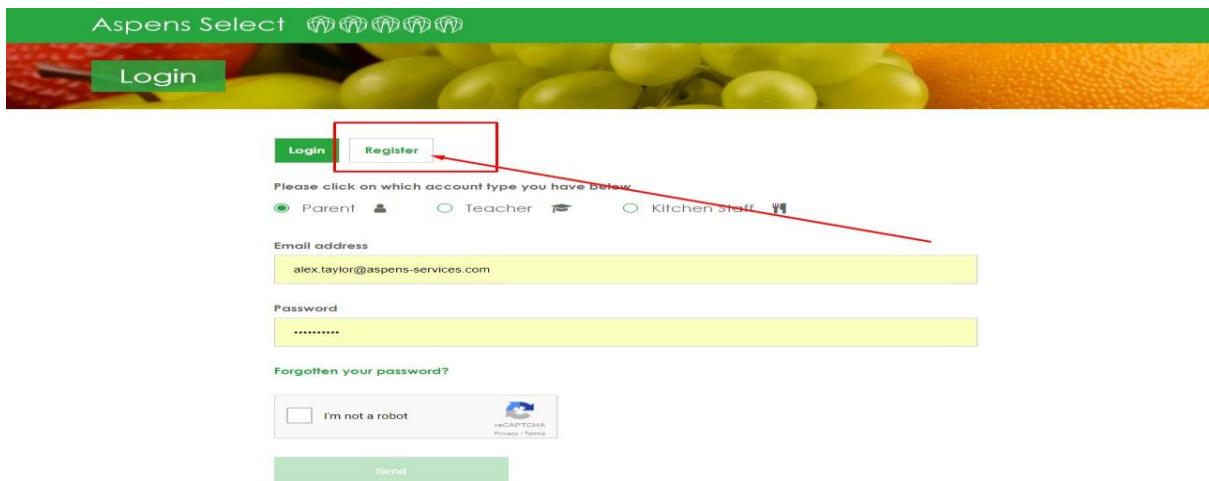


Aspens Select – on line ordering and payment system

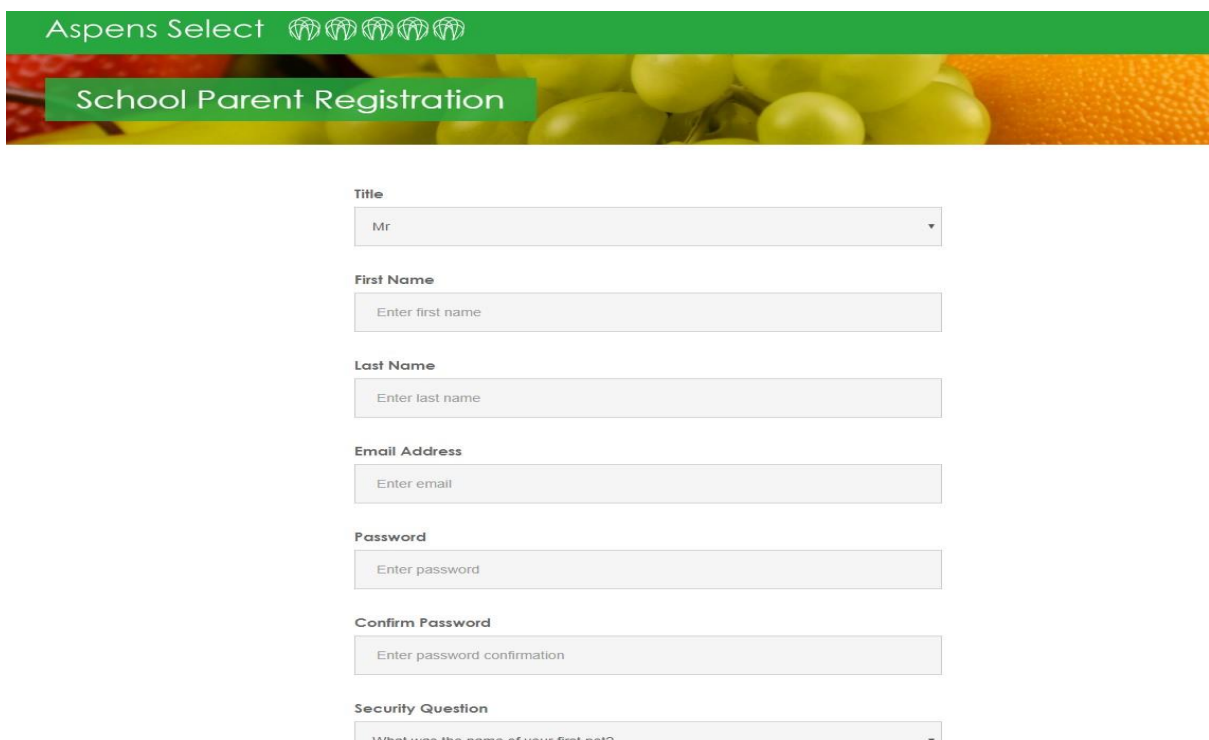
Registration

1. Click register button on login page
2. Complete form
3. Click “I’m not a Robot” button and click on the pictures if they pop up. The will ask you to confirm which box have certain items/objects in. Then press verify.
4. Click register
5. Email sent out to that email with validation link
6. Click link to validate
7. Then Login



The screenshot shows the top of the Aspens Select website with a green header containing the logo and five tree icons. Below the header is a navigation bar with a green 'Login' button. The main content area has a white background with a 'Register' button highlighted by a red box and a red arrow pointing to it. Below the buttons, there is a form with the following fields: 'Please click on which account type you have below' with radio buttons for 'Parent', 'Teacher', and 'Kitchen Staff'; 'Email address' with the value 'alex.taylor@aspens-services.com'; 'Password' with a masked field; 'Forgotten your password?' link; 'I'm not a robot' checkbox; and a 'Submit' button.

Registration Form



The screenshot shows the 'School Parent Registration' form on the Aspens Select website. The form is set against a background of fruit. The form fields are: 'Title' (dropdown menu with 'Mr' selected); 'First Name' (text input with placeholder 'Enter first name'); 'Last Name' (text input with placeholder 'Enter last name'); 'Email Address' (text input with placeholder 'Enter email'); 'Password' (text input with placeholder 'Enter password'); 'Confirm Password' (text input with placeholder 'Enter password confirmation'); and 'Security Question' (dropdown menu with 'What was the name of your first cat?' selected).

Registration Form (continued)

Email Address

Enter email

Password

Enter password

Confirm Password

Enter password confirmation

Security Question


What was the name of your first pet? ▼

Security Question Answer

Enter security question answer

Telephone Number

Enter telephone

I'm not a robot 
reCAPTCHA
[Privacy - Terms](#)

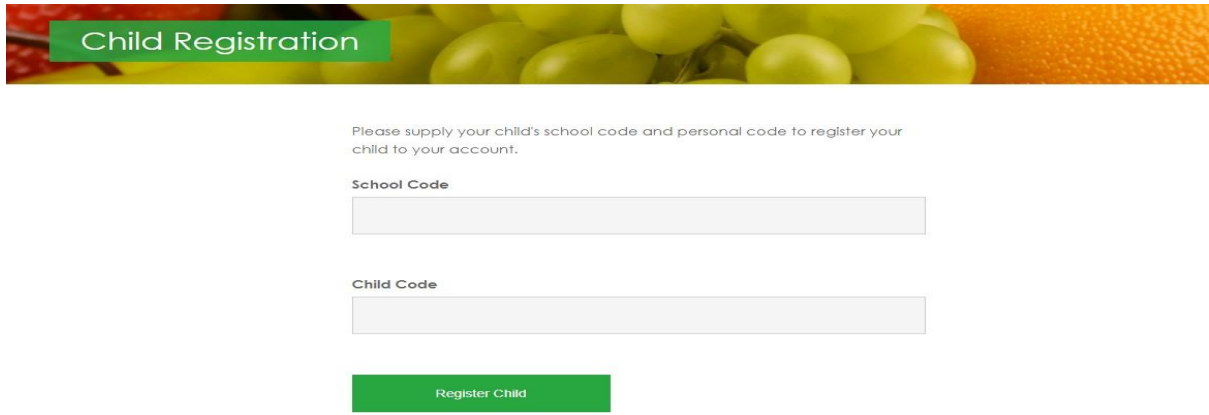
Register

Child Registration

When you first login you will be directed to the child registration page and all other functionality will be disabled.

Enter the school code 190521 and the child code (supplied by the school under separate cover)

Click register child. You can then view your registered children on the 'View Children' page.



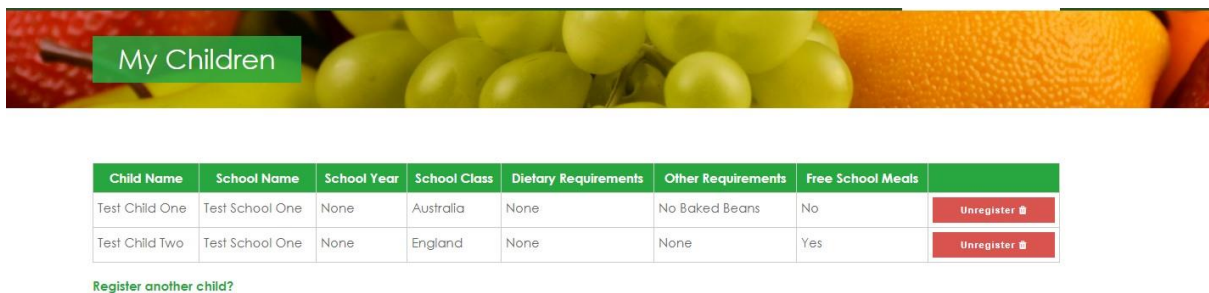
The form is titled "Child Registration" and is set against a background of fresh fruit. It contains a heading, a brief instruction, two input fields for "School Code" and "Child Code", and a green "Register Child" button.

Please supply your child's school code and personal code to register your child to your account.

School Code

Child Code

Register Child



The "My Children" section features a table with columns for Child Name, School Name, School Year, School Class, Dietary Requirements, Other Requirements, and Free School Meals. Each row includes an "Unregister" button. Below the table is a link to "Register another child?".

Child Name	School Name	School Year	School Class	Dietary Requirements	Other Requirements	Free School Meals	
Test Child One	Test School One	None	Australia	None	No Baked Beans	No	Unregister
Test Child Two	Test School One	None	England	None	None	Yes	Unregister

[Register another child?](#)

Making Payments

1. Navigate to purchase meal credits page
2. Select amount of credits desired from drop down
3. Click Buy Meal Credits
4. Fill out card details on pop up
5. Click pay
6. You'll be directed to a confirmation page. Wait a few moments for credits to be logged on our system. Need to refresh the page for the credits to be visible in top right corner of every page.

Purchase Meal Credits

Here you can purchase meal credits which you can use to **order meals** for your children. The different schools who use Aspens Select have different menus and as a result often have different prices they charge per meal that your child will order.

School Selection

Below you will have the option to select the school associated with your child. More than one school will appear if more than one child is registered to your account and they don't all attend the same school.

Meal Credit Selection

Once you have selected a school you can then choose how many meal credits you wish to purchase. You will be shown the amount of meals the credits your purchase can be exchanged for.

Purchase your Credits

Meals for Test School One cost £2.50 each

Meal Credit Amount	Total Cost: £12.50
5 meals	

Buy Meal Credits

Making Payments 2

Here you can purchase meal credits which you can use to **order meals** for your children. The different schools who use Aspens Select have different menus and as a result often have different prices they charge per meal that your child will order.

School Selection

Below you will have the option to select the school associated with your child. More than one school will appear if more than one child is registered to your account and they don't all attend the same school.

Meal Credit Selection


Once you have selected a school you can then choose how many meal credits you wish to purchase. You will be shown the amount of meals the credits your purchase can be exchanged for.

Purchase your Credits


Meals for Test School One cost £2.50 each

Meal Credit Amount: 5 meals | Total Cost: £12.50

Buy Meal Credits



Aspens Select
Meal Credits Purchase
alex.taylor@aspens-services.com
[Log out](#)

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Pay £12.50

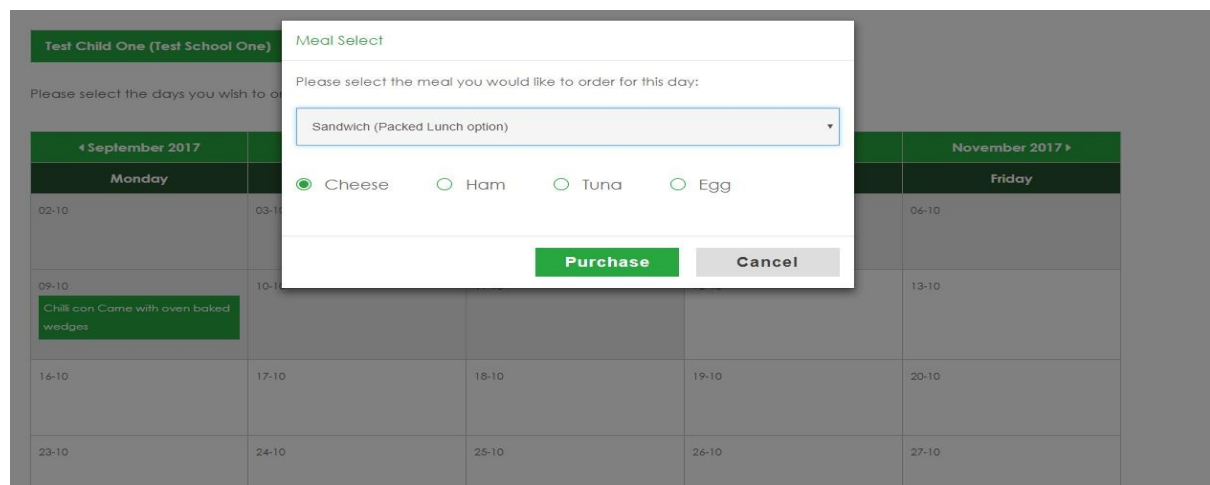
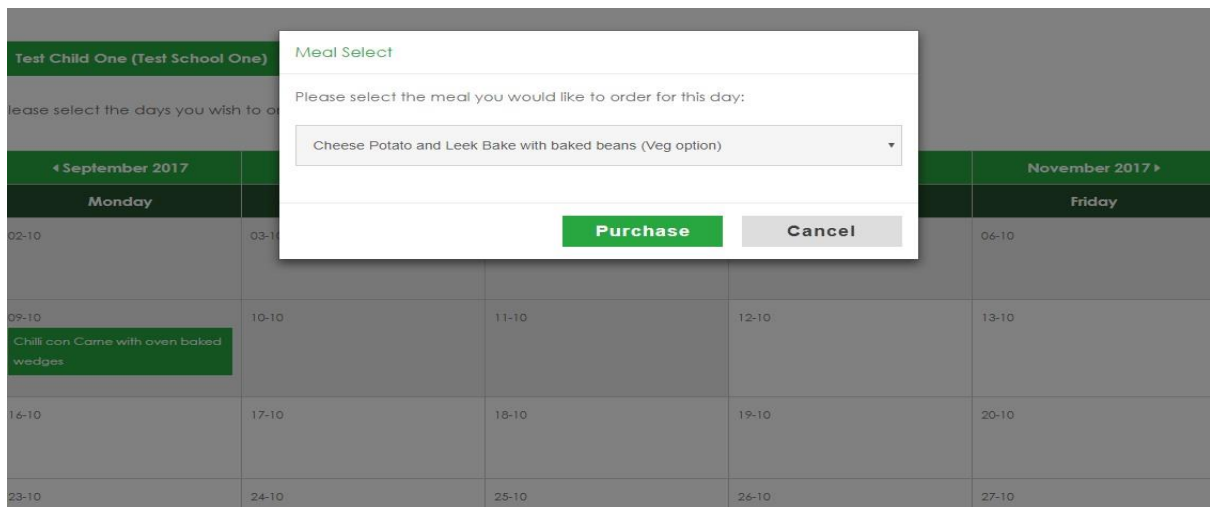
Making Orders 1

1. Click the child you want to make an order for from top buttons. Check whether child is free school meals or not
2. Click a date
3. Select meal from pop up
4. Follow options through to completion

Please select the days you wish to order meals for Test Child One

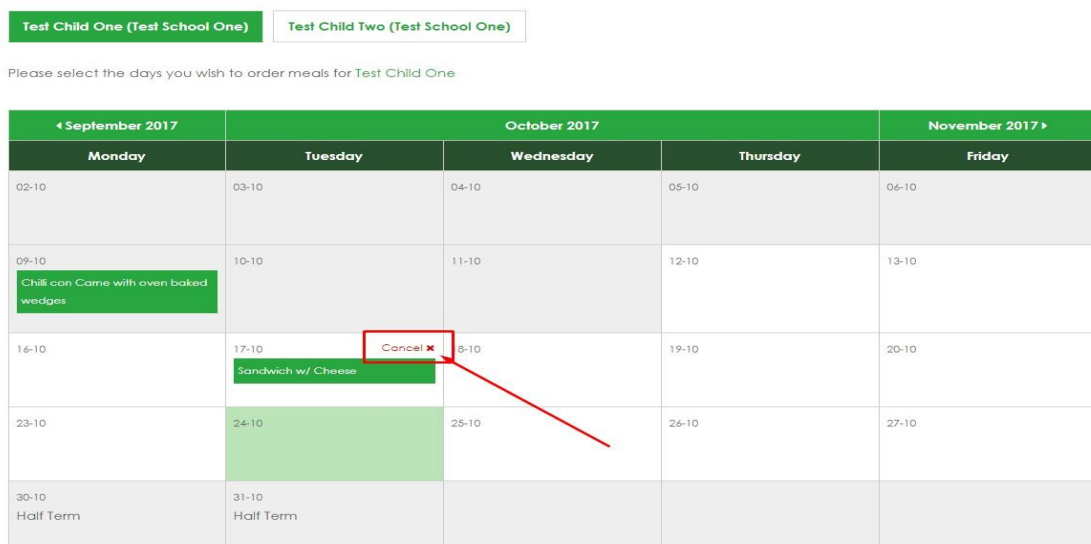
◀ September 2017		October 2017			November 2017 ▶
Monday	Tuesday	Wednesday	Thursday	Friday	
02-10	03-10	04-10	05-10	06-10	
09-10 Chilli con Carne with oven baked wedges	10-10	11-10	12-10	13-10	
14-10	17-10	18-10	19-10	20-10	
23-10	24-10	25-10	26-10	27-10	
30-10 Half Term	31-10 Half Term				

Making Orders 2



Cancelling Orders

1. Click cancel button in top right of a date on the order calendar
2. Click confirm on pop up
3. Order will be removed from calendar



Test Child One (Test School One)

Please select the days you wish to order

Cancel Order

Are you sure you would like to cancel this order?

Confirm
Cancel

◀ September 2017					November 2017 ▶	
Monday	Tuesday	Wednesday	Thursday	Friday		
02-10	03-10	04-10	05-10	06-10		
09-10 Chilli con Carne with oven baked wedges	10-10	11-10	12-10	13-10		
14-10	17-10 Sandwich w/ Cheese	18-10	19-10	20-10		

Viewing Orders

Orders

Please click on one of your children's names below to see the meals you have ordered for them.

Test Child One
Test Child Two

Showing 1 - 1 of 1

Meal Ordered	Sort By ▼	Meal Date	Sort By ▼	Order Date	Sort By ▼
Chilli con Carne with oven baked wedges		October 09 2017		October 09 2017, 12:54:45	

Showing 1 - 1 of 1

View Menus

Test Child One (Test School One)
Test Child Two (Test School One)

Autumn 2017

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	<ul style="list-style-type: none"> 🍴 All Day Breakfast Meat or Vegetarian 🍴 Pork or Quorn sausage, bacon, hash brown, tomato and beans 	<ul style="list-style-type: none"> 🍴 Cheese Potato and Leek Bake with baked beans 🍴 Lasagne 	<ul style="list-style-type: none"> 🍴 Roast Gammon with gravy and potatoes 🍴 Quorn Roast with gravy and potatoes 	<ul style="list-style-type: none"> 🍴 Chicken Curry with wholemeal rice 🍴 Baked Bean and Cheese Wrap 	<ul style="list-style-type: none"> 🍴 Chickpea Burger with chips 🍴 Fish Fingers with chips
Week 2	<ul style="list-style-type: none"> 🍴 Beef Bolognese with wholemeal pasta 🍴 Sweet Potato and Chickpea Curry with wholemeal rice 	<ul style="list-style-type: none"> 🍴 Pizza Day(Meat) 🍴 Pizza Day(Veg) 	<ul style="list-style-type: none"> 🍴 Shepherdess Hotpot with gravy 🍴 Roast Chicken with stuffing, gravy and potatoes 	<ul style="list-style-type: none"> 🍴 Chilli con Carne with oven baked wedges 🍴 Veggie Lasagne 	<ul style="list-style-type: none"> 🍴 Battered Fish with chips 🍴 Quorn Dog with chips and tomato sauce
Week 3	<ul style="list-style-type: none"> 🍴 Cheesy Chicken Pasta Bake 🍴 Veggie Moussaka 	<ul style="list-style-type: none"> 🍴 Beef Stew 🍴 Cheese and Tomato Quiche with oven baked wedges 	<ul style="list-style-type: none"> 🍴 Roast Turkey with stuffing, gravy and potatoes 🍴 Veggie Bolognese with wholemeal pasta 	<ul style="list-style-type: none"> 🍴 Veggie Bean Chilli with wholemeal rice 🍴 Meatballs in Tomato Sauce with wholemeal pasta 	<ul style="list-style-type: none"> 🍴 Salmon Fish Fingers with chips 🍴 Macaroni Cheese with herby bread

View Menu Print Out