

CHARTWELLS ONLINE ORDERING GUIDELINES

- **Via our website** – <https://dorset.mealselector.co.uk/> You only have to register once; thereafter please use your log in details. You can place your order at any time up until cut off time of **midnight on Sunday – 7 days before the full week in which the meal is to be served.**
- **Web Site Example** – Click on “Register” to start the process, or “Log in” if already registered.

The screenshot shows the Dorset Meal Selector website. At the top, there is a navigation bar with links: HOME, MENUS, FOOD, FREE SCHOOL MEALS, MARY'S MEALS, PROMOTIONS, FAQs, and CONTACT US. Below this is a large banner with the text "health & wellbeing" and "SIDE by SIDE THE CHARTWELLS WAY". To the right of the banner, there is a quote: "We aim to help give every single pupil and student we can the best possible start in life. Side by side with them throughout their critical early years, we'll help them to shape successful futures."

Below the banner, there is a section titled "Welcome To Dorset Meal Selector". It includes a note: "Please note that this website is for schools in Dorset only. [Click here](#) for links to other Meal Selector sites." There are two buttons: "REGISTER" and "LOGIN".

On the right side of the page, there is a sidebar with several sections: "SIGN UP TO OUR eNEWSLETTER", "LIKE US ON FACEBOOK", "FOLLOW US ON TWITTER", and "latest TWEETS". The "latest TWEETS" section shows a tweet from @loveschoolmeals about a video on children's tips to cope with exam stress.

- **If you click on “Register”** – You will need to enter your details and create a password, (as displayed in the next screen shot) so that you can easily log on to the system once again once you have registered. If your child is entitled to the Infant Free School Meal and/or any other type of Free School Meal you will need to tick the box that says – **I am entitled to free school meals**. Once you have registered you can go on and order.

REGISTER

Please fill out the simple form below to register.

Your Details

Title

First name

Surname

Your contact information

House number / name

Postcode
 [Get address](#)

Address 1

Address 2

Address 3

Tel

Login and e-mail information

E-mail address

Confirm e-mail address

Enter a password

Too short
Minimum number of characters is 8
A password is required please enter a password of at least 8 characters

Confirm your password

How did you hear about us?

☒ Receive information / communications regarding School Meals.

[Register](#)

[SIGN UP TO OUR eNEWSLETTER](#)

[LIKE US ON FACEBOOK](#)


[FOLLOW US ON TWITTER](#)

latest TWEETS

Tweets by @loveschoolmeals

[Love School M...](#)
@loveschoolmeals

VIDEO: Children's tips to cope with exam stress
ow.Jy6RpR3002wZx



Children offer their ti...
A group of 10 and 11 ye...
bbc.co.uk

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- **Once Registered** – Click on “Add a child” to register your child/children onto the system

The screenshot shows the 'YOUR REGISTERED DETAILS' page. At the top, there's a navigation bar with links: HOME, MENUS, FOOD, FREE SCHOOL MEALS, MARY'S MEALS, PROMOTIONS, FAQs, CONTACT US. The page header includes the 'LOVE SCHOOL Meals' logo and 'at DORSET MEALSELECTOR'. A user is logged in as 'Test Parent' with links to 'View Site', 'Go to your account', and 'Log out'. The Chartwells logo is also present.

YOUR REGISTERED DETAILS

Test Parent
616 Mansfield Road
Nottingham
NG5 2GA
Tel: 01159245517
E-mail: nick@visav.co.uk

[Edit details](#) [What do you think?](#)

REGISTERED CHILDREN

Now add a child to your account

[Add a child](#)

YOUR MEAL ACCOUNT

Meal credits

You have 0 meal credits available on your account

Last orders placed

No paid meal orders placed yet.

On the right sidebar, there are social media links: 'SIGN UP TO OUR eNEWSLETTER', 'LIKE US ON FACEBOOK', and 'FOLLOW US ON TWITTER'. Below these is a 'latest TWEETS' section showing a tweet from @loveschoolmeals about a video on coping with exam stress, and another tweet about children offering tips.

- **Add details of your Child/ Children** – Complete the required information to register your child/children. It really is as simple as that!

The screenshot shows the 'Childs information' registration form. The navigation bar and header are identical to the previous page. The form is divided into two main sections: 'Childs information' and 'School details'.

Childs information

First name

Surname

Date of birth (DD/MM/YYYY)

Gender
☒ Male ☐ Female

School details

School attended

Class name

School year
☐ Nursery ☒ Reception ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

[Register child](#)

The right sidebar is also identical to the previous page, showing social media links and a 'latest TWEETS' section.

- You will need to select the School that your child/children attends. To do this begin to type the name of the school and then click on the relevant school when it appears in the list

LOVE SCHOOL Meals at DORSET MEALSELECTOR

Chartwells EAT LEARN LIVE

Logged in as Test Parent | [View Site](#) | [Go to your account](#) | [Log out](#)

HOME MENUS FOOD FREE SCHOOL MEALS MARY'S MEALS PROMOTIONS FAQs CONTACT US

Childs information

First name
Child

Surname
Child

Date of birth (DD/MM/YYYY)
01/01/2007

Gender
☒ Male
 ☐ Female

School details

School attended
 school

School 2 Please select which school the child attends.
 School 3

☐ Nursery
 ☒ Reception
 ☐ 1
 ☐ 2
 ☐ 3
 ☐ 4
 ☐ 5
 ☐ 6
 ☐ 7
 ☐ 8

Register child

SIGN UP TO OUR eNEWSLETTER

LIKE US ON FACEBOOK

FOLLOW US ON TWITTER

latest TWEETS

Tweets by @loveschoolmeals

Love School Me... @loveschoolmeals

VIDEO: Children's tips to cope with exam stress
owly6RpR3002wZx

Children offer their tip...
A group of 10 and 11 ye...
bbc.co.uk

Embed View on Twitter

- You will need to provide the year/class that your child/children is in – It is important that you enter the correct year and class, this is the information that will be provided to the School that your child/children attends and therefore will help to ensure that they receive the meal that you have selected for them. To enter the class simply type it into the box. To select the school year, please click the radial button next to the relevant answer. One finished, click “Register child”.

LOVE SCHOOL Meals at DORSET MEALSELECTOR

Chartwells EAT LEARN LIVE

Logged in as Test Parent | [View Site](#) | [Go to your account](#) | [Log out](#)

HOME MENUS FOOD FREE SCHOOL MEALS MARY'S MEALS PROMOTIONS FAQs CONTACT US

Childs information

First name
Child

Surname
Child

Date of birth (DD/MM/YYYY)
01/01/2007

Gender
☒ Male
 ☐ Female

School details

School attended
School 2

Class name
4LK

School year
☐ Nursery
 ☐ Reception
 ☐ 1
 ☒ 2
 ☐ 3
 ☐ 4
 ☐ 5
 ☐ 6
 ☐ 7
 ☐ 8

Register child

Click here to complete the registration process

SIGN UP TO OUR eNEWSLETTER

LIKE US ON FACEBOOK

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latest TWEETS

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- Once you have registered your Child/Children, they will appear in the box below your registered details.

LOVE SCHOOL Meals at DORSET MEALSELECTOR

Chartwells EAT LEARN LIVE

Logged in as Test Parent | [View Site](#) | [Go to your account](#) | [Log out](#)

HOME MENUS FOOD FREE SCHOOL MEALS MARY'S MEALS PROMOTIONS FAQS CONTACT US

YOUR REGISTERED DETAILS

Test Parent
616 Mansfield Road
Nottingham
NG5 2GA
Tel: 01159245517
E-mail: nick@visav.co.uk

[Edit details](#) [What do you think?](#)

REGISTERED CHILDREN

Child Child

[Select meals](#)

[Edit details](#)

[Remove Child](#)

[Add a child](#)

[SIGN UP TO OUR eNEWSLETTER](#)

[LIKE US ON FACEBOOK](#)

[FOLLOW US ON TWITTER](#)

latest TWEETS

Tweets by @loveschoolmeals

Love School Me... @loveschoolmeals

VIDEO: Children's tips to cope with exam stress [ow.ly/6RpR3002wZx](#)

Children offer their tip... A group of 10 and 11 ye... [bbc.co.uk](#)

- To order meals, click on the “select meals” button on the appropriate registered child and you will be presented with a calendar view. You can move forwards or backwards to get to the correct Month that you would like to order meals.

LOVE SCHOOL Meals at DORSET MEALSELECTOR

Chartwells EAT LEARN LIVE

Logged in as Test Parent | [View Site](#) | [Go to your account](#) | [Log out](#)

HOME MENUS FOOD FREE SCHOOL MEALS MARY'S MEALS PROMOTIONS FAQS CONTACT US

May 2016

[Select meals for entire month](#)

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

No meal has been selected on this day to select a meal please click.

<< Back a month

Forward a month >>

Calendar key

You are currently selecting meals for: Child Child | School 2

[Back to your account](#)

[SIGN UP TO OUR eNEWSLETTER](#)

[LIKE US ON FACEBOOK](#)

[FOLLOW US ON TWITTER](#)

latest TWEETS

Tweets by @loveschoolmeals

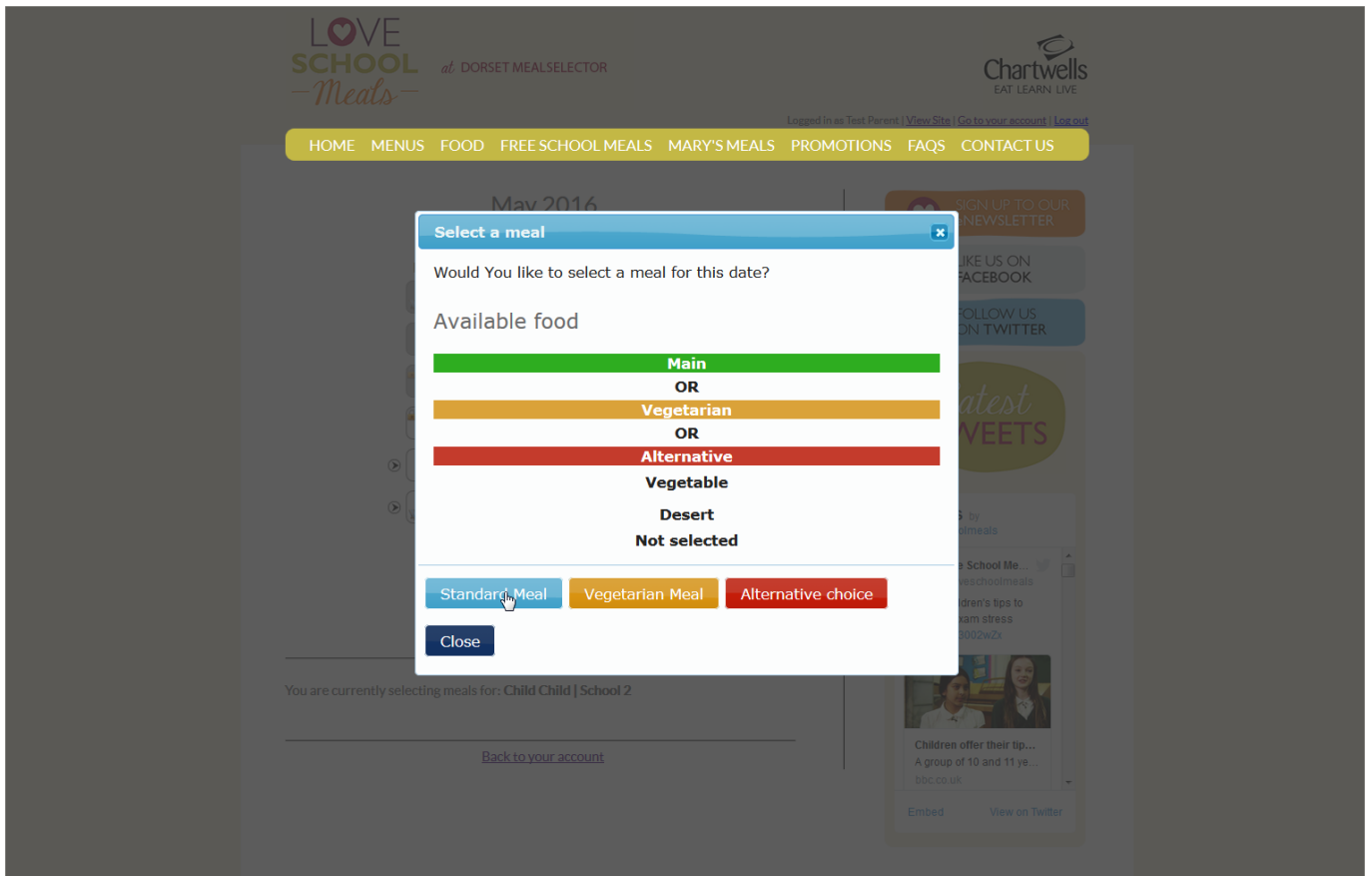
Love School Me... @loveschoolmeals

VIDEO: Children's tips to cope with exam stress [ow.ly/6RpR3002wZx](#)

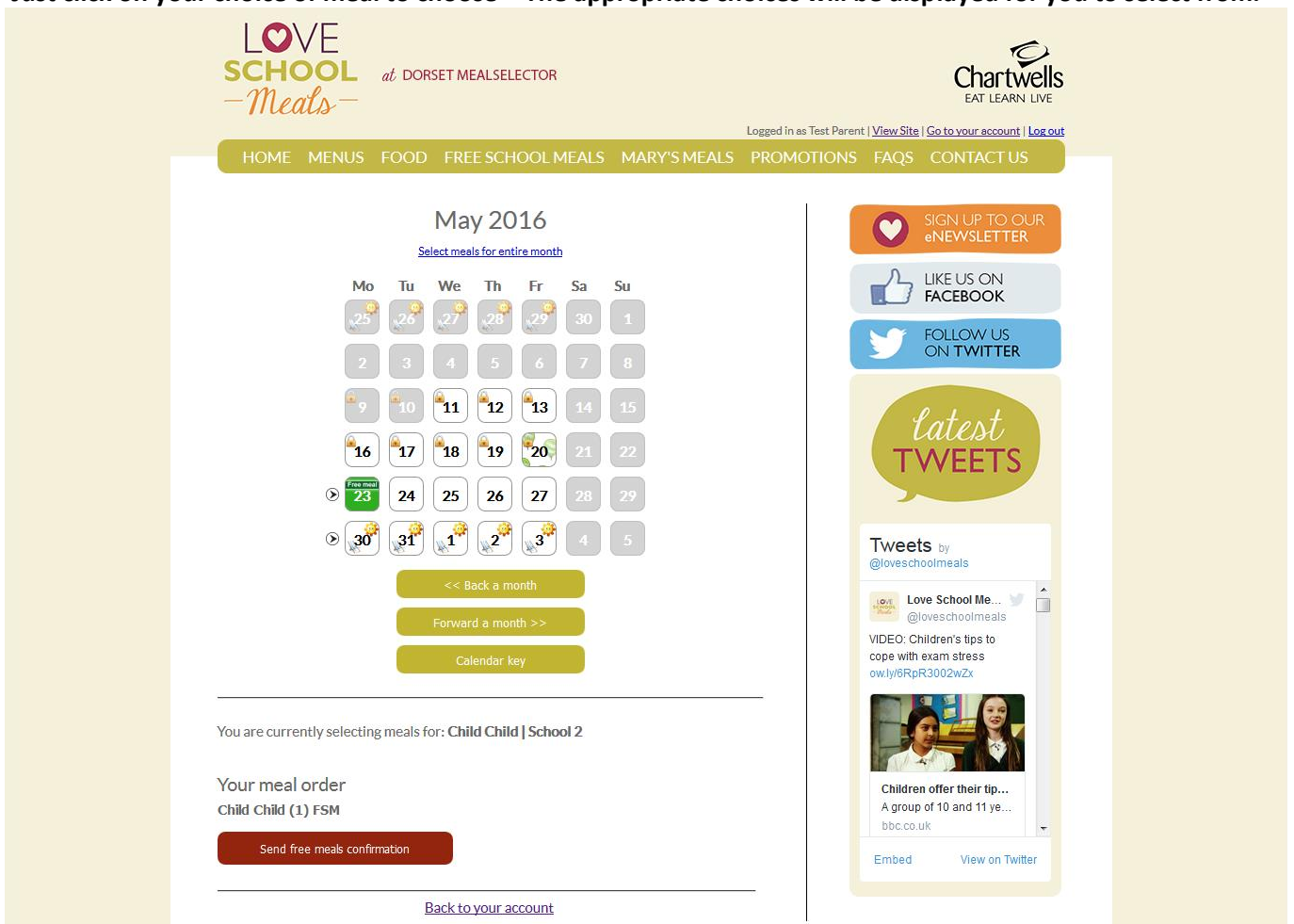
Children offer their tip... A group of 10 and 11 ye... [bbc.co.uk](#)

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- To order a meal on a certain date, just click on the date square and you will be presented with a meal selection screen.



- Just click on your choice of meal to choose – The appropriate choices will be displayed for you to select from.



- The calendar will display an icon with what has been ordered on a particular day. It will also display a padlock if you can no longer adjust your choice or another icon to signify a different event such as a School holiday.
- Click on the “pay now” button if you need to pay for meals.
- Unless your child is entitled to the Universal Infant Free School Meal, The “pay now” screen will display the information relating to meals that have been ordered and also give you the opportunity to enter a promotional code that we might have provided you. Click the “pay now” button to continue through to the payment screen.

The screenshot shows the 'CONFIRM YOUR MEAL ORDER' page. At the top, there's a navigation bar with links: HOME, MENUS, FOOD, FREE SCHOOL MEALS, MARY'S MEALS, PROMOTIONS, FAQs, CONTACT US. The page title is 'CONFIRM YOUR MEAL ORDER'. Below it, a summary states: 'Summary of meals ordered for 1 meal at a cost of £2.15 (More details)'. It also shows 'Total meals ordered: 1' and 'Total order cost: £2.15'. There's a link to 'Order more meals'. A section for 'Promotional code' has a text input field and a 'Pay now' button. On the right sidebar, there are social media links for newsletter, Facebook, and Twitter, followed by a 'latest TWEETS' section showing a tweet about children's exam stress tips.

If you only have children who are entitled to Free Meals there will be no “pay now” screen and once there is a “Free meal” banner in the calendar box the free meal is ordered for your child.

- Choose your payment method and enter you card details to complete the payment for the meals that you have selected. As a security feature, we do not store your credit card details on the system, so you will need to re-enter them the next time that you order meals.

The screenshot shows the 'Secure Payment Page'. It includes a 'Select language' dropdown (English), 'Choose currency' (£11.25 (Pounds Sterling)), and 'Description' (Payment in to school meals account for Mr. Test Tester £11.25). There's a 'Select your payment method' dropdown with a 'WorldPay' logo. A 'Cancel' button is also present. The right sidebar is identical to the previous screenshot, showing social media links and tweets. The footer contains 'Privacy Policy', 'Terms and Conditions', and '© Chartwells 2016. A part of Compass Group UK & Ireland'.