

CFM Catering – Setting Up an Account and Placing an Order Mercy Secondary School, Waterford

Website/App: <https://cfm.lunchmanage.ie/> / Download app through App Store or Google Play “CFM Catering LunchManage”

Step-by-Step Instructions:

1. **Access the Website:**
 2. **Enter Required Information:**
 - Enter email address and password and click “Register”.
 - Fill in all the required details on the registration form, accept Terms and Conditions, and click “Submit”.
 3. **Log In:**
 - Once the account is created, log in using the registered email and password.
 4. **Add Student Account:**
 - After logging in, click “**Add Student Account.**”
 - When prompted, enter your schools unique four-digit code (**5908**) and click “Verify”.
 5. **Enter Student Details:**
 - Under “**Student Name,**” enter the child’s name, select their class/group, and click “Add Student”.
 - Repeat the previous step to add more than one child to the account.
 6. **Access the Student Account:**
 - Click “Back to Home”.
 - Click “View Students”.
 7. **Set Allergens:**
 - Click “Update Allergens”, Select all allergens that apply to your child(ren) and click “Set Allergens”.
 - Repeat the previous step for every child on the account separately, if allergies apply.
 8. **Place Your Order:**
 - Click the “**Order**” button to place your meal order.
 - Follow the instructions to confirm or update allergens.
 - Click “New Order”, select an order for each day of the week and save.
 9. **Your Order is now Complete:**
 - The ordering deadline is Wednesday, every week. Orders placed by Wednesday will be placed for the coming Monday.
 - Orders placed after Wednesday will take effect from the following Monday, one week later.
 - To add another parent or guardian, or your student to the account, click “Back”, click “More”, click “Invite Another Parent”, and enter their details.
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