To take a meal count by name:
- **Note:** attendance must be taken prior to meal counts.
- Click on "Meal Count" on the main dashboard.
- Select the date, roster and meal for which you would like to take a meal count. **Note:** the date is defaulted to the current date. Sponsor admin users and site managers/directors (if you allow them) can edit meal counts in the past. Site staff cannot edit meal counts in the past. **No user of any permission level can create meal counts in the future.**
- Each child will be listed multiple times, once for each shift.
- Click the "Ate" button next to the name of each child and the appropriate shift. If no children appear on the list, check that attendance has been taken first.
    - **Note:** if a child is on more than one roster and has already been checked in for a meal on a different roster, you will see an indicator and you are prevented from checking in the same participant for the same meal on two different rosters.
- You may also click "Select All" at the top of the list to select all participants. Please note that this feature is turned off by default and you will need to request that it be turned on from My Food Program.
- Click "Save". You will see a confirmation message at the top of the screen confirming meal counts were saved.

Note: if you are recording Infant Menus by Name there will be a hyperlink at the bottom of this screen to take you directly to the Infant Menu by Name screen for this date and meal type.