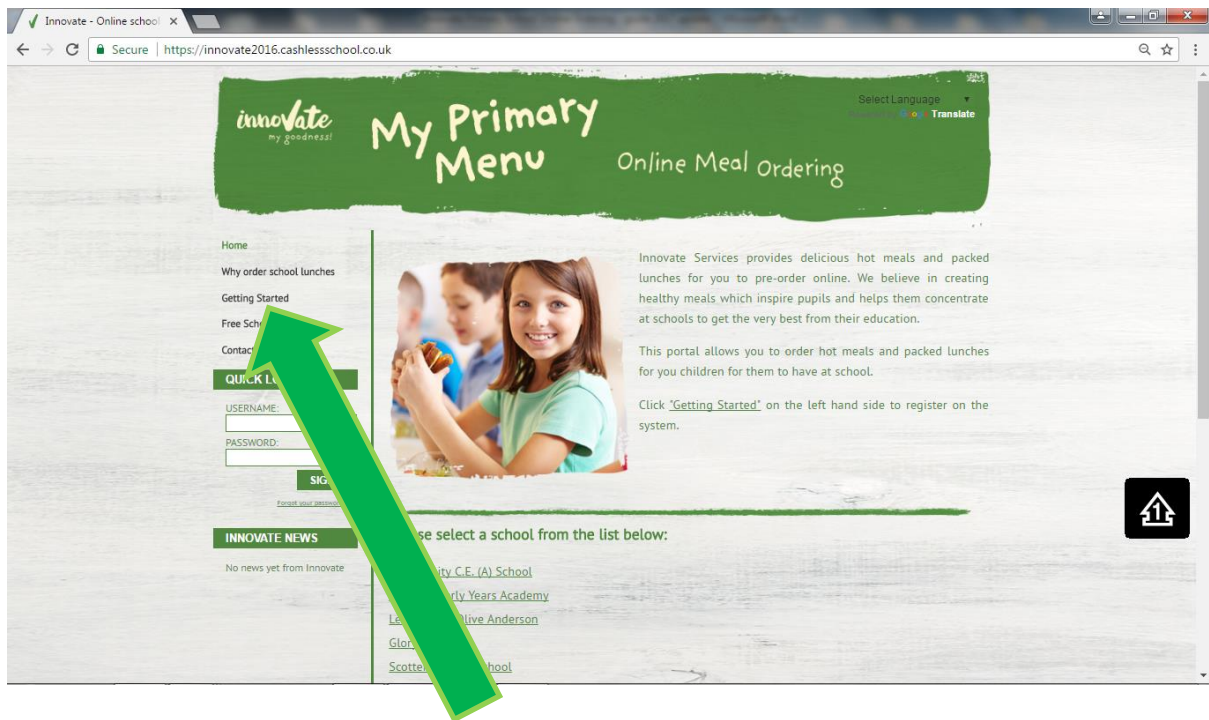


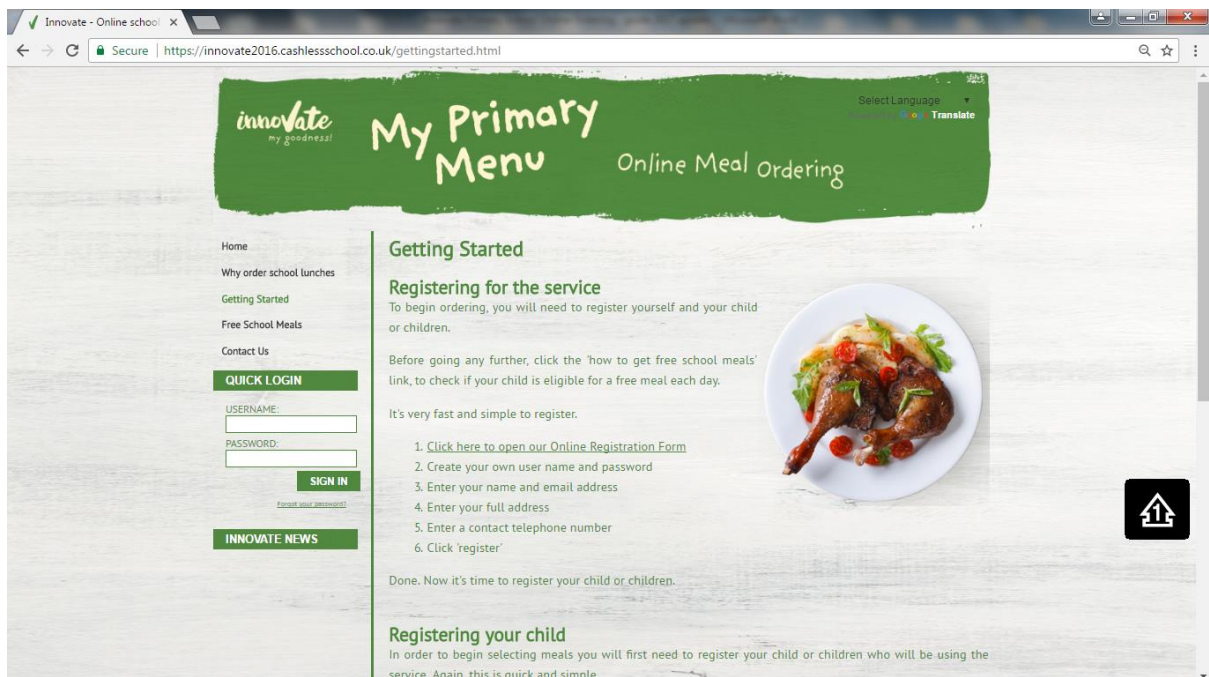
# Innovate Primary School Online Ordering

1. Open the web page: <https://innovate2016.cashlesschool.co.uk/>



2. Select 'Getting Started'

You will be directed to this screen:



3. Select the 'Click here to open Registration Form' option
4. When directed to this page a user name and password need to be created, and name of parent, email address and home address need to be added. When this is completed click 'Register'.

5. You now have your account screen. Click 'Register your child'

| Name                | Total                 |
|---------------------|-----------------------|
| Register your child | I want to topup £0.00 |



- Now enter the name of school from the dropdown box, Childs first and surnames, and their class from the dropdown box. Tick if eligible for free meals and click 'Register'

**innovate** my goodness! **Innovate 4 little'uns** Online Meal Ordering

Select Language   
 Translate

Logout   
 **ROBERT**   
 Summary / Checkout   
 **INNOVATE NEWS**   
 No news yet from Innovate

### REGISTRATION FORM

Please complete the following form to add a child to your account.

Name of Parent/Guardian: Robert

Name of School: Berryfields Primary

Childs First Name:

Childs Surname:

Class: Reception

Eligible for free school meals or Universal Meal Credits:

Register

- You are now fully registered. To order please log-in and click on the name of your child

**innovate** my goodness! **My Primary Menu** Online Meal Ordering

Select Language   
 Translate

Logout   
 **A PERSON**   
 Items for Example (Stream Class)   
 Summary / Checkout   
 **INNOVATE NEWS**   
 No news yet from Innovate

Summary / Checkout

Parent/Guardian Contact Details

Name: A Person

Address:

Town:

Postcode:

Telephone:

E-Mail:

SAVE CHANGES

**Registered People**

Click on a person below to place orders / change selections. The minimum credit/debit card transaction value is £5.00

| Name                   | Account balance:     | Hot Counter | Total                 |
|------------------------|----------------------|-------------|-----------------------|
| Example Example        | £0.00                |             |                       |
| Class: Stream Class    | I want to topup: 0/0 |             | £0.00                 |
| Register another child |                      |             | I want to topup £0.00 |

Payment Log

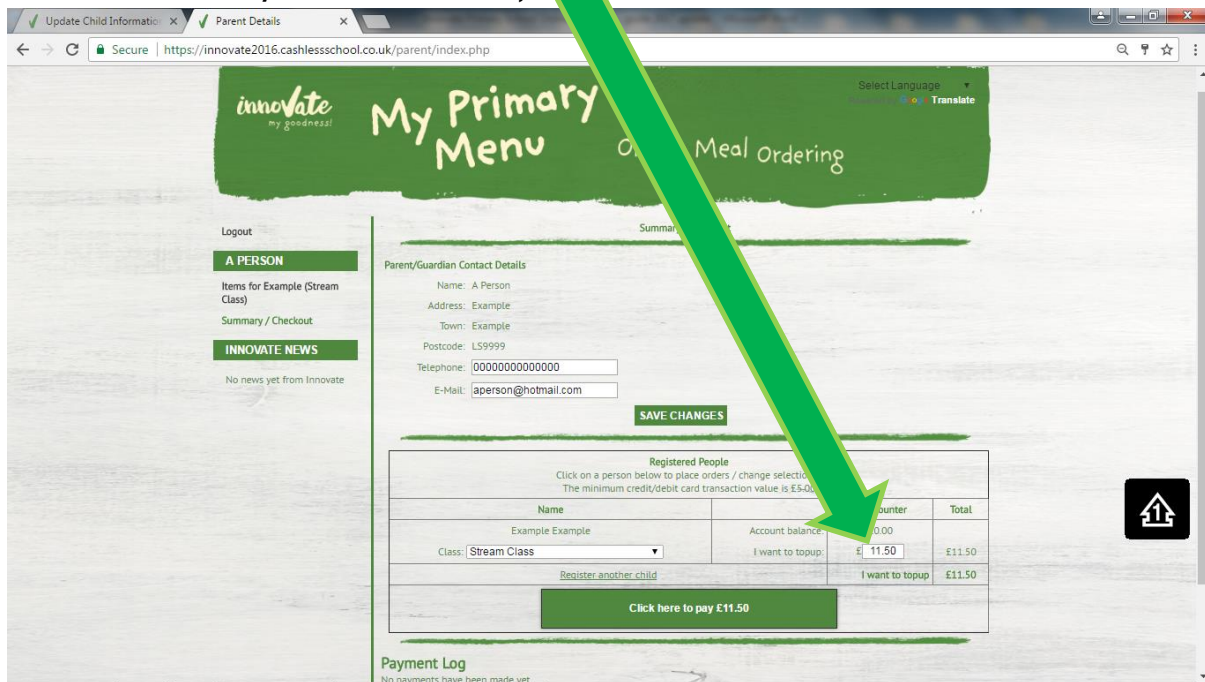
No payments have been made yet.

If you need to add another child, the option is here. Follow the same process as the first child.

8. Click the 'Hot Counter' tab at the top of the screen, and start ordering by clicking on the meal of choice.



9. If you have ordered and pay for meals your home page will look like below. In this example a full week (£11.50) has been ordered. If you have ordered for the full term the amount will show. If you do not want to pay for the full term and would like to pay in instalments then please amend the 'I want to topup' box with the amount you would like to pay



Please note: The account only gets debited on the day that the child eats.

## 10. To make a payment click on the 'to pay box'

The screenshot shows the 'My Primary Menu' online ordering interface. A large green arrow points to a button labeled 'Click here to pay £11.50' at the bottom of the order summary table. The page includes a navigation menu on the left, a 'Parent/Guardian Contact Details' form, and a table showing the order summary.

| Name                | Hot Counter             | Total  |
|---------------------|-------------------------|--------|
| Example Example     | Account balance: £0.00  |        |
| Class: Stream Class | I want to topup: £11.50 | £11.50 |
|                     | I want to topup: £11.50 | £11.50 |

## 11. You will then be directed to our secure online payment page:

The screenshot shows the Sage Pay secure online payment page. The page displays transaction details for 'School Purchases' for an amount of '11.50 GBP'. Below the details, there is a 'Select Payment Method' section with options for VISA and MasterCard. A 'Cancel' button is also visible.

**sage | pay** **innovate**  
more than great food

**Transaction Details**  
To Pay For: School Purchases  
Amount: 11.50 GBP

**Select Payment Method**  
Please click below to select the type of card you wish to use.

**VISA** **VISA** **VISA** **MasterCard**

Please only click the cancel button below if you intend to abort this payment process.

**Cancel**

**FAQs**  
If your browser is not showing the secure padlock on your screen click on this padlock.

## **Additional Information**

- Orders for the following week must be placed by midnight of the previous Friday. For example to order for week commencing 11/09/17, orders must be placed by midnight on Friday 08/09/17.
- You can order a week at a time or for the whole term. Just keep scrolling down.

If anyone is having difficulties setting up accounts or ordering food please feel free to contact us on:

[primary@innovatefood.co.uk](mailto:primary@innovatefood.co.uk)

[robert.winterbottom@innovatefood.co.uk](mailto:robert.winterbottom@innovatefood.co.uk)

Or:

0845 494 0005

07736 037604 (out of office hours)

Robert Winterbottom

Primary School Operations Manager