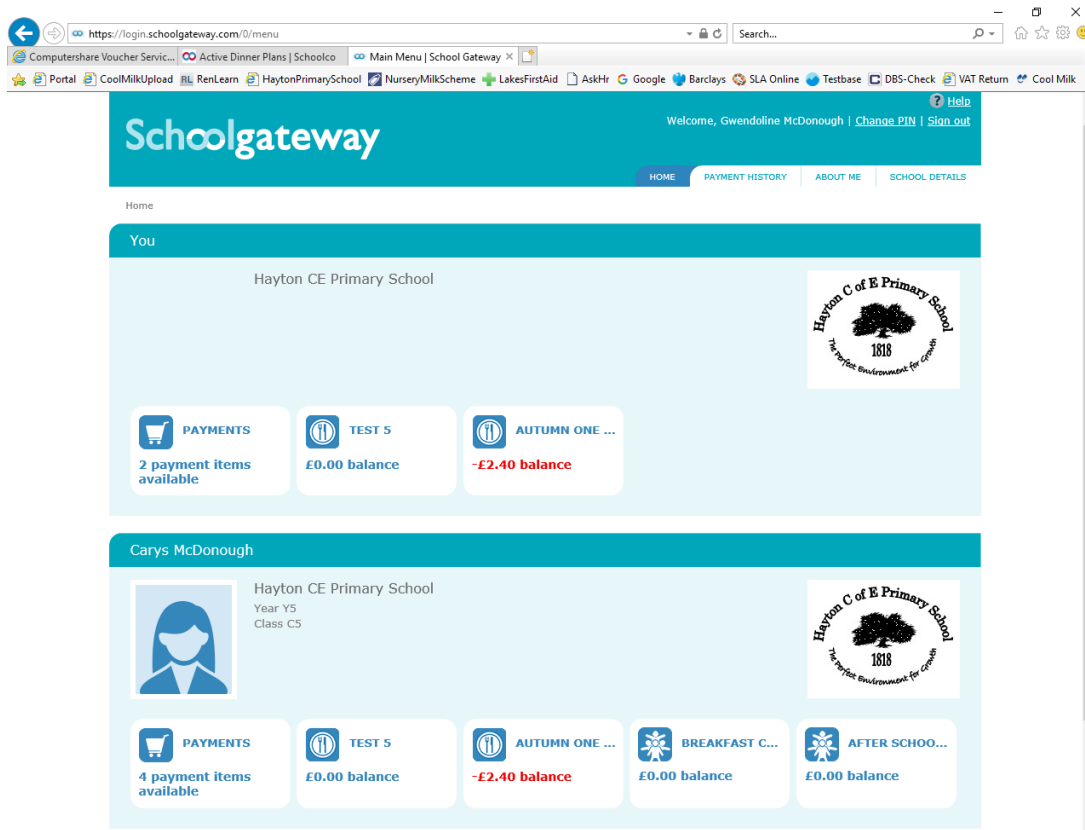


# Instructions for using School Gateway to Order School Dinners

1. If you have never used School Gateway before:  
EITHER Download School Gateway from your app store (Android and iPhone) OR  
Visit the website: [www.schoolgateway.com](http://www.schoolgateway.com) and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to login to School Gateway.
2. Login to your School Gateway Account.



2. Select the Knife and Fork symbol for the correct year i.e. New Academic Year School Dinners 2019/20.

The screenshot shows a calendar view of school dinners. The calendar is organized into weeks, with dates from 27 Aug 2018 to 15 Sep 2018. The 'WEEK 1' and 'WEEK 2' labels are visible on the left side of the calendar. The dates are as follows:

	27 Aug 2018	28 Aug 2018	29 Aug 2018	30 Aug 2018	31 Aug 2018	01 Sep 2018
<b>WEEK 1</b>	03 Sep 2018	04 Sep 2018 Available Click to select	05 Sep 2018 Available Click to select	06 Sep 2018 Available Click to select	07 Sep 2018 Available Click to select	08 Sep 2018
<b>WEEK 2</b>	10 Sep 2018 Available Click to select	11 Sep 2018 Available Click to select	12 Sep 2018 Available Click to select	13 Sep 2018 Available Click to select	14 Sep 2018 Available Click to select	15 Sep 2018

- Click on the relevant days you wish your child to have dinners and choose from the options available.

**Transactions**

Date	Description	Amount	Balance
25 June 2018	Cancelled: Tuesday 04 Sep 2018	£2.40	£0.00
25 June 2018	Booked: Tuesday 04 Sep 2018 -	-£2.40	-£2.40
25 June 2018	Cancelled: Tuesday 04 Sep 2018 (Only)	£2.40	£0.00
25 June 2018	Booked: Tuesday 04 Sep 2018 - (Only)	-£2.40	-£2.40

- Once you have made your choices you will end up with a similar screen to the one below.

5. You will then need to select BACK TO TOP OF PAGE and choose **BOOK SELECTED DAYS**.

Current balance is £0.00

**8**  
Days selected  
Cost £19.20

**BOOK SELECTED DAYS**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>EK</b>	02 Jul 2018	03 Jul 2018 <b>Unavailable</b> Booking Closed	04 Jul 2018 <b>Unavailable</b> Booking Closed	05 Jul 2018 <b>Unavailable</b> Booking Closed	06 Jul 2018 <b>Unavailable</b> Booking Closed	07 Jul 2018	08 Jul 2018
<b>EK</b>	09 Jul 2018 <b>Unavailable</b> Booking Closed	10 Jul 2018 <b>Unavailable</b> Booking Closed	11 Jul 2018 <b>Unavailable</b> Booking Closed	12 Jul 2018 <b>Unavailable</b> Booking Closed	13 Jul 2018 <b>Unavailable</b> Booking Closed	14 Jul 2018	15 Jul 2018

6. If you are eligible to pay, you will be asked for payment for your selected dinners.

7. If you wish to pay in smaller amounts rather than the whole half term, book 3-4 weeks and pay for them and then make a note and before the date they expire, book the next set of dates and pay for them, constantly repeating the process throughout the year.