

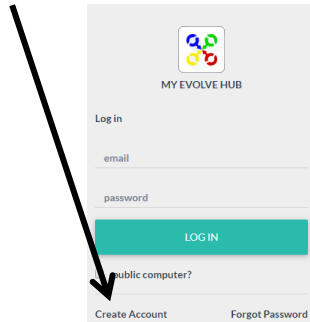
# EVOLVE SCHOOL DINNER SYSTEM

Go to: <https://www.myevolvehub.com/>

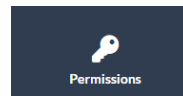
## To set up your account(s)

You will need your letter with activation code to set up your account.

1. Click on create account

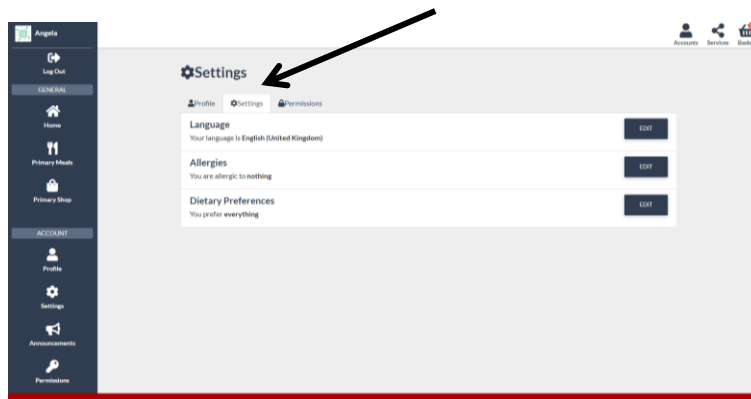


2. Enter your email address. It will send you an email which you will need to access to verify the set up.
3. Log on to EVOLVE using your email and password.
4. Scroll down and click on 'permissions'



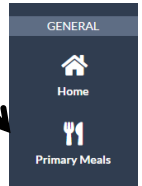
Enter your 'auth code' from your letter. If you have more than one child, add all the auth codes.

If you wish to add any preferences or allergies for your child, this can also be done in permissions, under 'settings'.

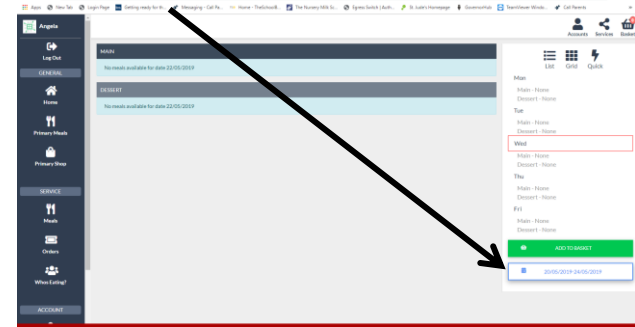


## To choose dinner choices

1. From the menu, click on 'Primary Meals' and then click on your child. This will open the menu choices.



2. Choose the date (i.e. 3<sup>rd</sup> June) by clicking on the calendar



3. Click on the main of choice and desert of choice. **Before moving to the next day click 'Add to basket'**

4. Click on the next day and make your choices. Click 'add to basket'. Continue for each day, for the week or, up to the point you want to pay for.

5. Once you have finished your choices for the week, next two weeks or month (depending on how much you want to have to pay), then click on the basket checkout symbol in the top right corner.



6. Check your order and press 'process'. If you need to pay for the meals, you will be asked for your card details (these can be saved to make the process easier and quicker next time).