

HOW TO ORDER SCHOOL MEALS

STEP-BY-STEP ORDERING INSTRUCTIONS

- 1** Log in at www.goodlookincookin.co.uk
- 2** Provide a **current email address** and proceed with registration.
- 3** **Create an account by reconfirming your email address and creating a password.** (Should you ever have trouble accessing your account, please get in touch. We can re-set your account and provide you with a temporary password, enabling you to access your account again.)
- 4** **Add your child's details to begin ordering.** At this point you can notify us of any dietary requirements or free school meal status. (If you pay for meals, you will be required to enter billing information before you are able to place an order)
- 5** Once you have finished registering, you will be able to **view your children's details and proceed with ordering meals.**
- 6** **Selecting the child**, you wish to order meals for will then prompt you to select the week you wish to order for.
- 7** **Select your preferred meals** for each day and confirm your selections.



(Please note- you will be required to follow this process for each child, should you wish to select specific meals for each day. However, should you wish to order the same option every day, we have a bulk ordering feature which will allow you to order multiple weeks at once-provided you are happy for your child to have the same option each day.)

For those parents who receive free school meals, once you have selected the required meals for the week. You will be required to select **“Confirm My Select”** (Bottom of the screen); this will save your meal choices and provide you with an order summary.

If you pay for your child’s meals, upon confirming your meal selections, your sub-total will appear in the payment basket. Once you have finished ordering you will need to select **“Complete My Order”** (Top right of screen), this will direct you to the billing page and enable you to successfully complete your order. No order will be processed without payment.

A confirmation email will be provided once you have ordered your meals; you are also able to look at your current and previous orders in **“View Orders”**.



ORDER DEADLINE:

Thursday Morning at 10am the week prior to meals being required.

We are unable to accept orders after the 10am Thursday deadline, should you require assistance before the cut-off, please get in touch and we will endeavour to resolve any issues or answer any queries.