

How to cancel a pre-ordered meal on Meal Manage

- 1) Log in to Meal Manage
- 2) For the student needing to cancel a meal, go to **“order meals”**
- 3) The items in orange are the menu items already ordered:

WED		THU	
1		2	
<i>Summer Break - No School</i>		Entree	
		1. Bacon Ranch Wrap \$ 6.00 ⓘ	

- 4) **Click on the item to be cancelled.** The item should go green. A credit (if applicable) will also appear:

		Clear Selections Review Order		Paid Amount : \$6.00 Order Amount : -\$6.00	
WED		THU		FRI	
1				3	
Summer Break - No School		Entree		Summer Break - No School	
		1. Bacon Ranch Wrap \$ 6.00 ⓘ			

- 5) Click on **“review order”**.
- 6) Confirm the changes. (The calendar below is empty as the wrap has been cancelled). Click on **“go to payment summary”**

		Back To Menu	Go To Payment Summary	Paid Amount : \$6.00 Order Amount : \$-6.00	
WED		THU		FRI	
1				3	
		2			

- 7) The payment window will appear. Confirm it is correct. Click **“pay and submit order”**. As seen below, the menu item is cancelled and a credit is applied to the account.

Back To Review Order

✓ Pay And Submit Order

Total order amount	\$ -6.00
☐ Meal Account Balance	\$ 0.00
Online Payment	
Amount to Pay	\$ -6.00
Total Payment Amount	\$ -6.00

You did it!

If there are issues, feel free to email the Food Program Manager (rturnerklopper@sd91.bc.ca), or use the “Support” icon. The front office staff at the school may also be able to assist.