

Food For Thought Charleston

FAMILY MEAL Ordering instructions

Welcome to Food For Thought Charleston's (FFT) Family Meal program! This is meant to be a step-by-step guide for you to become familiar with the FFT online ordering process for your family meals.

Go to the FFT website: www.FoodForThoughtCharleston.com

Click on the "**Sign me up**" (orange button under the Step 3 apple image)

- a. If you already have an existing account, log in.
- b. If you don't yet have a FFT account, create one.

Click on the **Students** tab (left side)

Click on "Add a Student"

- c. Select a first/last name that will simply be your identifier for ordering purposes. (This will also be the name that identifies your meal when delivered.)
 - d. Select your program name from the "School/Camp" drop-down
 - e. Select your section from the "Teacher/Section" drop-down
- Click the blue button to Save.

If you've already viewed the menu and know what you'd like to order, you can click on My Meals tab.

(If you want to review the full menu again, move your mouse up to "Our Food" and then "Menu".)

When you are in your account and are ready to order, click on the **My Meals** tab.

Select "**A La Carte Meals**" from the left column.

Click the blue "**+ Add A La Carte Meal**" button. (A small white window will then pop up.)

Give your meal a name (ex., "Lasagna-salad dinner") – this is only for your reference purposes so you can identify when later reviewing & scheduling orders.

Below that are boxes to indicate that the named meal will be for your family account. (If you do not have any other Student/profiles set up with Food For Thought, then the box next to the family's name will already be checked. If you do have another Student profile in your account, then you'll want to be sure only your family meal profile is checked here.)

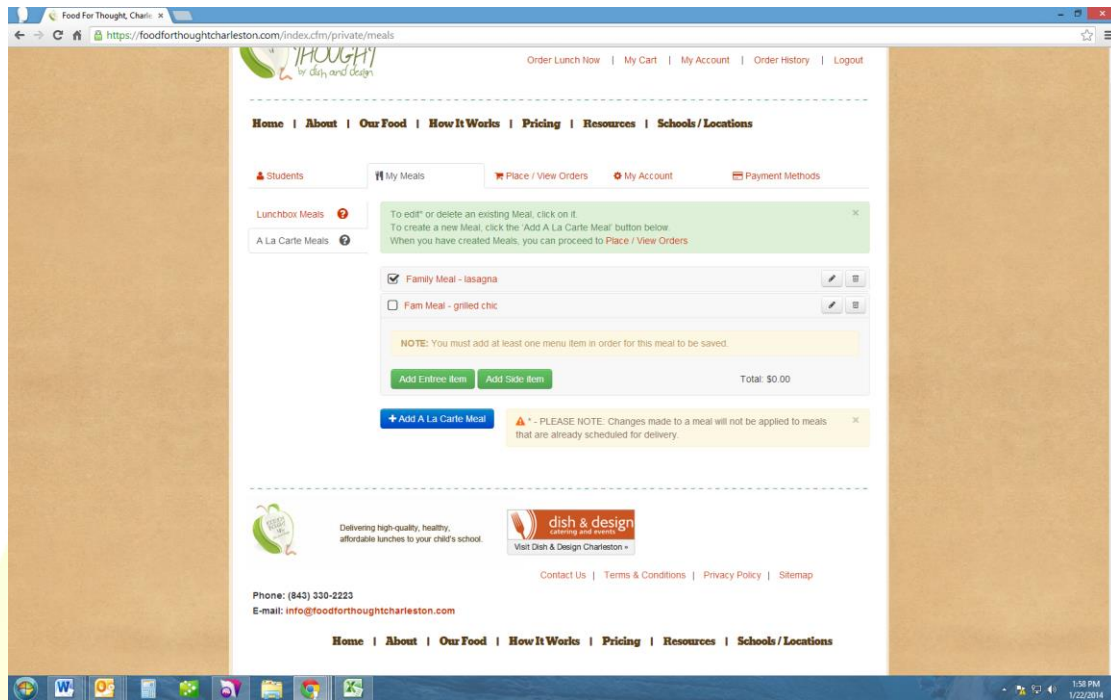
Click the blue "**Add**" button.



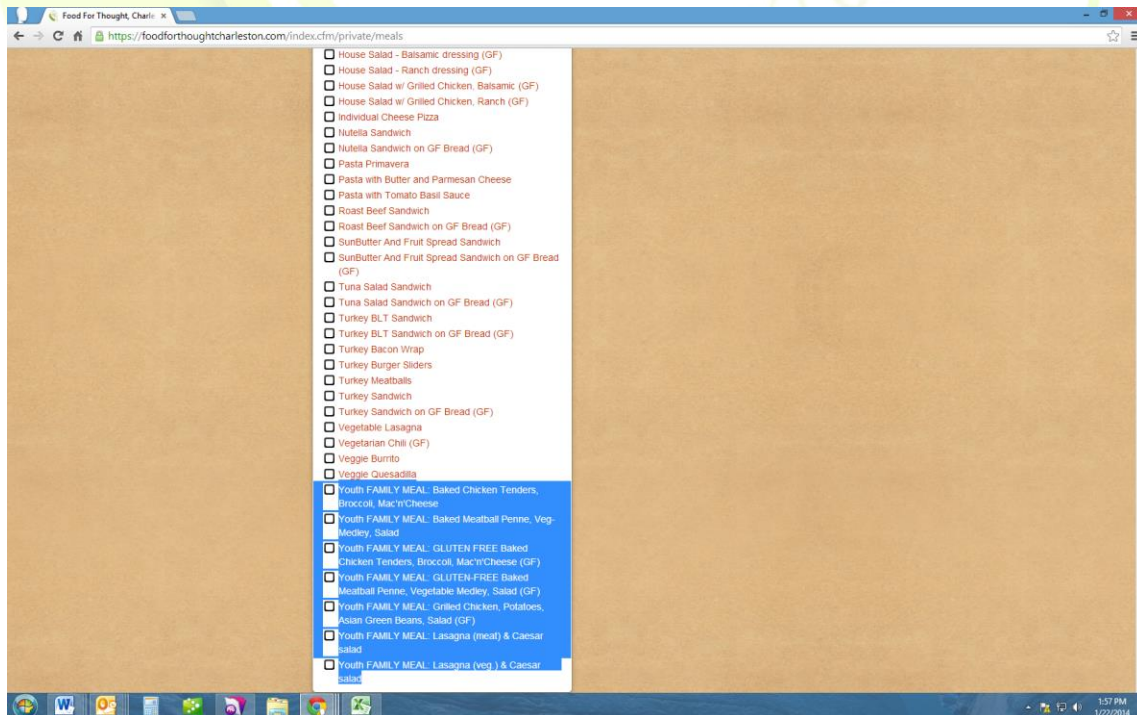
Now it's time to select the food item/s you want to be in that meal.

- For *full* FAMILY MEALS, click the green "Add Entrée Item."

- For *individual/side* FAMILY MEAL items, click the green "Add Side Item."



NOTE: to find the Youth FAMILY MEAL items, scroll to the very bottom of those lists (which appear after you've clicked the respective green button)



When a meal successfully selected & saved, the box to left of the meal name will have a check mark in it.

NOTE: *We encourage you to create as many meals as your family may wish to order over time. This is so you don't have to select items each time you login to order. So, for example, if your family likes all of the meal options, then create a meal for each one. (Ex. "Lasagna-Salad dinner, "Grilled chic dinner", "Sides-only dinner,"...)*

Once you've set up all the meals you'd like to choose from, then click on the next tab: "**Place/View Orders**"

Select your family profile name on the left.

(A calendar will then appear.)

Click on "**A La Carte**" category on the lower left.

(Your meals will then appear as small tray icons below the calendar.)

Drag the meal icon you'd like to the date you'd like to receive dinner.

(A red square will appear on that date to show that you've slated a dinner then.)

Schedule as many dinners as you'd like (for current &/or future months.)

NOTE: *The order deadline for Family Dinners is 12pm two days prior. So, if you would like a dinner for Thursday night, please place your order before 12pm Tuesday.*

When you've scheduled all the meals you'd like to, then you may review the orders by clicking on the (orange font) "**View Your Cart to confirm and complete orders**"

When you are all ready to check out, then click on the green **Submit Order** button.

The next screen will prompt you to add payment information.

(The "Nick Name" is just a name for your personal reference. (ex., gold Visa) So, if you chose to add two different credit cards to your account, you'll be able to know which they are & select for future orders.)

When done, click **Save Payment Method**.

At the final screen, you'll see a green button that says "**Submit order**".

After the order processes (should take only a few seconds), you'll see a "Thank you" confirmation message appear.

You'll also automatically receive an email to the address registered in your account.

If you have any questions along the way, please email or call us. We're happy to help!



When all done, you'll be enjoying the fact that after racing around town between practices, games/meets, and all the rest – you can walk in the door and have a fresh meal ready to go...!

We welcome you to visit our website to learn more about Food For Thought, view the menu, and start scheduling your dinners.

In good health,

The Food For Thought Team

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