

This is the meal recording process by computer or mobile app.

1) Log In

Go to the website: <http://www.mealtracker.org/site>

Each site will have a log in and password.



The screenshot shows the Meal Tracker login interface. At the top left is the "Meal Tracker" logo with a stylized orange and yellow swoosh underneath. To the right of the logo is a hamburger menu icon. Below the logo, the text "Second Harvest Food Bank" is displayed. There are two input fields: the first contains the text "Bear1" and the second contains five dots representing a password. Below these fields is a dark blue button with the text "Log On" in white.

Click on [Create Electronic Meal Count Form](#) and sign in again.

2) Select Meal Type

After you log in you pick the meal you have served.



The screenshot shows the Meal Tracker selection interface. At the top left is the "Meal Tracker" logo with a stylized orange and yellow swoosh underneath. To the right of the logo is a hamburger menu icon. Below the logo, the following information is displayed: "Sponsor: **Second Harvest Food Bank**", "Site: Bear Creek Park and Recreation Center", "Address: 1600 Bear Crossing Drive", "Supervisor: Diana Batchelor", and "Date: Thu Feb 16 2017". Below this information are two dark blue buttons with white text: "Snack" and "Dinner".

Meals delivered will be automatically displayed, reflecting the number we've allocated and/delivered.

Click on the right arrow

Bear Creek Park and Recreation Center
Available Dinners: **50**
Thu Feb 16 2017

50 Meals Received/Prepared

Meals from previous day

50 Total meals available

Meals Received will match meals delivered today.
You MUST enter meals left over from the previous day

We generally have NO leftovers for Dinners.

3) Do the count.

As you click each circle, it will turn green. When you reach 10 you will see another ten. When you are done, click the right arrow. Also you cannot skip numbers. As you click, the available dinners will decrease.

Bear Creek Park and Recreation Center
Available Dinners: **2**
Thu Feb 16 2017

First Meals Served

41	42	43	44	45
46	47	48	49	50

You can then enter comments. E.g. need condiments, forks, kids did not like today's menu. Once you are done, click "finish and sign."

Bear Creek Park and Recreation Center
Available Dinners: 2
Thu Feb 16 2017

50 Total meals available
48 First meals to children
0 Second meals to children
0 Total damaged/incomplete meals
2 Total leftover meals

Add Comments

Please send more sporks.
Also, we need early delivery on president day.

Finish and Sign

The last step is to sign with the mouse and submit. Does not have to look pretty. Can print or initial.

Meals Served: 48
2nd Meals: 0
Leftovers: 2

By signing below, I certify that the information is true and accurate

[Handwritten Signature]

Submit Clear Sig

Once you click "submit" you cannot go back to make changes. When you log back in, you will not see the meal you submitted. You can only submit each meal once per day. If a mistake is made, you can contact us and we can make the corrections.