How to pre-order your child's meal

01 Log in & top up your sQuid account

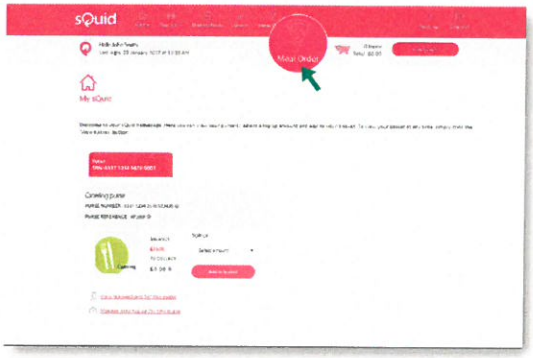
Log in at **https://portal.squidcard.com**

Top up your catering purse with enough funds to cover all of the meals that you would like to order.

If your child is entitled to any free school meals, you do not need to add funds and should proceed to the next step.

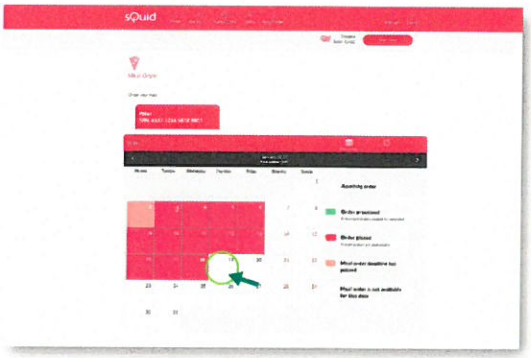
02 Access the meal pre-order calendar

Click on the user that you would like to place an order for, and then click **Meal Order** in the pink navigation bar.



03 Pick a day

Simply click on a specific day in the future to access the meal options for that day.



04 Choose a meal

You will then need to click on the specific meal option from the choices given.

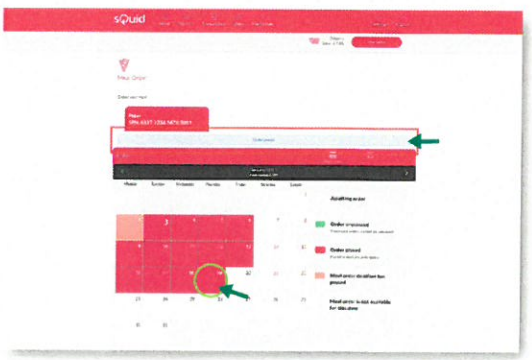
If your child is entitled to any free school meals, the price of a meal will still be shown, but you will not be charged.

Once you have made your selection, a green tick will appear next to your choice. Click **Save** to confirm.

05 Order placed

The **Order placed** confirmation message will appear on screen, and the selected date on the calendar will change from white to pink.

Simply repeat steps 3 and 4 for each day that you would like to order a meal for.



sQuid