

1. Download Spriggy via your app store on your device.

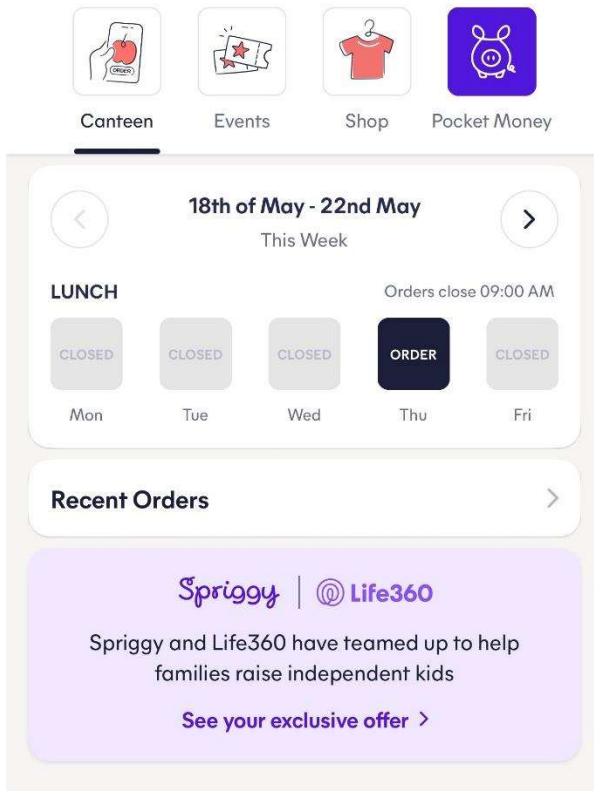


2. You create an account for yourself as the parent. (Join Spriggy Schools)



3. Once you have created an account and set everything up, you add a child to the profile and select the school & the correct class. (Your school will say, **Churchill Primary School**)

4. You can order on the day that says open as shown below:



5. Select your food items, and go to cart & checkout. **Please note this is a 2 step process** Spriggy creates a parent wallet, so you add funds to that parent wallet and then checkout. Please make sure you don't add money to the wallet and think your order is complete, You will receive a confirmation email from spriggy when your order is finalised.

6. You have until 9am to place any online orders, if you miss this cut off the date will automatically go to the next week, You can order up to 2 weeks in advance. **(Please make sure you are on the correct week when ordering)**

Cancelled orders will not be allowed after 10:30am as most if not all food will have already been prepped and assigned by this time to allow a cooking time.

7. Issues with the app itself is directly through Spriggy and not us (Hello Munch Lunch) We wont know of any issues until you tell us and Spriggy them selves might not notice it either, If you need help with a parent wallet issue, or the app isn't working please reach out to spriggy in the little chat icon.