

# How To Register & Order Meals on Meal Selector



To order meals for your child/children you must register on our website: [dorset.mealselector.co.uk](http://dorset.mealselector.co.uk)  
You only have to register once; thereafter please use your log in details that are set up during the registration process. You can place your order online 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

The screenshot shows the Dorset Meal Selector website. At the top, there is a navigation menu with links for HOME, MENUS, FOOD, FREE SCHOOL MEALS, MARY'S MEALS, PROMOTIONS, FAQs, and CONTACT US. The main header features the 'MEAL SELECTOR at DORSET' logo and the 'LOVE SCHOOL Meals' logo. Below the navigation menu, there is a purple banner with the 'LOVE SCHOOL Meals' logo and a message: 'Keep up-to-date with everything you need to know about our delicious and nutritious school meals with our monthly e-newsletter'. The main content area is titled 'Welcome To Dorset Meal Selector' and includes a note: 'Please note that this website is for schools in Dorset only. [Click here](#) for links to other Meal Selector sites.' and a link: '[Click here](#) to view a guide on how to register and order meals.' Below this is a 'Food Super Heroes' illustration. The 'New to Mealselector?' section contains the text 'Before you can start ordering meals, you will need to register.' and a blue 'REGISTER' button. The 'Already registered?' section contains the text 'If you are already registered, you can login here.' and an orange 'LOGIN' button. On the right side, there are social media links for '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: 'Don't forget, children in reception, year 1 and 2 are entitled to a delicious school meal every day for £0!' and a 'FREE School meals' graphic.

### Example of Registration Screen

Complete the required information to register

#### REGISTER

Please fill out the simple form below to register.

Your Details

Title  
Please select

First name

Surname

Your contact information

House number / name

Postcode  
 [Get address](#)

Address 1

Address 2

Address 3

Tel

Does your child qualify for free school meals?

If your child is eligible for free school meals, please tick the below box this will inform a site administrator of your entitlement. You will be notified by e-mail when you are able to order your free meals online.

My child qualifies for free school meals.

Please note by ticking the Free School Meal box you grant your consent for us to check the eligibility for Free School Meals with your registered ordering school.

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?  
Please select an option

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...  
Don't forget, children in reception, year 1 and 2 are entitled to a delicious school meal every day for £0!

**FREE**

Embed View on Twitter

**PLEASE NOTE:** If you select that your child is entitled to Free School Meals when you register, we will have to verify that they are entitled with their school **before** you can order a meal for your child. You will receive a confirmation email to say that you can order meals, once we have confirmed the entitlement.

If your child/children are in Reception, Year 1 and Year 2 you will need to tick the Free School Meal box as above.

**IF YOU REGISTER OUT OF NORMAL OFFICE HOURS YOU WILL NOT RECEIVE A CONFIRMATION EMAIL UNTIL THE NEXT NORMAL WORKING DAY.**

Once you have registered yourself you need to register your child/children. To add a child please click the “Add a child” button. Please see examples Below:

The screenshot displays the MEAL SELECTOR website interface. At the top, the logo 'MEAL SELECTOR at DORSET' is on the left, and 'LOVE SCHOOL - Meals -' is on the right. A navigation bar contains links for HOME, MENUS, FOOD, FREE SCHOOL MEALS, MARY'S MEALS, PROMOTIONS, FAQs, and CONTACT US. The main content area is divided into three sections: 'YOUR REGISTERED DETAILS', 'REGISTERED CHILDREN', and 'YOUR MEAL ACCOUNT'. The 'REGISTERED CHILDREN' section features the text 'Now add a child to your account' and a blue 'Add a child' button, which is circled in red. The 'YOUR MEAL ACCOUNT' section shows 'Meal credits' and states 'You have 0 meal credits available on your account'. On the right side, there are social media links for 'SIGN UP TO OUR eNEWSLETTER', 'like us on facebook', and 'follow us on twitter', along with a 'latest TWEETS' section displaying a tweet about free school meals for reception, year 1, and year 2 children.

Please complete your child's details and select School attended. To select the school attended begin to type the name of the school and then click on the relevant school when it appears in the list. Then type the class into "Class name" and select the appropriate 'School year'. This information supports the reports that are sent to your child's school and will help to ensure that they receive the meals that you have selected for them.

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

**MEAL SELECTOR** at DORSET

LOVE SCHOOL -Meals-

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

### 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

SIGN UP TO OUR eNEWSLETTER

like us on facebook

follow us on twitter

latest TWEETS

[Tweets by @loveschoolmeals](#)

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### Example of Registered Child Screen

To order meals for your child/children; click on the “Select Meals” button.

To edit child/children details, click on the “Edit Details” button.

The screenshot displays the MEAL Selector website interface. At the top, the logo 'MEAL SELECTOR at DORSET' is visible on the left, and 'LOVE SCHOOL Meals' is on the right. A navigation bar contains links for HOME, MENUS, FOOD, FREE SCHOOL MEALS, MARY'S MEALS, PROMOTIONS, FAQs, and CONTACT US. The user is logged in as 'Test Parent'.

The main content area is divided into two columns. The left column features the 'YOUR REGISTERED DETAILS' section, which includes a form with fields for Test Parent, Address, Town, Postcode, Tel: 0123456789, and E-mail: support@mealselector.co.uk. Below this form are two buttons: 'Edit details' and 'What do you think?'. The 'REGISTERED CHILDREN' section below shows a card for 'Test Child' with a cartoon illustration. The 'Select meals' button on this card is circled in blue. Other buttons for 'Edit details' and 'Remove Child' are also present, along with an 'Add a child' button at the bottom.

The right column contains a 'SIGN UP TO OUR eNEWSLETTER' button, a 'like us on facebook' button, and a 'follow us on twitter' button. Below these is a 'latest TWEETS' section featuring a tweet from @loveschoolmeals. The tweet text reads: 'Don't forget, children in reception, year 1 and 2 are entitled to a delicious school meal every day for £0!' and includes an image for 'FREE School meals' for children in reception, year 1 and 2. The tweet also shows engagement icons and options to 'Embed' or 'View on Twitter'.

### Example Meal Selection Screen

You can download our termly menu by clicking on the menu tab and choosing the menu that is shown for your child's school.

You can choose either a Main Course, Vegetarian or Alternative Option each day. Don't worry if you make a mistake, all you need to do is click on the date again and the choice will be removed. As before, you don't have to order meals for the whole week – you can choose individual meals. The following page will explain the different methods of ordering meals.

The screenshot shows the 'MEAL SELECTOR at DORSET' website. At the top right, it says 'Logged in as Test Parent | View Site | Go to your account | Log out'. The 'LOVE SCHOOL Meals' logo is in the top right corner. A navigation bar contains links for HOME, MENUS (circled in blue), FOOD, FREE SCHOOL MEALS, MARY'S MEALS, PROMOTIONS, FAQs, and CONTACT US. The main content area features a calendar for June 2016 with the title 'June 2016' and a link 'Select meals for entire month'. The calendar grid shows days from 30th to 3rd, with icons for school meals on weekdays. Navigation buttons at the bottom of the calendar include '<< Back a month', 'Forward a month >>', and 'Calendar key'. On the right sidebar, there are three promotional boxes: '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: 'Don't forget, children in reception, year 1 and 2 are entitled to a delicious school meal every day for £0!' with a graphic for 'FREE School meals'.

### Example Meal Selection Screen

There are 3 methods of ordering meals, by each day, week, or month.

To order a meal for a particular day, simply click on the relevant date on the calendar, and then choose the meal option you would like using the pop-up menu.

Alternatively, use the arrows to the left of the calendar to select meals for the week (available days only).

To select meals for the whole month, you can click "Select meals for entire month" just above the calendar.

The screenshot shows the MEAL SELECTOR website for June 2016. The page header includes the logo "MEAL SELECTOR at DORSET" and "LOVE SCHOOL Meals". A navigation bar contains links for HOME, MENUS, FOOD, FREE SCHOOL MEALS, MARY'S MEALS, PROMOTIONS, FAQs, and CONTACT US. The main content area features a calendar for June 2016. A tooltip points to the 6th of June, stating "Select meals for the available days of week commencing 06/06/2016." To the right of the calendar are social media links for signing up to a newsletter, Facebook, and Twitter. Below these is a "Latest TWEETS" section with a tweet from @loveschoolmeals: "Don't forget, children in reception, year 1 and 2 are entitled to a delicious school meal every day for £0! FREE School meals". Navigation buttons for the calendar include "<< Back a month", "Forward a month >>", and "Calendar key".

The screenshot shows a pop-up menu titled "Select a meal". It asks "Would You like to select a meal for this date?". Under "Available food", there are three options: "Main" (green bar), "Vegetarian" (yellow bar), and "Alternative" (red bar). Below these are "Vegetable" and "Desert" (both unselected). At the bottom, there are three buttons: "Standard Meal" (green), "Vegetarian Meal" (yellow), and "Alternative choice" (red). A "Close" button is at the bottom left.



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

MEAL SELECTOR at DORSET

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

LOVE SCHOOL -Meals-

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

## CONFIRM YOUR MEAL ORDER

Summary of meals ordered for Test Child

1 meal at a cost of £2.00 ([More details](#))

Total meals ordered: 1  
Total order cost: £2.00  
[Order more meals](#)

Promotional code

Please enter any promotional code you wish to use in the box below

[Pay now](#)

MasterCard JCB Maestro VISA V.me by Visa

payments powered by WorldPay

SIGN UP TO OUR eNEWSLETTER

like us on facebook

follow us on twitter

latest TWEETS

Tweets by @loveschoolmeals

Love School Me... @loveschoolmeals

Don't forget, children in reception, year 1 and 2 are entitled to a delicious school meal every day for £0!

Children in reception, year one and year two are entitled to FREE

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## Secure Payment Page

Please review your purchase details, then select a payment method to continue.

Select language

English

**Mealselector Dorset school meal payments**

Description

**Payment in to school  
meals account for Mr Test  
Parent  
£2.00**

Amount

### Select your payment method



MasterCard



Visa



Maestro



JCB



MasterPass



V.me by Visa

Cancel

payments powered by  
**WorldPay**

For help with your payment visit the: [WorldPay Help](#).

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.

**What is the deadline for ordering meals?**

The deadline for ordering meals is midnight on Sunday, one full week (7 days) prior to the complete week before the meal is served. This deadline is dictated to Chartwells by both their suppliers and by the supply chain to ensure delivery to our Dorset Schools.

**How do I order my choice of meals?**

The choice of meal is made at point of ordering. You can choose either a *Standard Meal, Vegetarian Meal or Alternative Choice* each day.

**Do Chartwells supply a packed lunch when my child is on a school trip?**

If you wish to order your child a packed lunch for a school trip, please contact our local office. Details are contained in the "[Contact Us](#)" section of the website.

Some Schools will automatically request a transfer of any booked hot meals to Away Day Packed Lunches, please check with your school if you are unsure if your booking has been transferred.

**What should I do if I need to cancel a meal after the online cut off point?**

In the event that you may need to cancel a meal after the online cut off i.e. due to sickness, you can do so by telephone on 01202 691 038. Due to the meals already having gone through our production process we will require a minimum of 48 hours' (not including weekends) notice in order to cancel any meals and offer a credit for those meals. Please see our terms and conditions on the website for further information or alternatively you can contact us at [BPAdmin@compass-group.co.uk](mailto:BPAdmin@compass-group.co.uk)

**How far in advance can I order meals?**

You can order meals as far in advance as you would like. For example you can order on a week by week basis, monthly basis or for a whole term in one go. The online system will also allow you to book meals for the following term however as our menus change on a termly basis you will not be able to see the meal options for the following term until the new menu has been approved and loaded online.

**General Ordering Queries**

Email – [BPDadmin@compass-group.co.uk](mailto:BPDadmin@compass-group.co.uk)

Tel: 01202 691038

(Office hours: 8:30am – 3.30pm. Monday – Friday)

**Website Technical Support**

Email - [support@mealselector.co.uk](mailto:support@mealselector.co.uk)

Tel: 0115 8384631

(Office hours: 9:00 am and 5pm, Monday to Friday only)