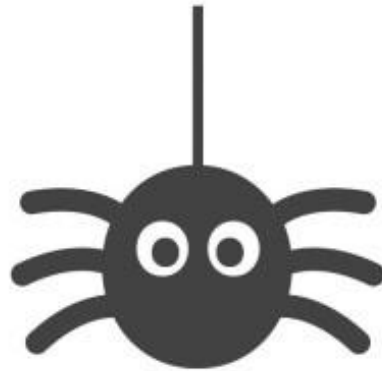


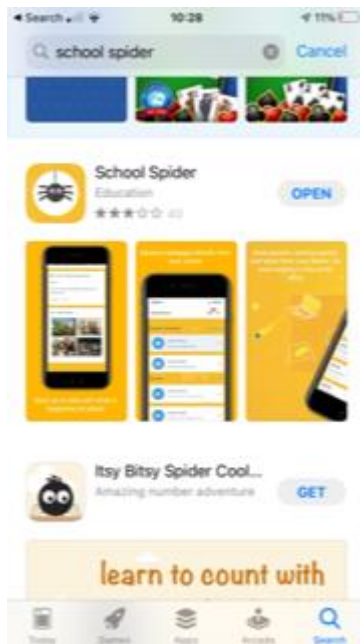
**School** Spider

## **How to Manual for a Smartphone or Tablet**



## How to download the app

Go onto your app store and search for school spider



Download the app and once downloaded you need to log in

## How to create an account

1. Click create account

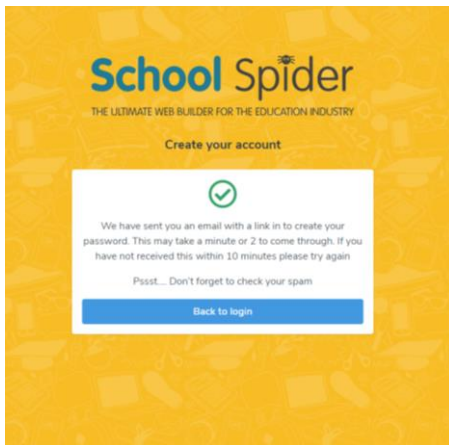


2. Enter your email address and in the drop down box choose Hillside specialist school & college

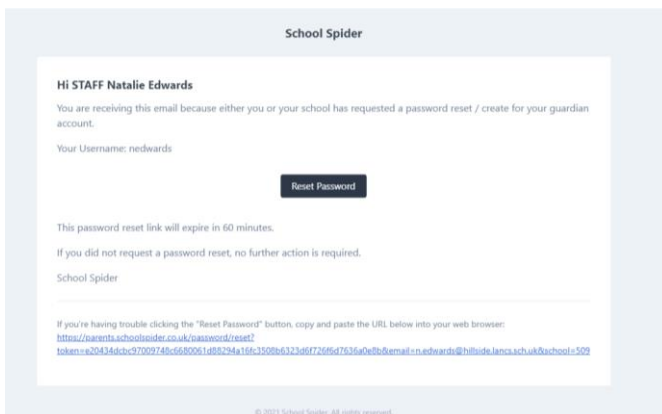


The screenshot shows the 'Create your account' form on the School Spider website. The form is set against a yellow background with a pattern of small white squares. At the top, the 'School Spider' logo is displayed in blue and black, with the tagline 'THE ULTIMATE WEB BUILDER FOR THE EDUCATION INDUSTRY' below it. The form itself is a white box with a light blue border. It contains the following elements: a heading 'Create your account', a paragraph 'Please enter your email so we can send you a link to create your password.', an input field for 'Enter your email address', a dropdown menu for 'What school do your children attend?' with 'Select your School' as the selected option, and two buttons at the bottom: 'Cancel' and 'Send link'.

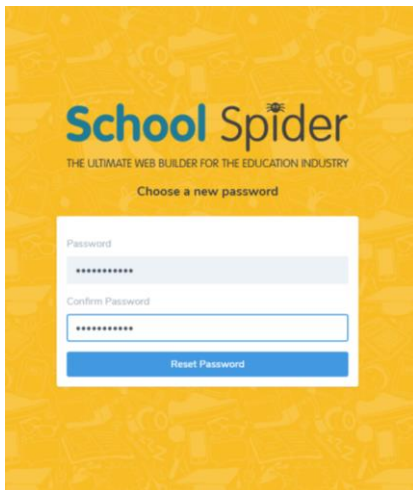
3. You will then be sent a link to your email



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



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 with masked characters (dots). A blue 'Reset Password' button is located at the bottom of the form.

6. Click return to login



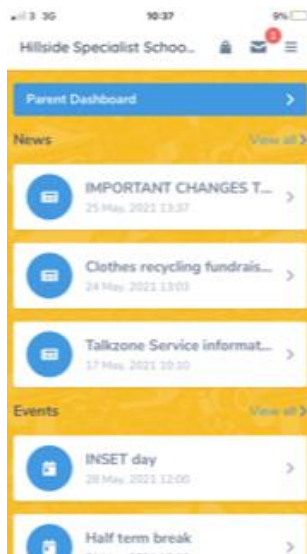
The screenshot shows the 'School Spider' logo and tagline. Below the logo, the text 'Your password has been reset' is displayed. A green message box contains the text 'Your password has been updated successfully.' Below the message box is a blue 'Return to login' button.

7. You will then taken to the main screen.

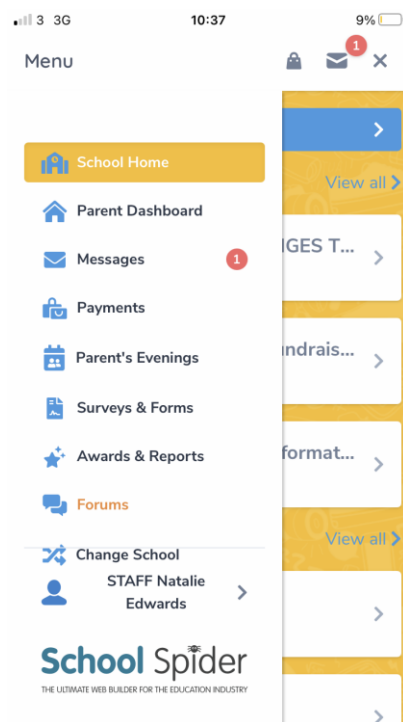
FYI – Your username is not your email address – your username will be on the email you receive.

## How to purchase a meal

1. Once you have logged on you will see this screen as shown below



2. Click on Parent dashboard and it will bring the menu

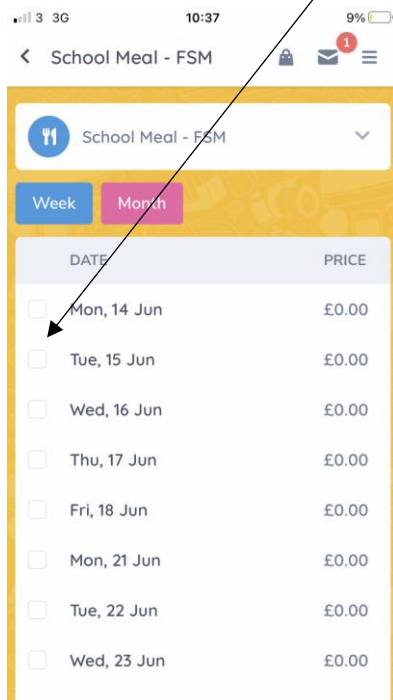


3. Click on Payments – you will ONLY see the option that is relevant for your child.

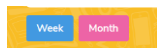


4. Once you have clicked on the meal selection you will get a list of dates

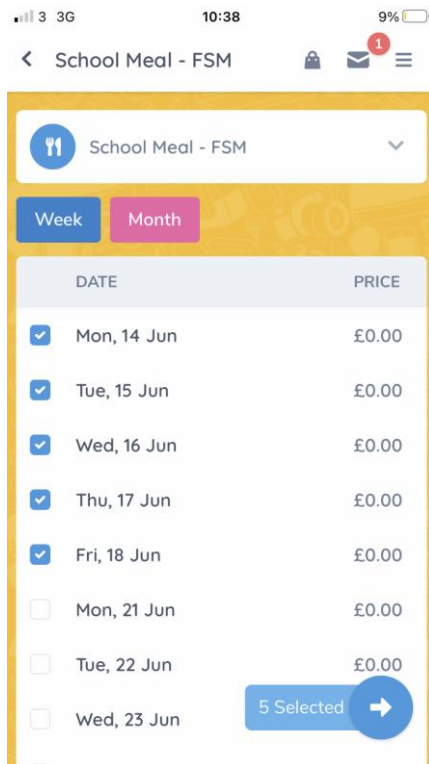
You can individually click on each date in the tick boxes



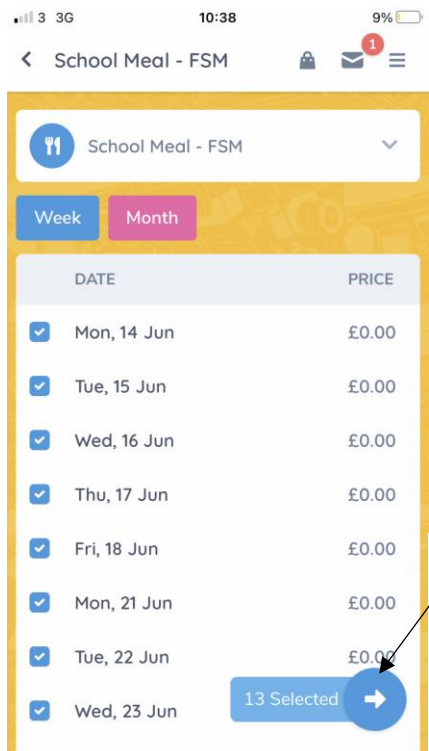
To make it easier you can click week or month, this will automatically tick the whole week or month



### Week

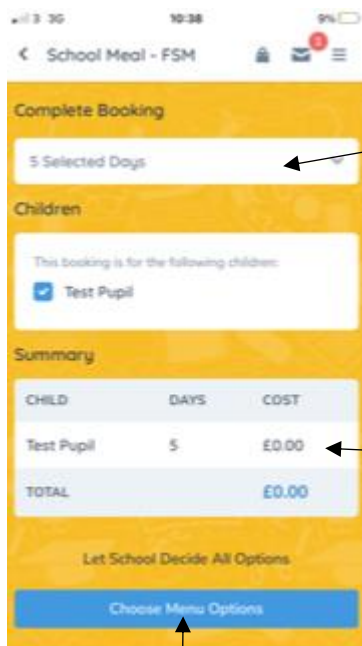


### Month



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

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

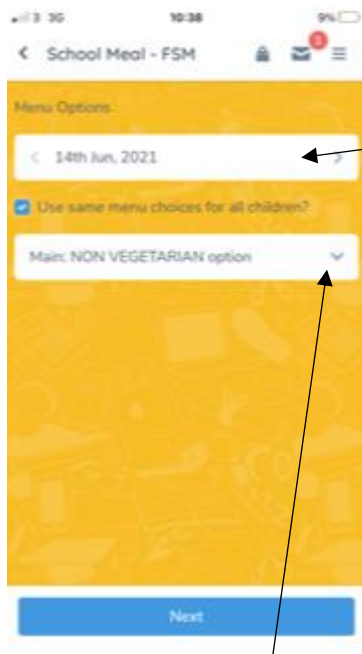


Amount of days selected

Total price for all meals selected – for free school meals this will be £0.00

Click choose menu options

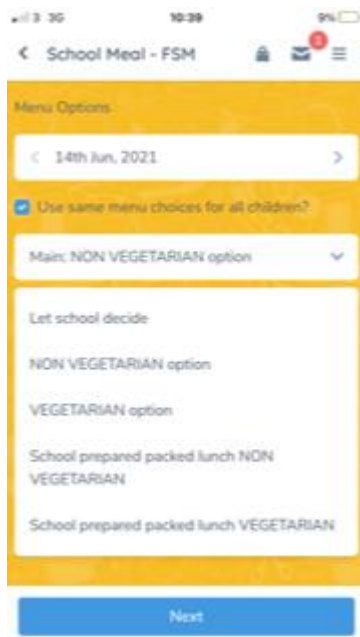
5. The next screen is when you choose the meal you would like for the particular day.



Date for meal

Click here for the drop-down box of meals available

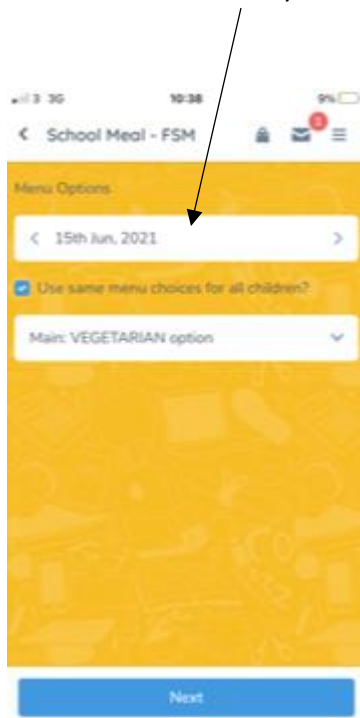




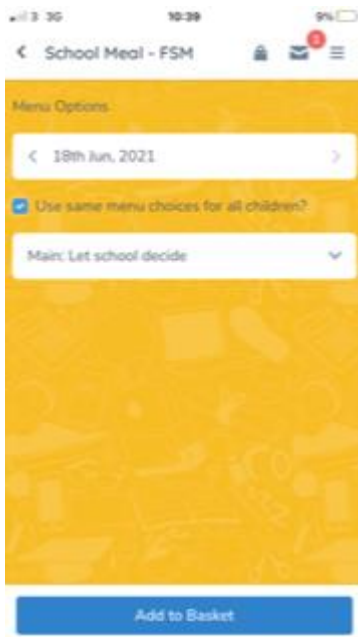
6. Click which meal you would like and then click next.

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

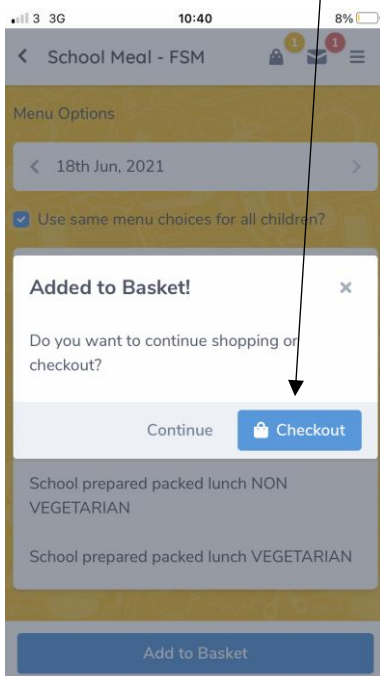
7. It will then ask you for the next date



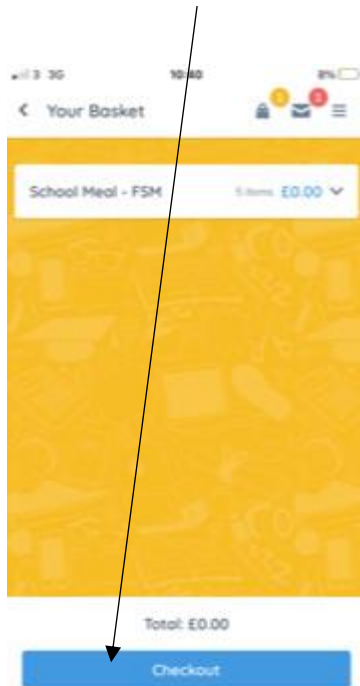
8. And so on.....until you have chosen a meal for all dates. On the last date it will ask you to add to basket.



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.

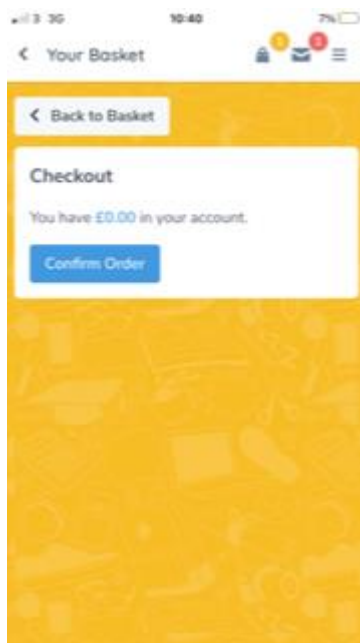


Your total amount will appear, click checkout again.

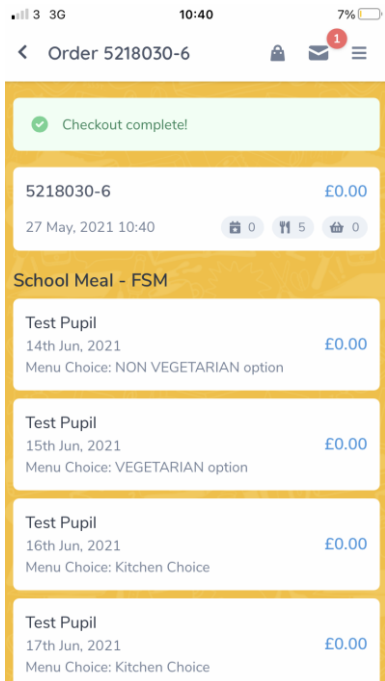


**9. FOR FREE SCHOOL MEAL YOU MUST CONFIRM ORDER FOR IT TO PROCESS.**

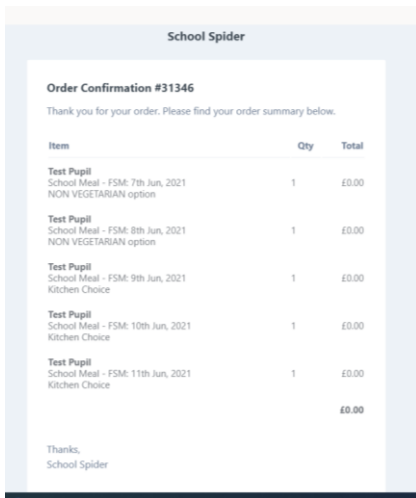
Click confirm order as shown below



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

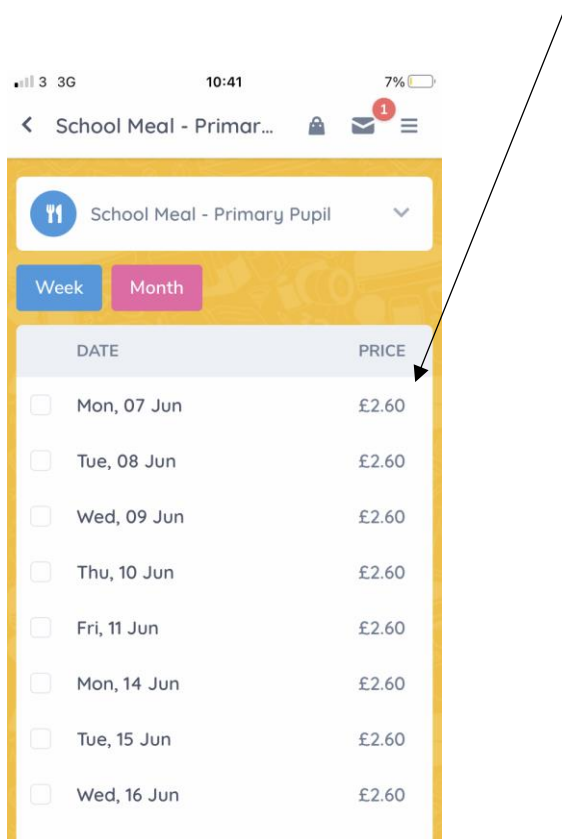


11. You will receive a confirmation email

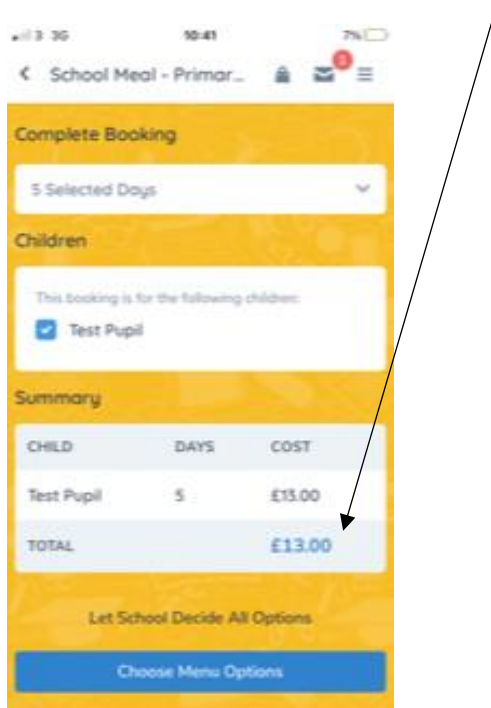


## Paid Meals

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



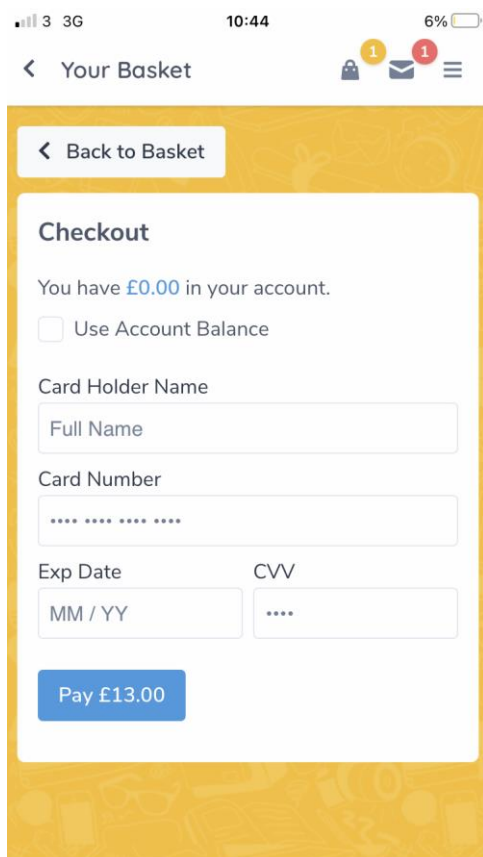
Once you have selected the dates the total price will show



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.