



How to Register a School Meal Account



HOW TO REGISTER AN ACCOUNT



Go to www.kingswoodcatering.co.uk 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.

Your Details

Email Address *

Password * Confirm Password *

Parent's First Name * Parent's Last Name *

Home Telephone (Area Code) Home Telephone (Number) Work Telephone Mobile Phone *

Address Line 1 * Address Line 2

Town * County *

Postcode *

* Required

I would like to opt in to receive marketing communications from Kingswood Catering via: ☐ Telephone ☐ Email

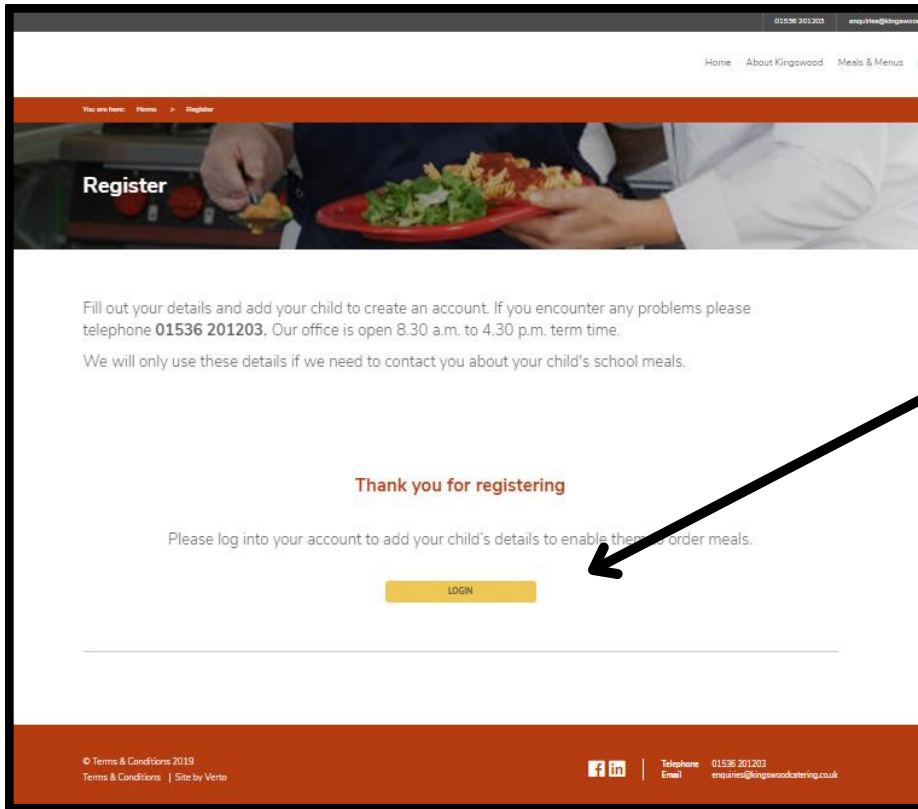
☐ I'm not a robot

Fill out **your** details (parent /guardian not child), making sure to complete any areas that have a * next to them.

Click on I'm not a robot and follow the instructions.

Once Filled In, Click Register.

HOW TO REGISTER AN ACCOUNT



The screenshot shows the 'Register' page of the Kingswood Catering website. At the top, there is a navigation bar with links for 'Home', 'About Kingswood', and 'Meals & Menus'. Below this, a banner image shows a chef preparing food. The main heading is 'Register'. The text instructs users to fill out details to create an account and provides contact information: telephone 01536 201203, office hours 8.30 a.m. to 4.30 p.m. term time, and a note that details will only be used for school meals. A 'Thank you for registering' message is displayed, followed by a prompt to log in to add child details. A yellow 'LOGIN' button is visible. The footer contains copyright information, social media links, and contact details.

01536 201203 enquiries@kingswoodcatering.co.uk

Home About Kingswood Meals & Menus

You are here: Home > Register

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.

Thank you for registering

Please log into your account to add your child's details to enable them to order meals.

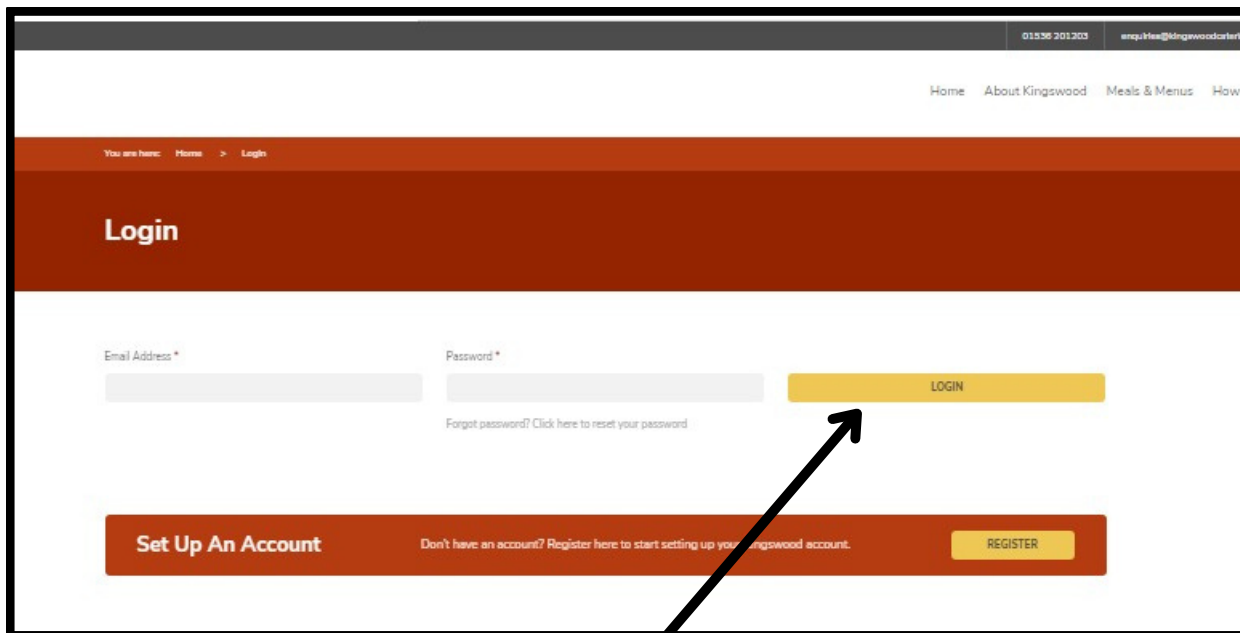
LOGIN

© Terms & Conditions 2019
Terms & Conditions | Site by Verte

f in Telephone 01536 201203
Email enquiries@kingswoodcatering.co.uk

Once you click on Register you will see this screen.

Click on Login



The screenshot shows the 'Login' page of the Kingswood Catering website. At the top, there is a navigation bar with links for 'Home', 'About Kingswood', 'Meals & Menus', and 'How'. Below this, a banner image shows a chef preparing food. The main heading is 'Login'. The form contains two input fields: 'Email Address *' and 'Password *'. A yellow 'LOGIN' button is positioned to the right of the password field. A link for 'Forgot password? Click here to reset your password' is located below the password field. At the bottom, there is a red banner with the text 'Set Up An Account' and a link to 'Don't have an account? Register here to start setting up your Kingswood account.' A yellow 'REGISTER' button is also present.

01536 201203 enquiries@kingswoodcatering.co.uk

Home About Kingswood Meals & Menus How

You are here: Home > Login

Login

Email Address *

Password *

LOGIN

Forgot password? Click here to reset your password

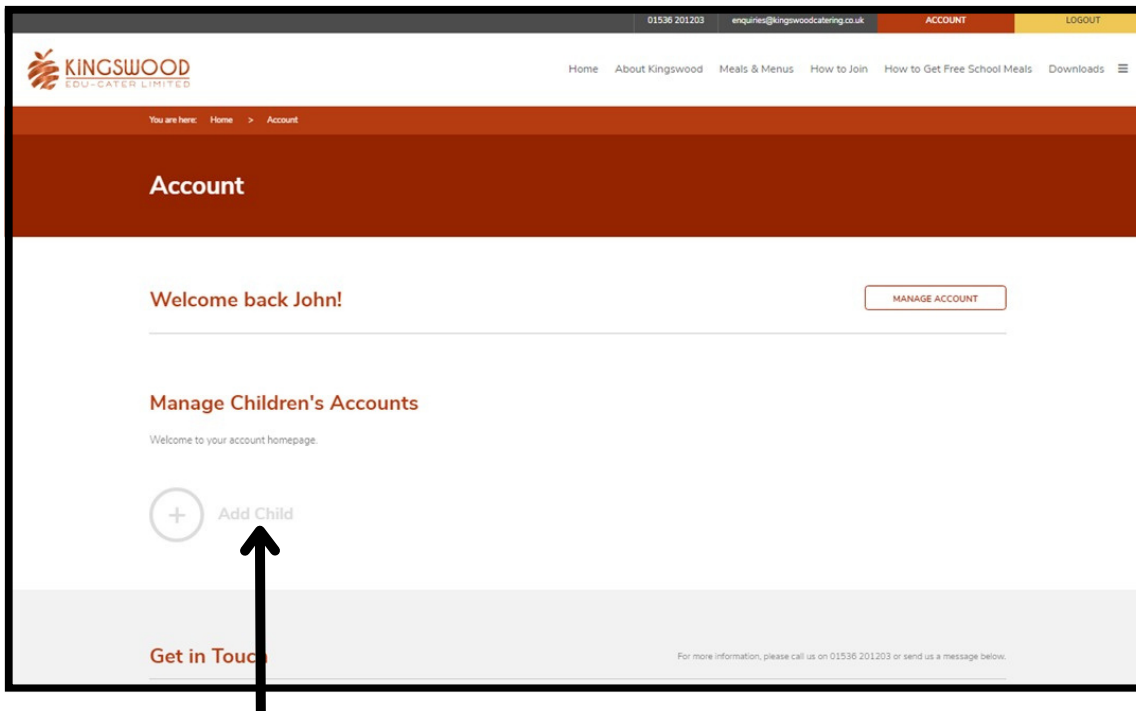
Set Up An Account Don't have an account? Register here to start setting up your Kingswood account. REGISTER

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

Click on Login

HOW TO REGISTER AN ACCOUNT

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.

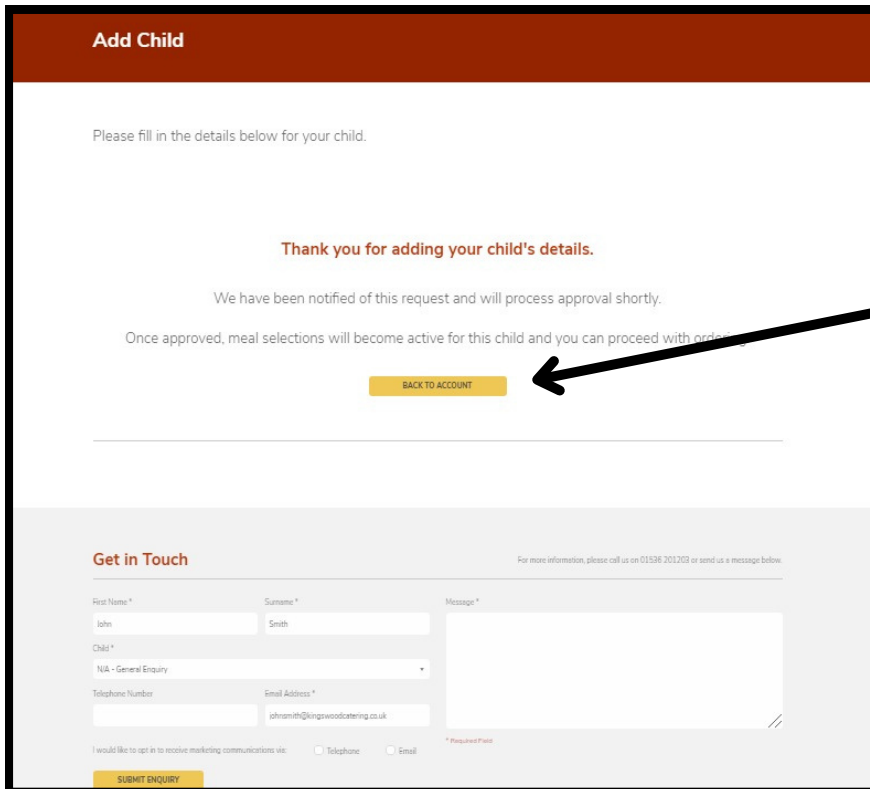
You will need to do this for each child you have at the school or schools we cater for.

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'

A screenshot of the 'Add Child' registration form. The form is titled 'Add Child' and contains fields for 'Child's First Name', 'Child's Last Name', 'School', 'Year Group', and 'Class'. There is also a 'Child's Photo' upload section. Below these fields are two sections for allergies and eligibility, each with 'No' and 'Yes' radio buttons. An 'ADD CHILD' button is at the bottom. An arrow points to the 'ADD CHILD' button.

Please note there are further steps if you tick that your child is entitled to premium free or has an dietary need, please follow the further instructions explained later in this booklet.

HOW TO REGISTER AN ACCOUNT



Add Child

Please fill in the details below for your child.

Thank you for adding your child's details.

We have been notified of this request and will process approval shortly.

Once approved, meal selections will become active for this child and you can proceed with ordering.

[BACK TO ACCOUNT](#)

Get in Touch For more information, please call us on 01536 201203 or send us a message below.

First Name * Surname * Message *

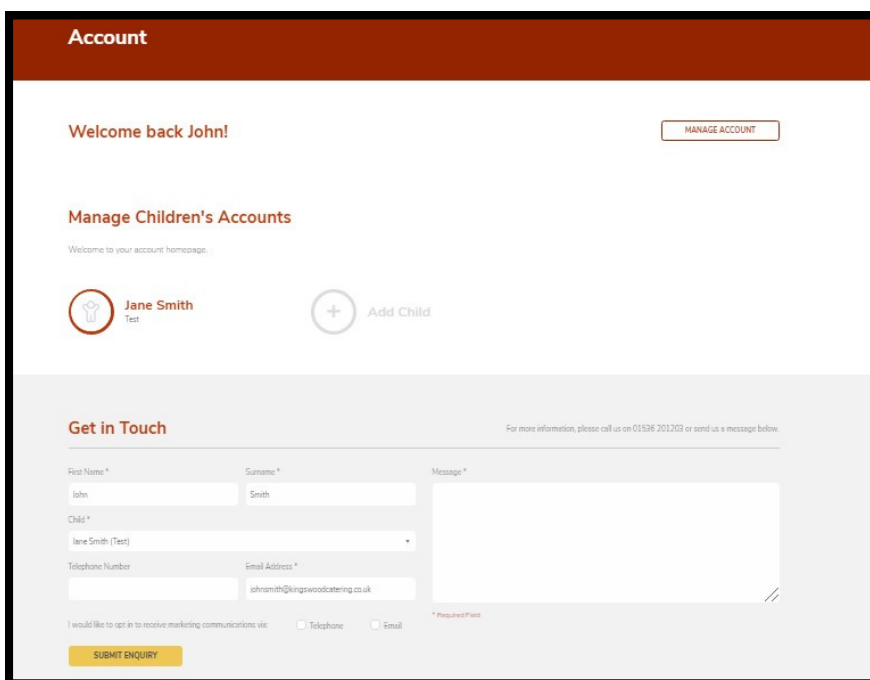
Child *

Telephone Number Email Address *

☐ I would like to opt in to receive marketing communications via: ☐ Telephone ☐ Email * Required Field

[SUBMIT ENQUIRY](#)

Once a child is added, you will see this message. Click on 'Back to Account'.



Account

Welcome back John! [MANAGE ACCOUNT](#)

Manage Children's Accounts

Welcome to your account homepage.

 **Jane Smith**
Test

 [Add Child](#)

Get in Touch For more information, please call us on 01536 201203 or send us a message below.

First Name * Surname * Message *

Child *

Telephone Number Email Address *

☐ I would like to opt in to receive marketing communications via: ☐ Telephone ☐ Email * Required Field

[SUBMIT ENQUIRY](#)

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.

Please see How to Order booklet.

HOW TO REGISTER AN ACCOUNT

When you are registering your child and tick that they have an allergy or intolerance to a food/ingredient, two boxes will appear on the form.

The top box is for the top 14 Allergens recognised by the Food Standards Agency.

The second box is for any other food restrictions not covered by the top 14 allergens and/or religious or lifestyle choices.

When you type in the top box the allergen your child has, a box will appear e.g. Cereal (Gluten) this will block any meals preventing you from ordering a meal that would not be suitable for your child.

Child Details

Child's First Name *
Jo

Child's Last Name *
Test

School *
TEST

Year Group *
KS1

Class *
Blue

* Required

My child has allergies and will require adjusted menu choices. ☐ No ☒ Yes

Search below to add your applicable allergies from the top 14. Meals containing these allergens will be blocked from ordering.

Begin typing to search

FISH X

Search below to add other applicable allergies. You may choose whether these are locked to prevent ordering, or unlocked to simply trigger a warning.

Begin typing to search

DAIRY X

My child is eligible for free school meals, and is in year 3 or above. ☒ No ☐ Yes

If yes, a kingswood representative will contact you to confirm prior to ordering meals.

ADD CHILD

When you enter the item it will then add to your child's account in a red box e.g. Fish.

If you want this to be a warning and not blocked from ordering as it is something you are reducing in their diet, then click on the padlock and it will show in a yellow box instead.

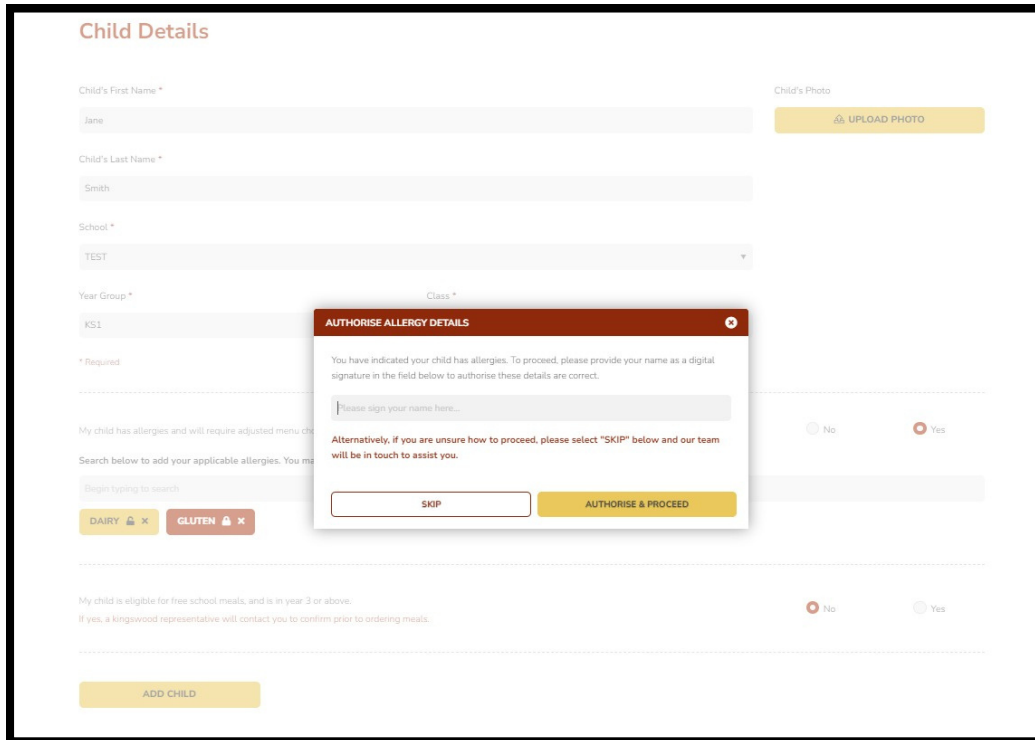
You can then click on 'Add Child' to register.

Warnings (yellow box) will allow you to still order a meal that contains an allergen, it will just warn you that you are ordering a meal containing an allergen. It will be up to the parent to deem if this is safe for the child to have in their diet at point of ordering.

Blocked (red box) will stop you from ordering any meal containing the allergen. This will stop any mistakes from happening when ordering as you cannot order the meal.

HOW TO REGISTER AN ACCOUNT

When you click on Add Child after adding the allergen/intolerances, the 'Authorise Allergy Details' box will appear.



The screenshot shows a web form titled 'Child Details'. It includes fields for 'Child's First Name *' (with 'Jane' entered), 'Child's Last Name *' (with 'Smith' entered), 'School *' (with 'TEST' selected in a dropdown), and 'Year Group *' (with 'KS1' selected in a dropdown). There is also a 'Child's Photo' section with an 'UPLOAD PHOTO' button. A modal box titled 'AUTHORISE ALLERGY DETAILS' is overlaid on the form. The modal contains the text: 'You have indicated your child has allergies. To proceed, please provide your name as a digital signature in the field below to authorise these details are correct.' Below this is a text input field with the placeholder 'Please sign your name here...'. Further down, it says: 'Alternatively, if you are unsure how to proceed, please select "SKIP" below and our team will be in touch to assist you.' At the bottom of the modal are two buttons: 'SKIP' and 'AUTHORISE & PROCEED'. The background form also has sections for allergies (with 'DAIRY' and 'GLUTEN' selected), a search bar, and eligibility questions for free school meals.

You will need to read the instructions and digitally sign. You then need to click on Authorise and Proceed.

Please note if you click Skip then a warning will come up to tell you that the account will be locked until one of our team can contact you. You will not be able to order.

You will then see the Back to Account page and follow the How to Order booklet.

HOW TO REGISTER AN ACCOUNT

Child Details

Child's First Name *

Ted

Child's Last Name *

Poole

School *

TEST

Year Group *

KS1

Class *

Blue

Child's Photo

UPLOAD PHOTO

* Required

My child has allergies and will require adjusted menu choices.

☒ No

☐ Yes

My child is eligible for free school meals, and is in year 3 or above.

☐ No

☒ Yes

If yes, a kingswood representative will contact you to confirm prior to ordering meals.

ADD CHILD

If you have applied for free school meals through your local council (premium free entitlement) and have received confirmation, then please tick **Yes** for *‘My child is eligible for free school meals’*

Then click on Add Child.

The account will be locked from ordering until we contact the school and update the account for you. We will let you know once the account is updated.

Please note children in Reception, Year 1 and 2 already receive free school meals and you do not need to tick this to receive their meals for free. Please only tick if you have applied to your local council for premium free entitlement.