Amending or Removing Meal Choices
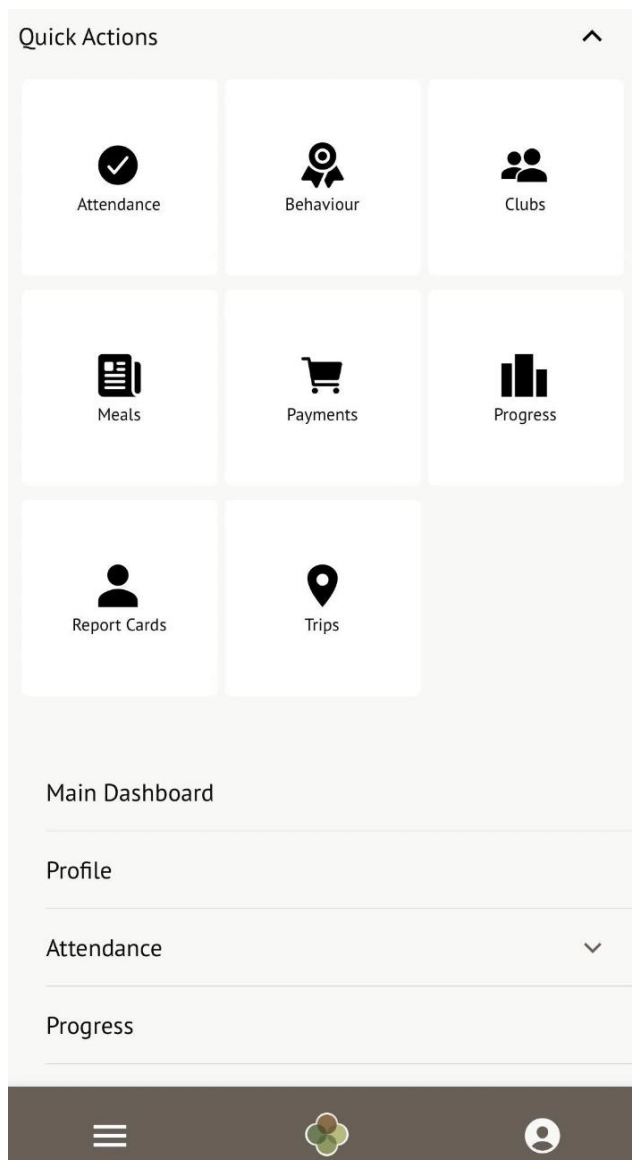
Please note that once the deadline your school has set passes, you can see, but no longer edit your meal choices

Click the three lines to access your main menu, then click on **Meals**.

You'll be taken to the *Meal Choices* page, where you will be presented with a list of Meals that have available menus to choose from.

Meal Choices

Academic Year

2022/2023 ⌄

Meals available to Ella Young

Autumn Term Lunch
Meal choices available ›

You can then see the *Meal Choices* page:

- You can see your child's meal account balance at the top - if this balance is negative it will be highlighted in red.
- You can top up the balance via card payment using the **Top up account** button.
- On the page you can see all future dates you can select a meal for:

- **Deadline passed** - the deadline your school has set to make a meal choice has passed and cannot be edited by you. Your child's teacher can amend their choice while taking the register, or you can contact your school if you'd like to change what meal your child is going to have.
- **School holiday - no choices available**. Your school has set this day as a non-school day. Please contact your school (please do not contact Arbor) if this is incorrect.
- **No choices made** - click to select the meal your child will have.
- **Meal Choice** - you've set a meal choice already, but you can click it to change your choice.

When choosing a meal, click on the day. In the slide over, you'll see when the deadline for making your choice is.

You can also select your Meal Choice, and whether to apply this to all future dates. For example, if you select Pizza and your school has Pizza as an option every

To edit a meal choice that has already been made, you must first remove the current meal choice. If you do not do this first, you see a red warning message

alerting you that "[y]ou cannot add a meal choice for [the date], because one already exists. Please remove the existing meal choice first" when you try to change the meal choice.

To remove a meal choice:

- Click on the day you want to change to open the edit screen.
- Update the meal choice to **No Choice Selected** using the dropdown
- Click the green **Process** button to delete the choice

This reverts the day to **No choices selected**.

Once you have done this, you can set a new meal choice by:

- Clicking on the day
- Selecting a meal choice using the dropdown
- Clicking **Process** to confirm your choice.