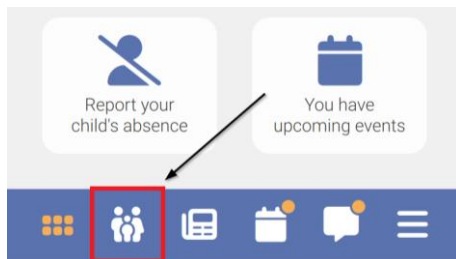# How do I order school meals for my child?

These instructions have been designed for the quickest and easiest way to order meals for the coming week.
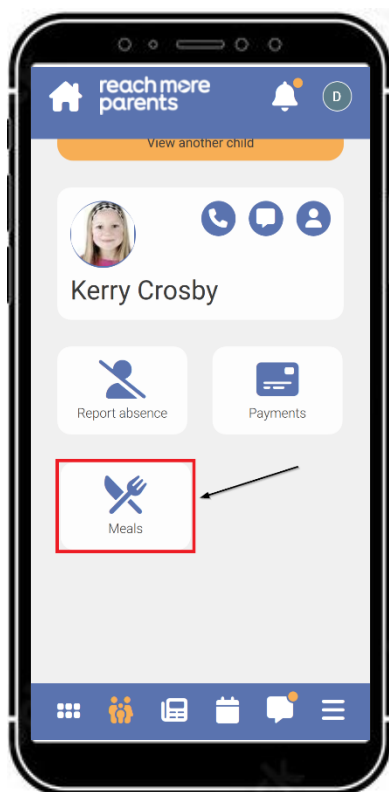
If you have multiple children at the school, you will need to repeat this process for each child. You can switch between children by tapping View another child in the Parent Portal.
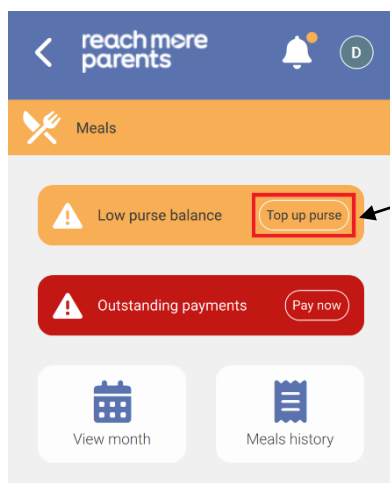

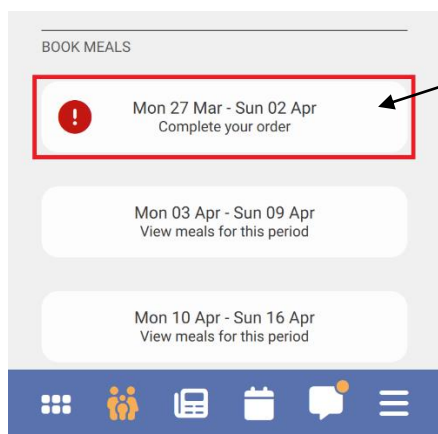1. Open the Weduc App
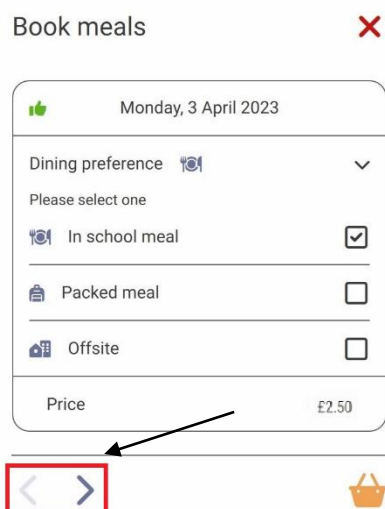2. Browse to the **Parent Portal**

3. Tap **Meals**

NOTE: If you pay for meals and have a positive balance in your meal purse, continue to the next step. If you do not have a positive purse balance, and your child does not receive free school meals then you must put funds into your purse before you are able to complete an order. Click Top up purse to top up the purse balance. If you have outstanding payment, you can pay for them here too.

4. Under '**Book Meals**' tap '**complete your order**' for the week you want to book meals for. Each complete your order button represents a week, with the earlier weeks appearing at the top.
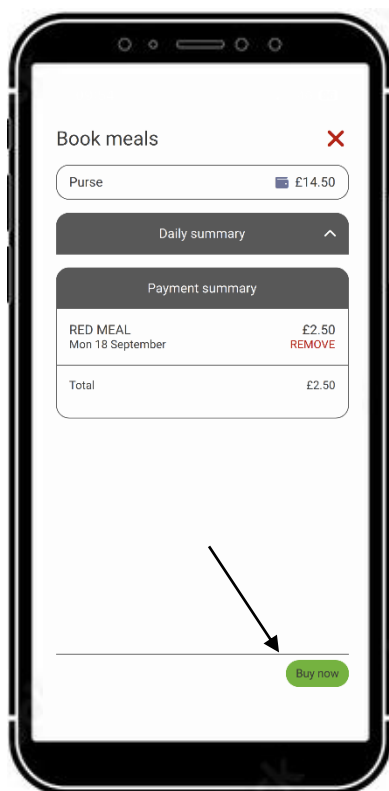

5. Select '**In school meal**' to choose the desired meal colour for this day. Press the green '**Add**' button to add to basket. Use the arrow keys to move along to the next day in the week.

6. Once you have completed your selections for the week, select the '**basket**' icon.

7. Review the daily/payment summary and select '**Buy Now**'. If you have Free School Meals, select Confirm. If you do not have enough funds in your purse to purchase the items you have selected, tap Top up purse and add these funds before returning to your order to complete.

You have now booked our child's meals for the week. If you have another child at the school, you will need to repeat this process for each child. You can switch between children by tapping View another child in the Parent Portal.