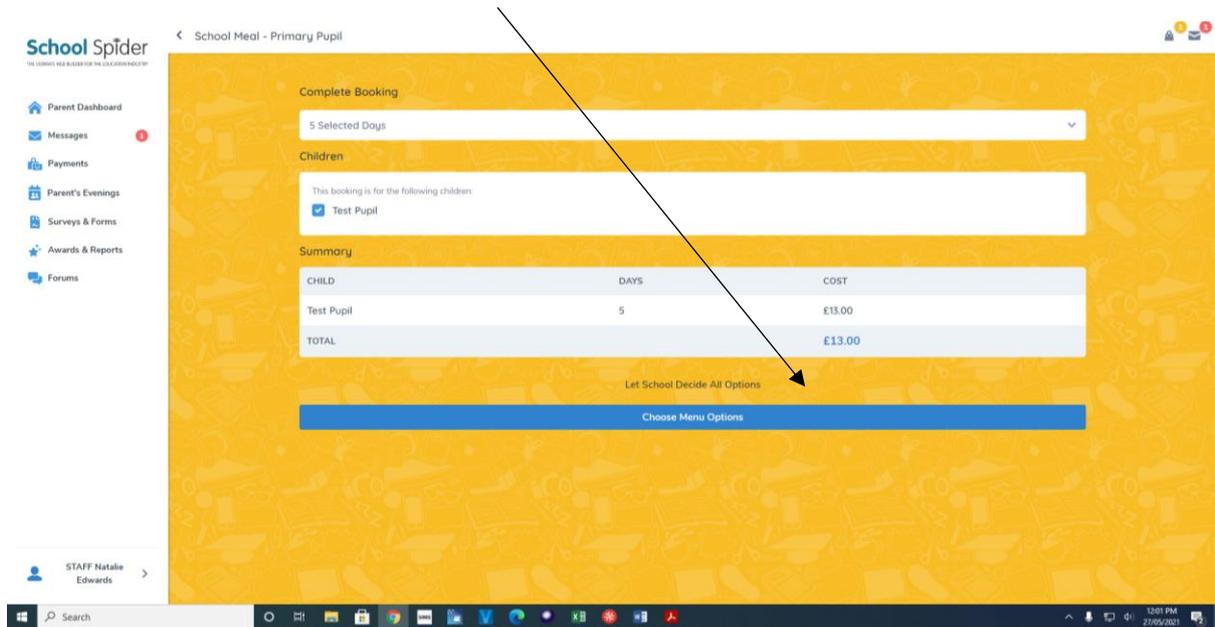


For paid meals – primary & secondary

For a paid meal follow the same process, the prices will be displayed as shown below

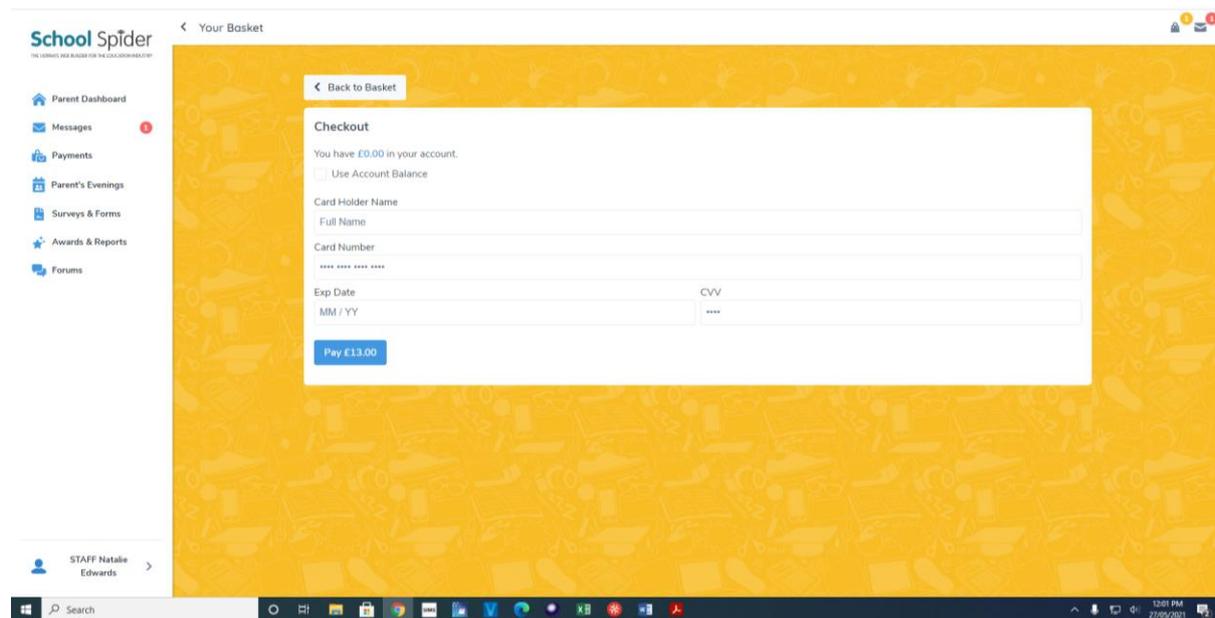


Once you have selected the dates the total price will show



Once you have chosen the meal options – click checkout

You will then get asked for your card details. Once you have entered them you will receive a review order and a confirmation email.



Recap

- When you create your account, please make sure you use the email address that is registered with Hillside otherwise it will not let you create an account
- If you have to reset your password your username will be in the email – it is not your email address
- Please make sure you have the most up to date app – as you may have problems processing your order.
- If you have free school meals, you still have to book your child a meal every day.
- You will receive a confirmation email when you have confirmed your order – this is a good way of knowing that your order has been processed.
- Always book ahead if you can– we will always make the full term available to book.
- If your child does not attend school one day then when we input the register the money will be credited back to your account
- If you have been successful for receiving income based free school meals please let us know as soon as possible so we can change your page.

How to view messages

1. To view messages, click on messages on the left-hand side. A number will appear at the side if you have any unread messages.

