Access the System



Access the URL and input the email used to register along with the chosen password

MY SCHOOL MEAL ORDERS			Register	Login
		Welcome ba	ack!	
		Email	=	
	⋳			
			Forgot password?	
		LOGIN		
	Ha	wing Problems Logging in7 - P	lease Click Here	

Should you have any issues logging in, please click on the link as shown above, which will provide further information

Home Page

Once logged in, the below homepage will appear



Click home - this will divert back to this page wherever you are to proceed through the order process or access another page on the system

This page will have your child's name, school, available balance and pending transactions

*Pending transactions are based on orders that have been placed, but not yet received by the child. Once that date occurs the relevant amount for that meal will be deducted

The buttons - Top up balance, order meals and meals ordered are explained below.

Top up Balance

🔁 Top up for Jack		
	Step 1: Select amount	
	○ £10	○ £50
	○ £20	○ £100
	○ £30	Of fenter amount
leed help?	Save	card for future transactions
Vatch video tutorial AQ contatos		CANCEL

This option allows you to add a pre-set amount, or input the required amount within the '£ enter amount' free text box. You can also save the card information by ticking the box 'save card for future transactions'

Step 2: Payment Your card detail:	+ Add another card	You have the ability to use the card saved by entering the CVV number as shown, alternatively you can add another card as shown here
ve X Pref	sa DEBIT XXX XXXX XXXX 3436 erred card	
SECU	■ 3 or 4 digits usually found on the back of the signature strip	Once you are happy with the payment method, please select the 'Top up with card ending xxxy'
Top up amount:	£10	
CANCEL	TOP UP WITH CARD ENDING 3436	

Should you wish to cancel the top up, simply select 'cancel'

Order Meals

After clicking on the 'ORDER MEALS' button, you will be diverted to the screen below – where you will have the option to select appropriate days, browse the menu and add to your basket. Please note, if there is no menu available for an individual day, please try another day of the week to browse the configured menu.

Select Date	Select your meals	
Place order for Andy	March 5 M T W T F S	
	(Previous 20 21 22 23 24 25 26 Next >	
< March 2022 >	•	CANCEL
5 0 7 0 7 1 5	Service: Lunch •	
MAR	Derest Main	
1 2 3 4 5	United with	
6 7 8 9 10 11 12	Select Main:	
13 14 15 16 17 18 19	-	
20 21 22 23 24 25 26	ROAST CHICKEN BREAST FA +	
27 28 29 30 31		
	ROAST CHICKEN BREAST (HALAL) +	
Need help?		
Watch older tutorial	· · · · · · · · · · · · · · · · · · ·	

Please note that if your child has a special diet the below screen will appear

elect	Dat	0					Select your meaks	Summary
lace	ore	ler f	or Ja	nck			July w T w T V	
<		Ju	ly 202	20		5	C Previous week 27 28 29 30 31 Next week	CANCEL
5	м	÷.	19	1	1	5	Select Main:	
JUE			1	2	3	4	All of our main meals are served with carbohydrate and vegetables of the day. Salad	6
ŝ.	6	7		9	10	11	bar and fresh vegetables available every day.	
12	13	14	15	16	17	18		
14	20	-	- 10	-		Gar	+	



The basket will indicate how many items added.

The checkout page will show all children linked to your account. This will also show if any child has a low balance

As soon as you are happy with the order, simply click 'confirm and pay'. Once successful the screen below will appear and you will receive an email confirmation.



Meals Ordered

If you wish to see the overview of meals ordered for the coming week/month, please click on the 'MEALS ORDERED' button on the home page. This will show the screen below:

Meals Ord	dered		request Process					
Jost Liss Mar			< M	eals for J	ul 2020 >	Week	Marth	•
	-	MON		ur.	WED	THE	FDI	t calendar
JB Jack					1			7
			3x16's Chi Sausages Strawberry Yoghurt	icken g/Peach	3x16's Chicken Sausages Strawberry/Peach Yoghurt	3x16's Chicken Sausages StrawberryiPeach Yoghurt	3x16's Chick Sausages Strawbeny/P Yoghurt	en vach
	3x16 Sausi Straw Yogh	's Chicken ages Iberry/Peach urt	6	7	8	9		10
can also chai	nge this to	o show :	a weekly	view		Week	Month	
can also chan print option Is and displa	nge this to will open y this with	o show a a print nin your	a weekly pop-up, a • house 11		you to print t	Week	Month	e Print cale
can also chan print option Is and displa	nge this to will open y this with	a print nin your	a weekly pop-up, a r house T	view Illowing	you to print t	Week	Month	e Print cale
can also chan print option Is and displa MON State's Chicken Susages Strawberry/Peach Yaguut	nge this to will open y this with TUE Sausages Strawberr Strawberr	o show a print hin your weD 1 icken y/Peach	a weekly pop-up, a house 11 \$x16's chicks SurawerryPe	view HU 2 stm Sach	FRI FRI 3 CEP's Chicken Busages ranberry/Pach gglut	Week	Month	e Print cale
Acta also chan print option Is and displa MON Bati's Chicken Susages Strawberry/Peach Té's Chicken usages rawberry/Peach	nge this to will open y this with TUE art6's ch Sausges Strawber Yoghut 7	a print hin your weD 1 icken y/Peach	a weekly pop-up, a house thouse straveryPe ghut 8	view allowing HU 2 an sis Sis Sis Y 4 9	FRI S ctf's Chicken usages rawberry/Peach gyburt 10	week he	Month	e Print cale
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Contact us

QUESTIONS, IDEAS, SUGGESTIONS Should you wish to get in touch to mention any suggestions or feedback, or you have any uestions please click on 'Contact us' If there is something in your mind, we want to hear it! Get in touch with us, simply enter your details in the form and we'll get back to you as soon as we can. Image: More ward to ward we'll get back to you as soon as we can. More ward to ward to ward to ward to you as soon as we can.

This will allow you to populate the below form which will be sent to the relevant parties

Contact us							
Pop your details in here							
0	Your child's (or children) full name(s)						
\$	School/Site Name (where applicable)						
-	Select feedback type	~					
	Your message						
		1					
	SUBMIT						

My Account

On the home page you will be able to access 'My Account' as shown below

om Sadl	er						😫 My Acco	ount •
				_		My Act	count	×
	JB	Jack Hely trinity C of E School Available balance:	£21.01	ē	Ψc	Tom	Sadler	
		Pending transactions: ⁽⁾	£98.00	TOP UP BALANCE	ORDER N	8	Personal profile Stored Payment Methods	
		1 inc		ED.00 Balance		۵	Transaction History	
	LT	LISA Holy trinity C of E School Available balance:		ē	Τc	Ð	Log Out	
		Pending transactions: O		TOP UP BALANCE	ORDER MEA	LS	MEALS ORDERED	



From here you can access the options:

• Personal Profile

Allows you to change your password

• Stored Payment Methods

This is where you can delete any previously saved payment methods

• Transaction History

Overview of all transactions, this is shown below

This is also where you will log out of the platform Transaction history allows you to view based on days/month/years, for each child linked to your

account. Transactio	on history		_					
	JB Jack	LT Date	Lisa	MH M Service Type	ike Amount	Balarice	Reference IC	Þ
	+ TOP OF MICHAEL	14 Jul 2020	12:26		£ 2.00	£ 119.01	#10911	÷
	CONSISTENT	14 Jul 2020	00:00	Lunch	£ 0.00	£ 117.01	#12268	~
	* TOP UP ANOLINT	30 Jun 2020	13:40		£ 10.00	£ 117.01	#10842	~
				LOAD HOR				

Each transaction has a unique reference ID

Useful Posters and FAQ ...



I am trying to login but its saying my account is not recognised?

If you have not used your account for some time as a safety measure we sometimes lock the account, please contact your School Office to send you a password reset link to your email.

The system does not recognise my child?

Please make sure you are not using any other names than what the school has, or we have been given, as the system is sensitive to this. Make sure full names are used.

My child has a special dietary requirement, what do I do?

Please notify your school directly and they will then update your Caterer.

My meals have changed on the system, why is this?

Your meal may change if we have changed the menu for a theme day or special event, for example, you are then able to amend your order once the updated menu has been added.

Why do I have to top up first on ParentPay?

Your child's meals must first be paid for before you can order them. You will NOT be able to your order any meals unless you have credit, or until you have cleared any debt, on your ParentPay account.

I have registered my account but it wont allow me to login?

Have you verified your account by clicking the link in your emails, please also check your spam mail.

Topping-up on ParentPay account

Please only use the ParentPay to check and top-up balances as this is live data.

Where do I find my transaction history?

In the 'My Account' tab on the top bar, your transactions can be found here

What do I do if my child has Free School Meals?

You will still need to order your child's meals on Blue Runner, but you do not have to pay on ParentPay.

How do I register for an account?

To register please go to https://olaas.myschoolmealorders.com/login

Can I use 1 account if I have more than 1 child?

Yes, you can link all your children into the same account on Blue Runner for ease.

Why can't I find my child's school?

You will find your child's school if you start typing it in the School search box.





Guide for Parents How to set up a Blue Runner Account

Register an Account using the link provided Your Password must contain at least 1 special character for example @,%, # Once your account is created, you will receive a verification email. Remember to check your junk mail. You must verify before you can use the account.

Once you have verified your account, you need to add your child. You must use the same name the school uses, no nicknames as the system will not recognise this. Once you have linked your child, you can then access your ParentPay account to first top up your balance and then use Blue Runner to order child's meals and see your transaction history.





A new way to order your child's lunch called Blue Runner is coming soon!

This will ensure pupils get their first and favourite choice of meal, reducing waste and making it easier and safer for everyone. This new system will send your orders straight to our kitchen. Once we go live, you will be able to:



Allergens

Please ensure you let the School Office know about your child's allergens. You will be asked to complete a form that will be passed onto our new caterer Aspens.

Free School Meals

If your child is entitled to a free school meal, you can choose their meal on Blue Runner https://olaas.myschoolmealorders.com/login

Please note to apply for free school meals please visit the following link:

Free School Meal Application