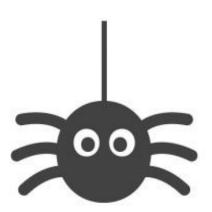
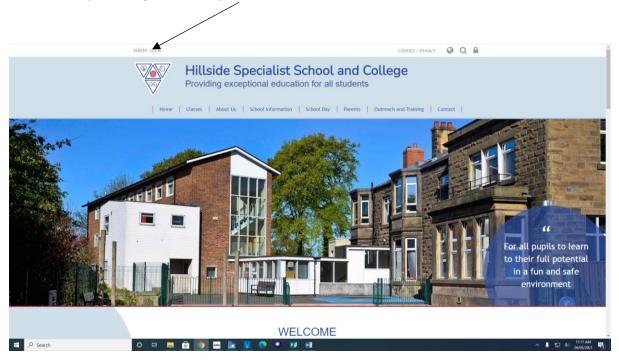
School Spider

# How to Manual for a Computer or Laptop



- 1. Go on the Hillside School website
- 2. Click parent login on the top left hand side as shown below -



# How to create an account

1. Click create account



2. Enter your email address and in the drop down box choose Hillside specialist school & college

THIS MUST BE THE EMAIL ADDRESS THAT IS REGISTERED WITH SCHOOL



3. You will then be sent a link to your email



4. The email will look like the below – click reset password. You have 60 minutes before the link expires.

	School Spider
Hi STAFF Nata	lie Edwards
You are receiving account.	this email because either you or your school has requested a password reset / create for your guardiar
Your Username: I	nedwards
	Reset Password
This password re	set link will expire in 60 minutes.
If you did not rec	uest a password reset, no further action is required.
School Spider	
https://parents.sch	uble clicking the "Reset Password" button, copy and paste the URL below into your web browser: obligider.co.uk/password/reset2
token=e20434dcbc	9709748c6680061d88294a16fc3508b6323d6f726f6d7636a0e8b8email = n.edwards@hillsideJanca.ach.uk8xachool=50

FYI – your username is NOT your email address – your username will appear in this email.

5. You will then be taken to the link below - reset your password



6. Click return to login



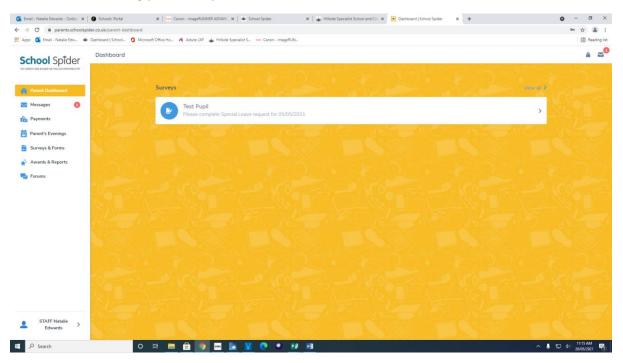
7. You will then taken to the main screen.

# How to logon when you have an account

1. Enter your username and password then select Hillside specialist school & college.

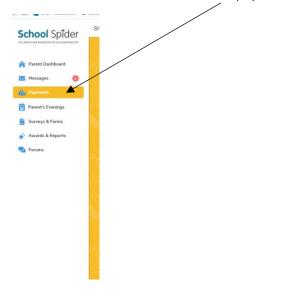


#### 2. This will bring you to the parent dashboard as shown below

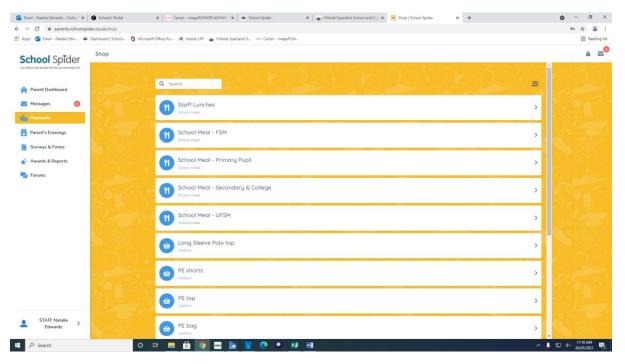


# How to purchase a school meal

1. On the left hand side, click on payments



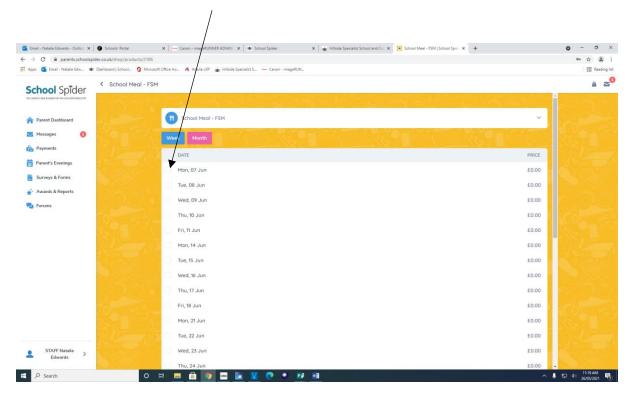
2. This will bring up a list of purchases that are available – click on the meal you require for your child.



3. This will bring up the lists of dates.

Week Month

You can individually click on each date in the tick boxes



To make is easier you can click week or month, this will automatically tick the whole week or month

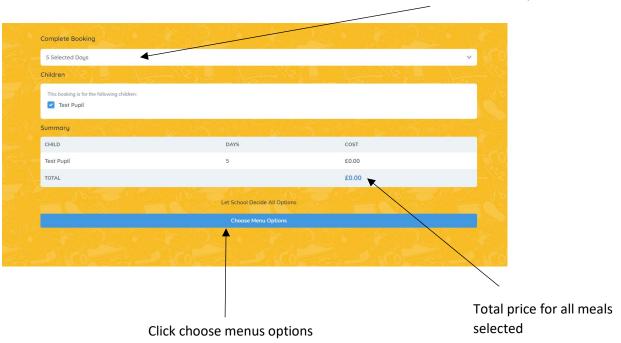
<u>eek</u>	
and the second	
1 School Meal - FSM	· .
Neek Month	
DATE	PRICE
Mon, 07 Jun	£0.00
Tue, 08 Jun	£0.00
2 Wed, 09 Jun	£0.00
Thu, 10 Jun	£0.00
2 Fri, 11 Jun	£0.00
Mon, 14 Jun	£0.00
Tue, 15 Jun	£0.00
Wed, 16 Jun	£0.00
Thu, 17 Jun	£0.00
Fri, 18 Jun	£0.00
Mon, 21 Jun	£0.00
Tue, 22 Jun	£0.00
Wed, 23 Jun	£0.00 5 Selected

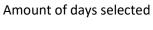
### <u>Month</u>

Week Month		1200		
DATE	7/5/11 1222//5/	PRICE		
Mon, 07 Jun		£0.00		
Tue, 08 Jun		£0.00		
Ved, 09 Jun		£0.00		
🔁 Thu, 10 Jun		£0.00		
Fri, 11 Jun		£0.00		
Mon, 14 Jun		£0.00		
Z Tue, 15 Jun		£0.00		
🛛 Wed, 16 Jun		£0.00		
Thu, 17 Jun		£0.00		
Pri, 18 Jun		£0.00		
Mon, 21 Jun		£0.00	1.58	
Tue, 22 Jun		£0.00		Th:
Ved, 23 Jun		£0.00	18 Selecteo 🔫	This sl
Thu, 24 Jun		£0.00	- 1126 AM	amou

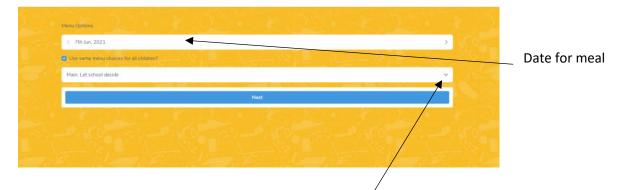
This shows the amount of meals selected – press the arrow when chosen the dates

4. As an example, I will be booking a week (5 days) worth of meals.





5. The next screen is when you choose the meal you would like for the particular day.



- 6. Click here for the drop-down box of meals available
- 7. If your child requires a vegetarian meal then please choose the vegetarian option, this helps the kitchen give your child the correct meal.

	< 7th Jun, 2021	
2	Use same menu choices for all children?	
,	Main: Let school decide	
ι	.et school decide	
1	NON VEGETARIAN option	
1	VEGETARIAN option	
	School prepared packed lunch NON VEGETARIAN	
4	School prepared packed lunch VEGETARIAN	

8. Click which meal you would like and then click next



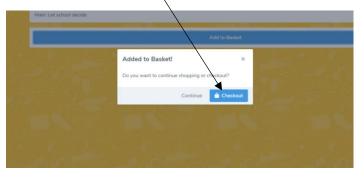
9. It will then ask you for the next date

< 8th Jun, 2021		
Use same menu choices for all children?		
Main: Let school decide	 	
Let school decide		
NON VEGETARIAN option		
VEGETARIAN option		
School prepared packed lunch NON VEGETARIAN		
School prepared packed lunch VEGETARIAN		

10. And so on.....until you have chosen a meal for all dates.



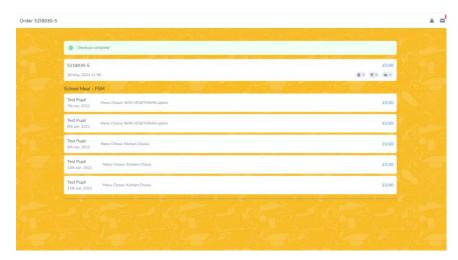
11. Once you have completed all your chosen dates, this screen will appear and ask you to checkout or continue shopping. If you are happy with your selection then click checkout.



12. Your total amount will appear, click checkout again.

School Meal - FSM	litterns £0.00 N			
	Total: £0.00			
Checkout				

13. Click confirm order



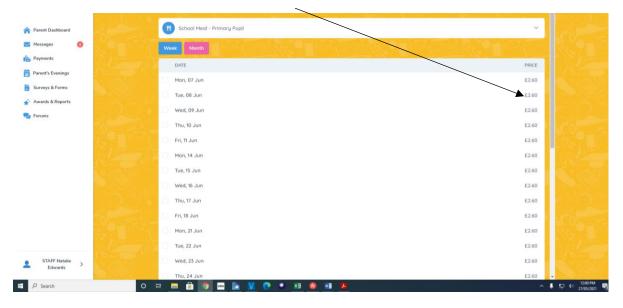
14. You will then have completed and will get a review of your order.

15. You will also receive a confirmation email similar to the below

Order Confirmation #31346		
Thank you for your order. Please find your o	order summary belo	w.
Item	Qty	Total
Test Pupil School Meal - FSM: 7th Jun, 2021 NON VEGETARIAN option	1	£0.00
Test Pupil School Meal - FSM: 8th Jun, 2021 NON VEGETARIAN option	1	£0.00
Test Pupil School Meal - FSM: 9th Jun, 2021 Kitchen Choice	1	£0.00
Test Pupil School Meal - FSM: 10th Jun, 2021 Kitchen Choice	1	£0.00
Test Pupil School Meal - FSM: 11th Jun, 2021 Kitchen Choice	1	£0.00
		£0.00

#### For paid meals - primary & secondary

For a paid meal follow the same process, the prices will be displayed as shown below



#### <mark>0\_0</mark> School Meal - Primary Pupil School Spider Complete Booking A Parent Dashboard 5 Selected Days ~ Messages 0 Children Payments Parent's Evenings Test Pupil Surveys & Forms 🖌 Awards & Reports Summary Porums CHILD COST DAYS Test Pupil £13.00 5 TOTAL £13.00 Y Let School Decide All Op STAFF Natalie Edwards > E 🔎 Search o H 🛤 🗄 🛐 🚥 🗽 💟 💿 🔹 🚳 ^ ↓ 12:01 PM .

#### Once you have selected the dates the total price will show

Once you have chosen the meal options - click checkout

You will then get asked for your card details. Once you have entered them you will receive a review order and a confirmation email.

chool Spîder	South Start Barry		Solary June 2 States Int		
Parent Dashboard		< Back to Basket			
Messages 📀		Checkout			
Payments		You have £0.00 in your account.			
Parent's Evenings		Use Account Balance			
Surveys & Forms		Card Holder Name			
- Awards & Reports		Full Name			
		Card Number		<b></b>	
Forums		Exp Date	CVV		
		MM / YY			
		Pay £13.00			
STAFF Natalie > Edwards >					

# <u>Recap</u>

- When you create your account, please make sure you use the email address that is registered with Hillside otherwise it will not let you create an account
- If you have to reset your password your username will be in the email it is not your email address
- Please make sure you have the most up to date app as you may have problems processing your order.
- If you have free school meals, you still have to book your child a meal every day.
- You will receive a confirmation email when you have confirmed your order – this is a good way of knowing that your order has been processed.
- Always book ahead if you can- we will always make the full term available to book.
- If your child does not attend school one day then when we input the register the money will be credited back to your account
- If you have been successful for receiving income based free school meals please let us know as soon as possible so we can change your page.

## How to view messages

1. To view messages, click on messages on the left-hand side. A number will appear at the side if you have any unread messages.

