# **3** my**MealOrder**

## Pre-order Curbside Meals

Pre-ordering ensures that we are better able to prepare for the number of meals needed to serve all of our families who will be

picking up meals. Pre-ordering will also make your pickup quicker and easier as all who pre-order will go to a designated distribution line where your meals will be waiting for you.

### Step 1 Account Setup

- 1. Go to mymealorder.com
- 2. Click "LOGIN HERE".



3. To create an account, click "Create a free account".



4. Enter the state of California and Palm Springs Unified School District. Click "Click here to continue".

Create an Account	
First you need to select the distric	t your child's school is in.
State	
California	~
District	
Palm Springs Unified School Dis	~
Click here to continue	

5. Register for your free account by completing all information with an asterisk (\*). Then click "click here to add students to your Account".

#### Register for your account

*Display Name	*First Name	Home Phone
Sample Display Name	FoodieJudie	
*Username	*Last Name	Cell Phone
Sampleusername	Parent	
*Password	Home Address	*Email
		sampleemail@live.com
*Confirm Password	Alternate Adress	*Confirm Email
		sampleemail@live.com
*Security Question	State	
What street did you live on in thir 🗸	California 🗸	Olick here to add students to your Account
*Answer	City	Click here to add students to your Account
Pineapple Ln	Acampo 🗸	

6. <u>Add ONLY 1 student</u> you will be ordering meals for. Click "Add Student" BAdd Student Enter the student's school identification number, last name and school name.

Then, click "Add student".

If you have additional children (18 years old and under) in your household, you will still be able to order meals for them even though you are not adding them to your account.

## Step 2 Select Meals

1. Click "Meals" towards the top of the page.



2. Meals can be viewed from either the weekly or monthly calendar view. It is suggested to click "month". Then, click "order" on the curbside service day you will be ordering for.



3. Enter the amount of children in your household that are 18 years old and under.

Then, click "Add to Cart"





Student ID:	Last Name:	
1001	student	
School:		
Aqua Caliente ES	~	

Month of December, 2020     More   Mon, Nov 30   Tue, Dec 1   Wed, Dec 2   Thu, Dec 3   Fi, Dec 4     No Meal Scheduled   No Mea	<u>Annus</u>	Kon, Nov 30 No Meal Scheduled Mon, Dec 7 No Meal Scheduled Mon, Dec 14	Mont Tue, Dec 1 No Meal Scheduled Tue, Dec 8 No Meal Scheduled	th of December Wed, Dec 2 No Meal Scheduled Wed, Dec 9	Thu, Dec 3 No Meal Scheduled	Fri, Dec 4
Mon, Nov 30   Tue, Dec 1   Wed, Dec 2   Thu, De 3   Fri, Dec 4     No Meal Scheduled   No Meal Scheduled<	<u>Aetus</u>	Mon, Nov 30 No Meal Scheduled Mon, Dec 7 No Meal Scheduled Mon, Dec 14	Tue, Dec 1 No Meal Scheduled Tue, Dec 8 No Meal Scheduled	Wed, Dec 2 No Meal Scheduled Wed, Dec 9	Thu, Dec 3 No Meal Scheduled	Fri, Dec 4 No Meal Scheduled
No Meal Scheduled   No		No Meal Scheduled Mon, Dec 7 No Meal Scheduled Mon, Dec 14	No Meal Scheduled Tue, Dec 8 No Meal Scheduled	No Meal Scheduled Wed, Dec 9	No Meal Scheduled	No Meal Scheduled
Mon, Dec 7 Tue, Dec 8 Wed, Dec 9 Thu, Dec 10 Fri, Dec 11 No Meal Scheduled No Meal S		Mon, Dec 7 No Meal Scheduled Mon, Dec 14	Tue, Dec 8 No Meal Scheduled	Wed, Dec 9		
No Meal Scheduled     Mon, Dec 14   Tue, Dec 15   Wed, Dec 16   Thu, Dec 17   Fri, Dec 18     No Meal Scheduled     Click "Place Order".   Place Order   Place Order   Remove from Conservation     Order Total:   \$0.00		No Meal Scheduled Mon, Dec 14	No Meal Scheduled		Thu, Dec 10	Fri, Dec 11
Mon, Dec 14   Tue, Dec 15   Wed, Dec 16   Thu, Dec 17   Fri, Dec 18     No Meal Scheduled   (3) How man children in your household we household		Mon, Dec 14		No Meal Scheduled	No Meal Scheduled	No Meal Scheduled
Click "Place Order". Place Order Order Total: \$0.00 Total: \$0.00		No Mool Cobodulod	Tue, Dec 15	Wed, Dec 16	Thu, Dec 17	Fri, Dec 18
Order Total: \$0.00   Total: \$0.00	ick "Place Order".	Place Order		No Fical Scheduled	No Meal Scheduled	(3) How many children in your household are 18
Order Total: \$0.00 Total: \$0.00						Remove from Cart
Total: \$0.00	Order Total: \$0.00					
	Total: \$0.00					
Convenience Fee*: \$0.00	venience Fee*: \$0.00					
Amount Due: \$0.00	Amount Due: \$0.00					
onvenience fee may be recalculated ied on payment type.	iience fee may be recalculated ) payment type.					

3. Choose your pickup location. In the dropdown, you will see 2 schools listed side by side. **The school listed on the left is the pickup site you are choosing**. The school listed on the right is the site your student is enrolled in.



For example, this window indicates that
the pickup location is Cielo Vista Charter
School and the student is enrolled at
Agua Caliente Elementary School.

4. Click "Save". Save The order is now complete.

## Step 4 – Retrieve your curbside pickup ticket

Once your order is complete, a verification email will be sent to you. Print or take a picture with your phone of this email. On meal service day, bring your verification email (picture or paper) with you in your vehicle to the pickup location listed on your receipt.

	Your recent order has been received!				
Curbside Pickup Ticket	Details			1	
	Transaction Ref. No: 0089281233	Sample Verification Email			
	Date: 12/08/2020				
	Account: Jen		Amount of Meals		
	School District: Palm Springs Unified School District				
	Winter Meals Include Breakfast, Funch and Supper Items - How many children are 18 years old and younger? (3) (Pickup Location: Cielo Vista Charter ES)				
	Student: Test1 Student				