



KINGSWOOD
EDU-CATER LIMITED

How to Register a School Meal Account



HOW TO REGISTER AN ACCOUNT



Go to www.kingswoodcatering.co.uk and click on Register

Fill out your details and add your child to create an account. If you encounter any problems please telephone **01536 201203**. Our office is open 8.30 a.m. to 4.30 p.m. term time.
We will only use these details if we need to contact you about your child's school meals.

Your Details

Email Address *

Password * Confirm Password *

Parent's First Name * Parent's Last Name *

Home Telephone (Area Code) Home Telephone (Number) Work Telephone Mobile Phone *

Address Line 1 * Address Line 2

Town * Country *

Postcode *

* Required

I would like to opt in to receive marketing communications from Kingswood Catering via: Telephone Email

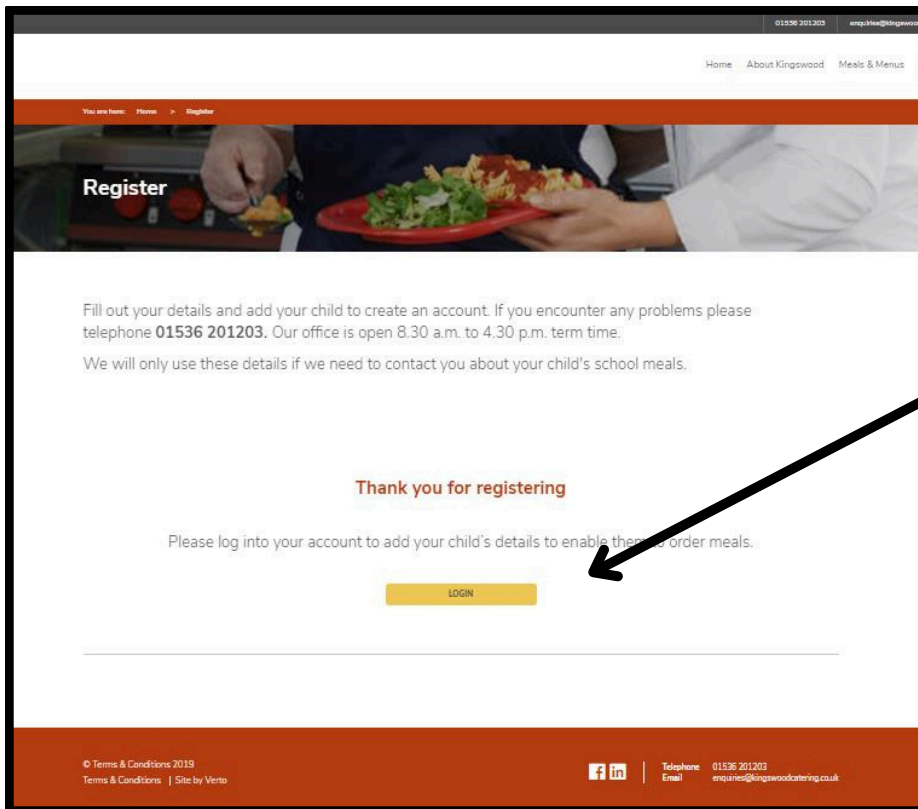
I'm not a robot

Fill out **your** details (parent /guardian not child), making sure to complete any areas that have a * next to them.

Click on I'm not a robot and follow the instructions.

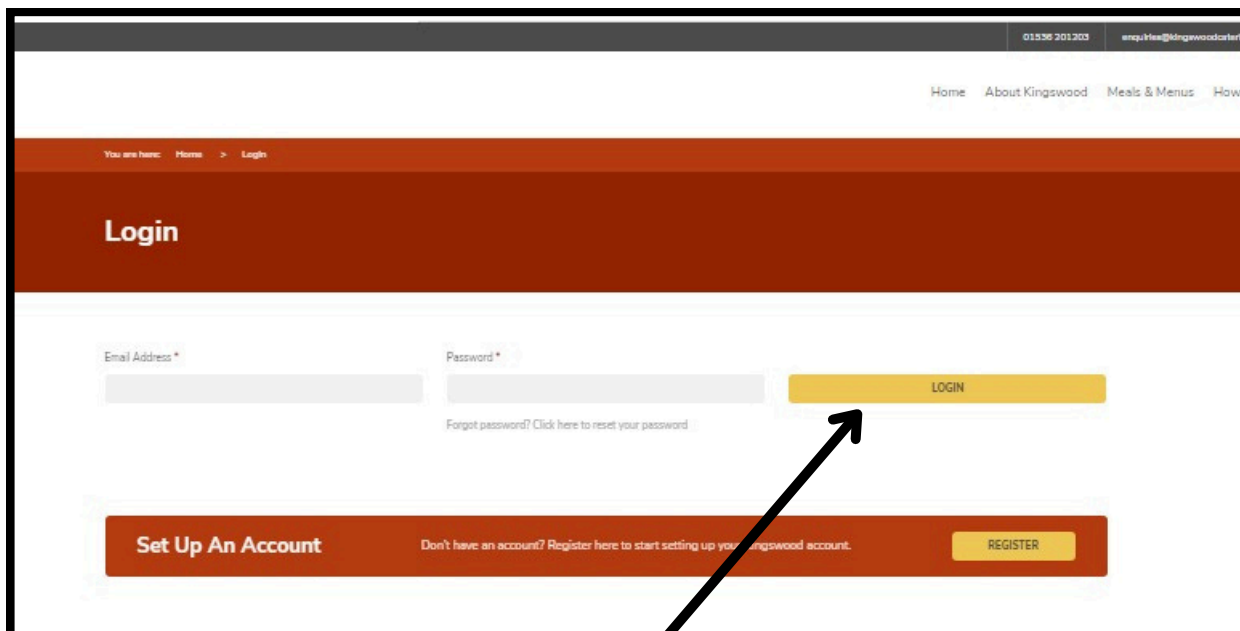
Once Filled In, Click Register.

HOW TO REGISTER AN ACCOUNT



Once you click on Register you will see this screen.

Click on Login

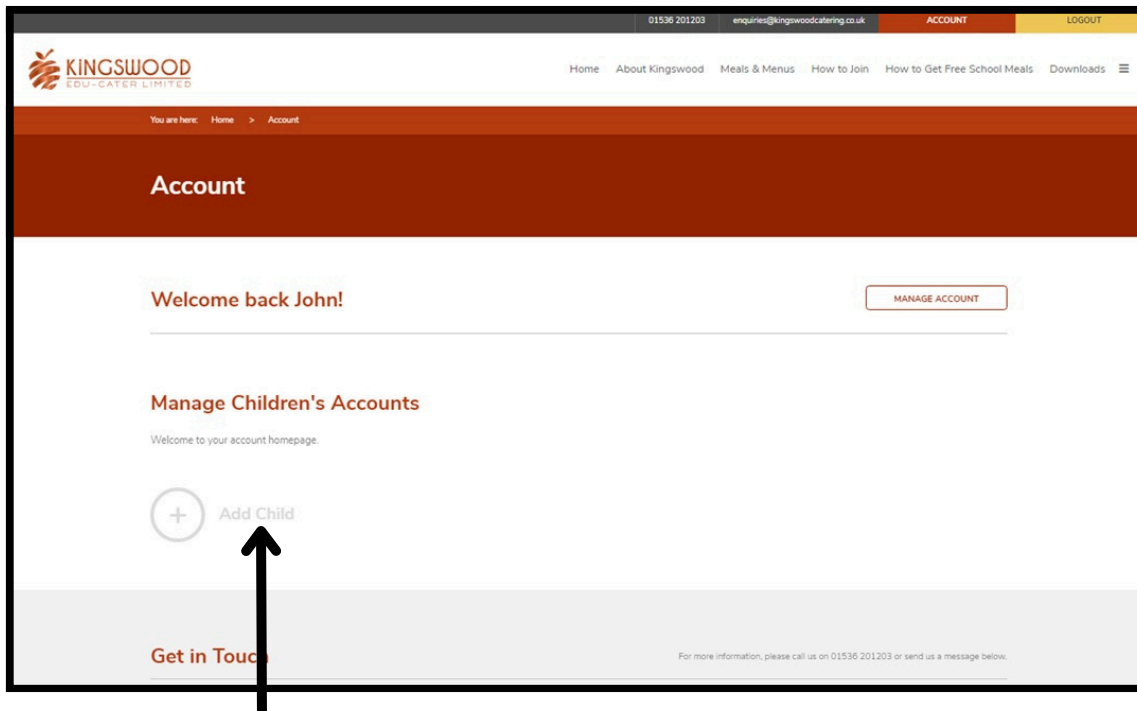


Enter your email address and password that you registered with on 'Your Details' page.

Click on Login

HOW TO REGISTER AN ACCOUNT

This takes you into your Parent account, where you can add your child/ren.



Click on Add Child.

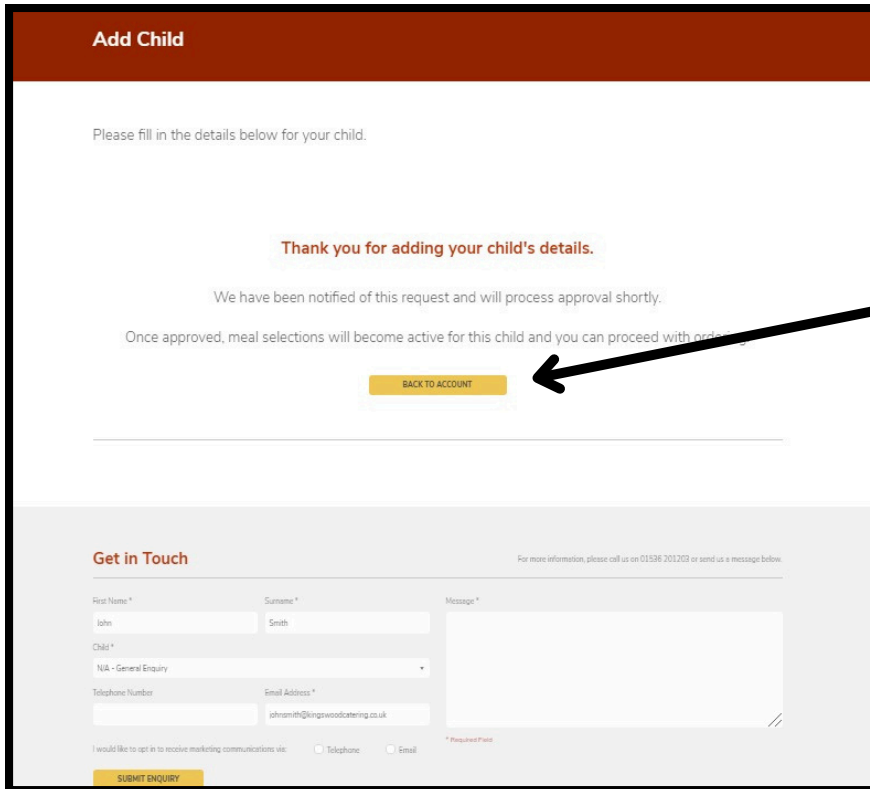
Please note there are further steps if you tick that your child is entitled to premium free or has an dietary need, please follow the further instructions explained later in this booklet.

This takes you to a form to fill in to register your child.

You will need to do this for each child you have at the school or schools we cater for.

Fill in their name and use the drop down boxes to chose the school, year group and class. You can also click yes here if your child has a food allergy or is entitled to premium free meals. Once completed click on 'Add Child'

HOW TO REGISTER AN ACCOUNT



Add Child

Please fill in the details below for your child.

Thank you for adding your child's details.

We have been notified of this request and will process approval shortly.

Once approved, meal selections will become active for this child and you can proceed with ordering.

[BACK TO ACCOUNT](#)

Get in Touch For more information, please call us on 01536 201203 or send us a message below.

First Name* Surname* Message*

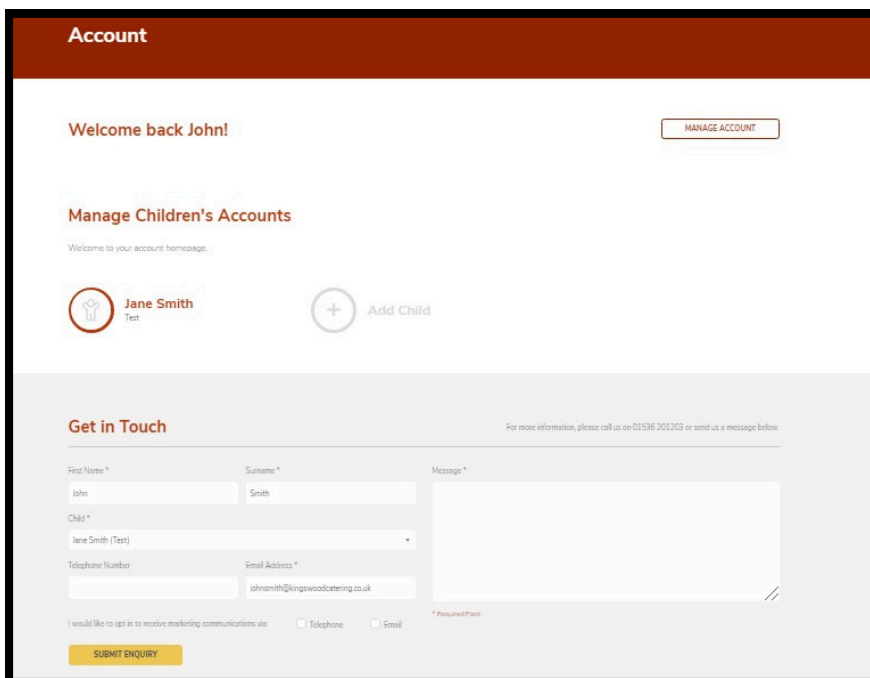
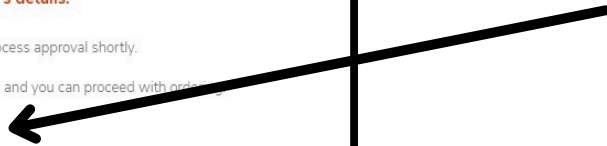
Child*

Telephone Number Email Address*

Telephone Email * Required Field

[SUBMIT ENQUIRY](#)

Once a child is added, you will see this message. Click on 'Back to Account'.





Account

Welcome back John! [MANAGE ACCOUNT](#)

Manage Children's Accounts

Welcome to your account homepage.

 **Jane Smith**
Test

 **Add Child**

Get in Touch For more information, please call us on 01536 201203 or send us a message below.

First Name* Surname* Message*

Child*

Telephone Number Email Address*

Telephone Email * Required Field

[SUBMIT ENQUIRY](#)

This is the Account Page that you will see when you log in and have added your child.

You can go on and add any more children in the same way you added the first child.

Once all children are added you will be able to click on your child's name and start ordering.

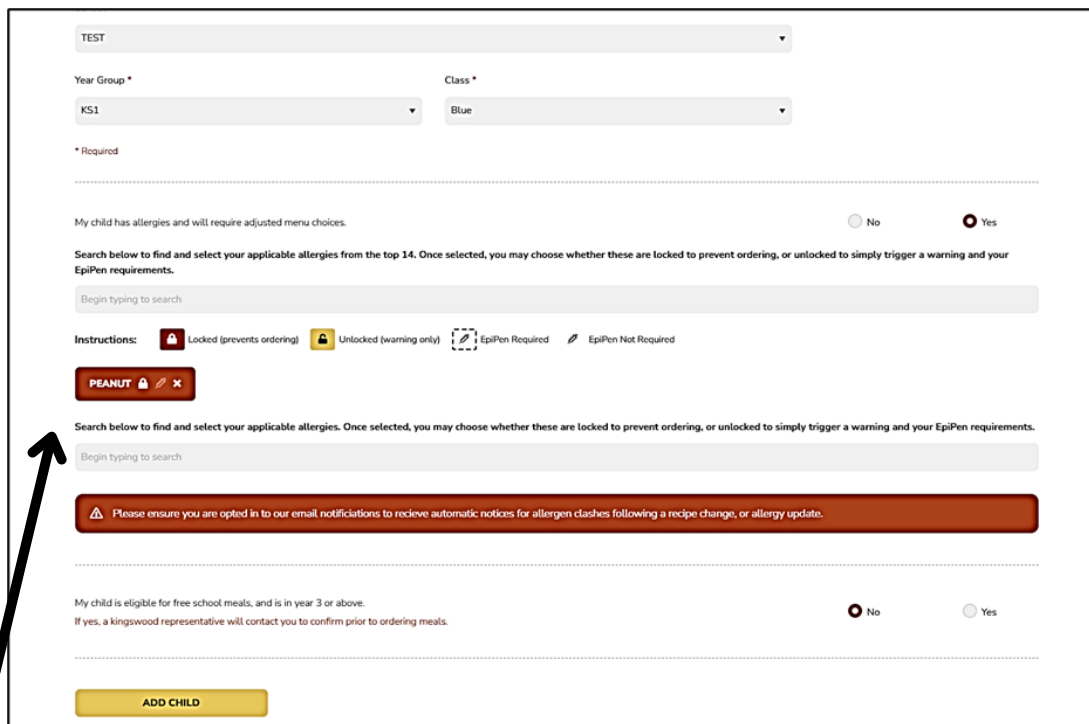
Please see How to Order booklet.

HOW TO REGISTER AN ACCOUNT

When you register your child and tick that they have an allergy or intolerance to a food/ingredient, two boxes will appear on the form.

The top box is for top 14 Allergens recognised by the Food Standards Agency. The second box is for any other food restrictions not covered by the top 14 allergens and religious/lifestyle choices.

When you type in the top box the allergen your child has, a box will appear e.g. Peanut this will block any meals preventing you from ordering a meal that would not be suitable for your child.



The screenshot shows a registration form with the following elements:

- TEST dropdown menu
- Year Group * (KS1) and Class * (Blue) dropdown menus
- * Required label
- My child has allergies and will require adjusted menu choices. No Yes
- Search below to find and select your applicable allergies from the top 14. Once selected, you may choose whether these are locked to prevent ordering, or unlocked to simply trigger a warning and your EpiPen requirements.
- Begin typing to search input field
- Instructions: Locked (prevents ordering) Unlocked (warning only) EpiPen Required EpiPen Not Required
- PEANUT
- Search below to find and select your applicable allergies. Once selected, you may choose whether these are locked to prevent ordering, or unlocked to simply trigger a warning and your EpiPen requirements.
- Begin typing to search input field
- Please ensure you are opted in to our email notifications to receive automatic notices for allergen clashes following a recipe change, or allergy update.
- My child is eligible for free school meals, and is in year 3 or above. No Yes
- If yes, a kingswood representative will contact you to confirm prior to ordering meals.
- ADD CHILD button

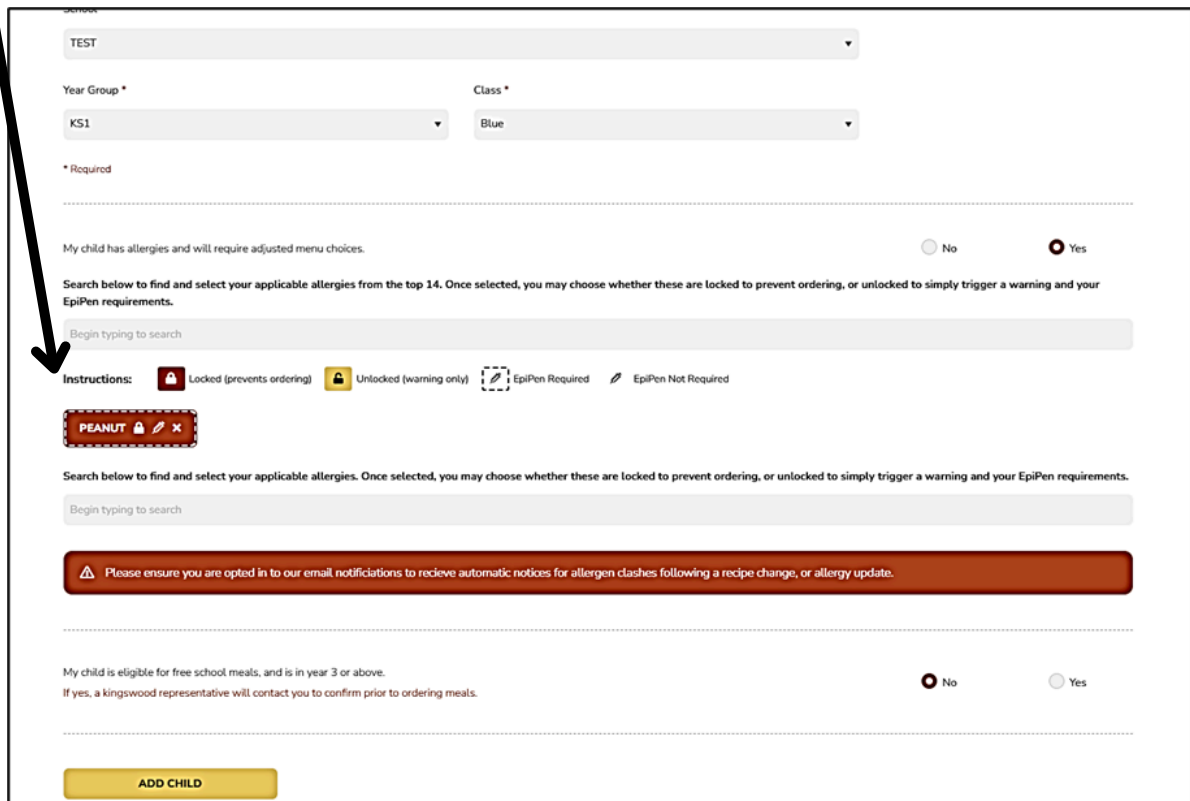
A black arrow points from the text below to the PEANUT allergen selection box in the screenshot.

When you enter the item it will then add to your child's account in a red box e.g. Peanut.

If you want this to be a warning and not blocked from ordering as it is something you are reducing in their diet, then click on the padlock and it will show in a yellow box instead.

If your child requires an EpiPen for any allergy then this also must be updated here.

Next to the padlock is a syringe icon, if an EpiPen is needed click on the icon and it will show in white with a dotted line round the box.

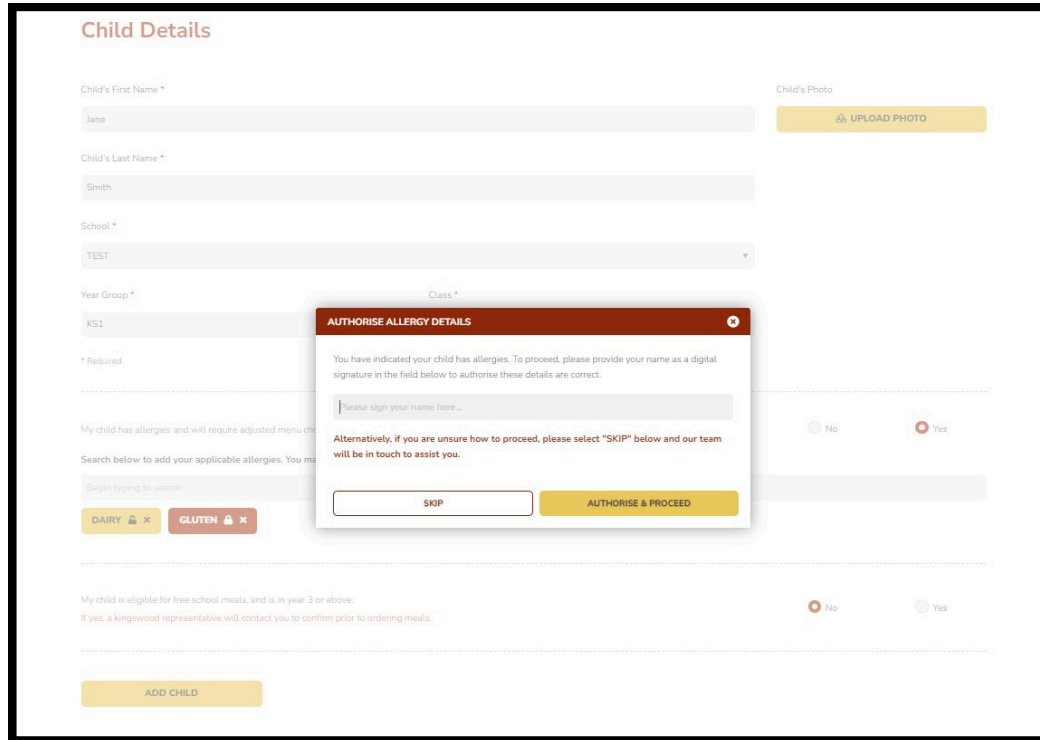


The screenshot shows a web form for registering a child's allergies. At the top, there are dropdown menus for 'TEST', 'Year Group *' (set to 'KS1'), and 'Class *' (set to 'Blue'). Below these is a section for allergies with a search bar and a legend. The legend includes: a red padlock icon for 'Locked (prevents ordering)', a yellow padlock icon for 'Unlocked (warning only)', a white padlock icon with a syringe for 'EpiPen Required', and a grey padlock icon for 'EpiPen Not Required'. A red-bordered box labeled 'PEANUT' is shown with the 'EpiPen Required' icon selected. Below this is another search bar and a red warning banner that says 'Please ensure you are opted in to our email notifications to receive automatic notices for allergen clashes following a recipe change, or allergy update.' At the bottom, there are radio buttons for 'No' (selected) and 'Yes' for the question 'My child is eligible for free school meals, and is in year 3 or above.' A yellow 'ADD CHILD' button is at the very bottom.

Once completed or if you do not require an EpiPen you can click on 'Add Child' to register.

HOW TO REGISTER AN ACCOUNT

When you click on Add Child after adding the allergen/intolerances, the 'Authorise Allergy Details' box will appear.



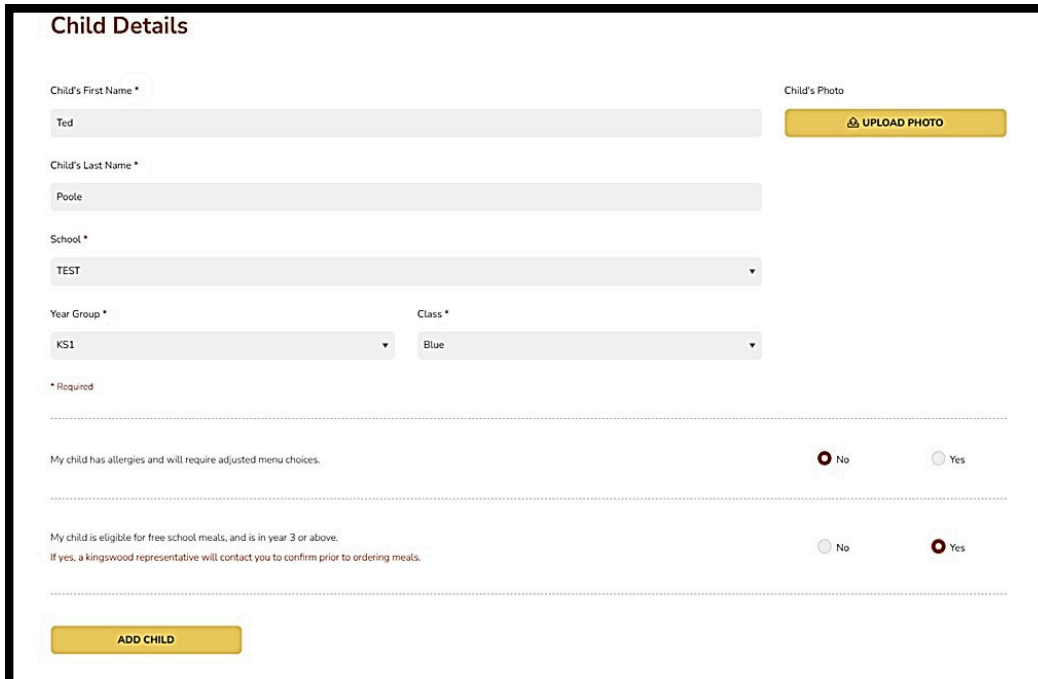
The screenshot shows a web form titled "Child Details" with the following fields: "Child's First Name *" (Jane), "Child's Last Name *" (Smith), "School *" (TEST), and "Year Group *" (KS1). A "Child's Photo" section has an "UPLOAD PHOTO" button. A modal box titled "AUTHORISE ALLERGY DETAILS" is overlaid on the form. The modal contains the text: "You have indicated your child has allergies. To proceed, please provide your name as a digital signature in the field below to authorise these details are correct." Below this is a text input field with the placeholder "Please sign your name here...". A warning message states: "Alternatively, if you are unsure how to proceed, please select 'SKIP' below and our team will be in touch to assist you." At the bottom of the modal are two buttons: "SKIP" and "AUTHORISE & PROCEED". The background form also includes a "DAIRY" and "GLUTEN" selection area, a "My child has allergies and will require adjusted menu" section with "No" and "Yes" radio buttons, and a "My child is eligible for free school meals" section with "No" and "Yes" radio buttons. An "ADD CHILD" button is at the bottom of the form.

You will need to read the instructions and digitally sign. You then need to click on Authorise and Proceed.

Please note if you click Skip then a warning will come up to tell you that the account will be locked until one of our team can contact you. You will not be able to order.

You will then see the Back to Account page and follow the How to Order booklet.

HOW TO REGISTER AN ACCOUNT



The screenshot shows a registration form titled "Child Details". It contains the following fields and options:

- Child's First Name ***: Text input field containing "Ted".
- Child's Last Name ***: Text input field containing "Poole".
- School ***: Dropdown menu showing "TEST".
- Year Group ***: Dropdown menu showing "KS1".
- Class ***: Dropdown menu showing "Blue".
- Child's Photo**: A yellow button labeled "UPLOAD PHOTO" with a camera icon.
- My child has allergies and will require adjusted menu choices.**: Radio button options for "No" (selected) and "Yes".
- My child is eligible for free school meals, and is in year 3 or above.**: Radio button options for "No" and "Yes" (selected). A note below states: "If yes, a kingswood representative will contact you to confirm prior to ordering meals."
- ADD CHILD**: A yellow button at the bottom left.

If you have applied for free school meals through your local council (premium free entitlement) and have received confirmation, then please tick **Yes** for *'My child is eligible for free school meals'*

Then click on Add Child.

The account will be locked from ordering until we contact the school and update the account for you. We will let you know once the account is updated.

Please note children in Reception, Year 1 and 2 already receive free school meals and you do not need to tick this to receive their meals for free. Please only tick if you have applied to your local council for premium free entitlement.