

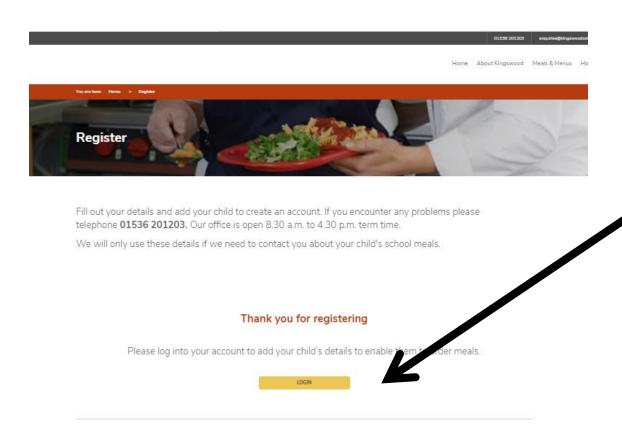
Go to <a href="www.kingswoodcatering.co.uk">www.kingswoodcatering.co.uk</a> and click on Register

Fill out your details and add your child to create an account. If you encounter any problems please telephone **01536 201203**. Our office is open 8.30 a.m. to 4.30 p.m. term time.

We will only use these details if we need to contact you about your child's school meals.

Fill out Your Details, making sure to complete any areas that have a \* next to them.

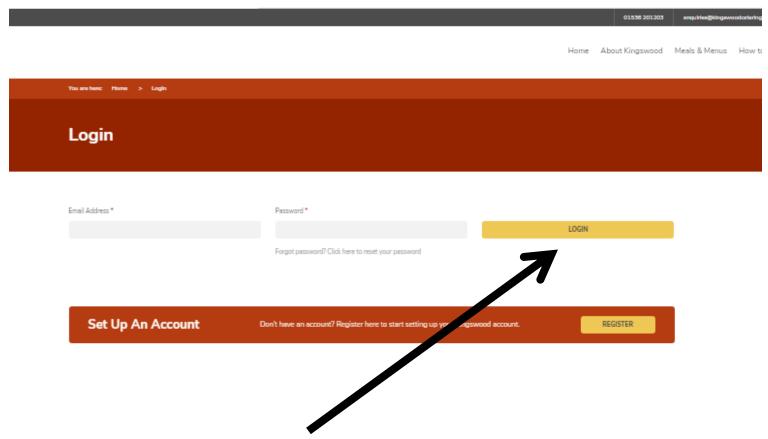
#### Your Details Email Address \* Click on I'm not a robot and Confirm Password\* follow the instructions. Parent's First Name \* Parent's Last Name \* Home Telephone (Area Code) Home Telephone (Number) Work Telephone Mobile Phone\* Once Filled In, Click Register. Address Line 1\* Address Line 2 County\* Postcode\* would like to opt in to receive marketing communications from Kingswood Extering vie. () Telephone I'm not a robot



Once you click on Register you will see this screen.

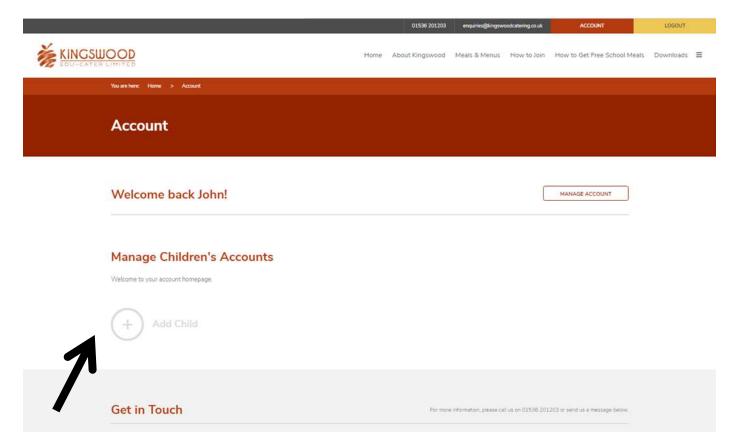
Click on Login

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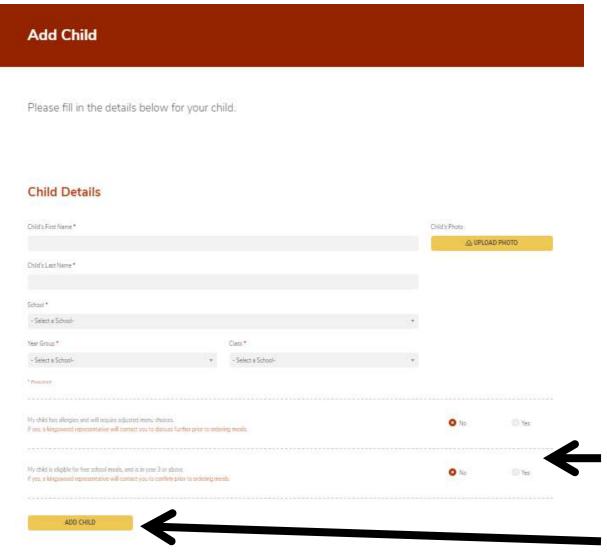
Enter your email address and password that you registered with on 'Your Details' page.

Click on Login



This takes you into your Parent account, where you can add your child/ren.

Click on Add Child.

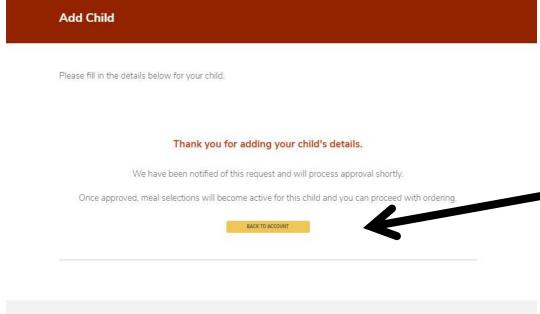


This takes you to a form to fill in to register your child. You will need to do this for each child you have at the school or schools we cater for.

Fill in their name and use the drop down boxes to chose the school, year group and class.

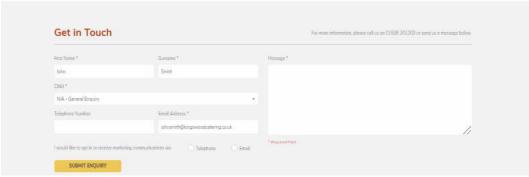
You can also click yes here if your child has a food allergy or is entitled to premium free meals.

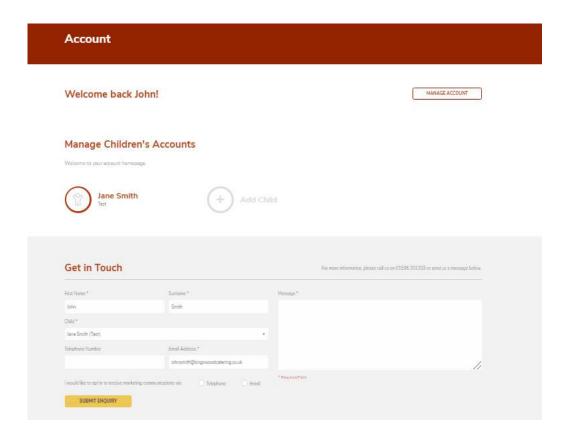
Once completed click on 'Add Child'



Once a child is added, you will see this message.

Click on 'Back to Account'.





This is the Account Page that you will see when you log in and have added your child.

You can go on and add any more children in the same way you added the first child.

Once all children are added you will be able to click on your child's name and start ordering.