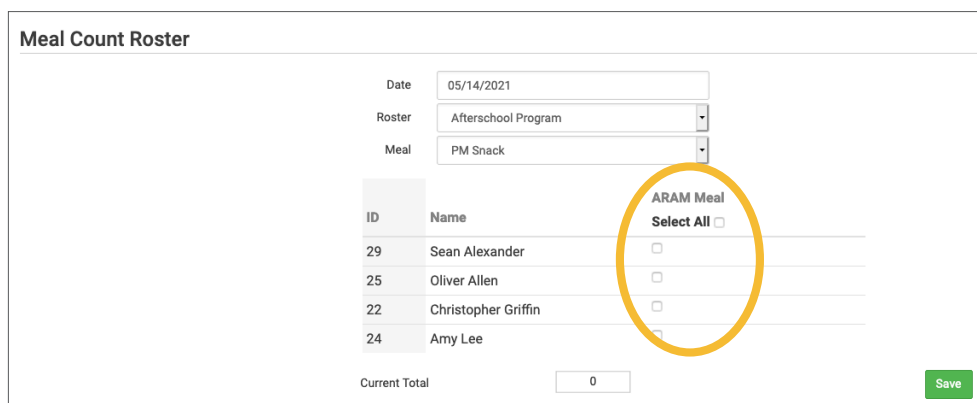# Meal Count: By Name using Web App

All Afterschool Programs are flagged as ARAM by default, which includes the site, meals, children and rosters. If the ARAM option isn't showing, double-check that the site, meal, child and roster are all set as ARAM.

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.**
- Click the "ARAM Meal" button next to the name of each child in attendance at the meal. If no children appear on the list, check that attendance has been taken first.
  - **Note**: If a participant is not marked as eligible for ARAM, then no ARAM box with appear on the meal count screen. Either check the child in for a CACFP meal on another roster or go back and mark the child as eligible for ARAM.
  - **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" and you will see a confirmation message at the top of the screen that confirms that 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.

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To take meal count by name using mobile app:

- **Note:** attendance must be taken prior to meal counts.
- Click on the "Meal Count" button and select the correct roster and meal. A list of children will now be loaded. Check the box to the right of the child's name under ARAM for eligible participants and click "Submit".
- If a participant is not marked as eligible for ARAM, then no ARAM box with appear on the meal count screen. Either check the child in for a CACFP meal on another roster or go back and mark the child as eligible for ARAM.
- This information will be saved to the database and users who login or refresh their screens will see these children as checked in. It will also synchronize in real time with the web app.

Note: If you are attempting to serve a meal and there are no options under the "Meal" drop down menu, you are serving a meal outside of the scheduled meal time.