

To record attendance and meal counts on paper:

- Print the meal count and attendance sheets from the web app by clicking on “Enter Attendance & Meal Count from Paper” on the main dashboard.
- Select the week and roster for which you would like to print the paper forms and click “Submit”.

Enter Attendance & Meal Count from Paper

Roster: Toddler ▼

- You will now see a list of participants that are assigned to that roster along with a list of the meals served. Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

Enter Attendance & Meal Count from Paper

Roster: School Age ▼

← Previous Week
Week beginning 04 Jan 2021
Roster: School Age
Next Week →

	Monday 4			Tuesday 5			Wednesday 6			Thursday 7			Friday 8		
Olivia Abbott	<input type="checkbox"/> Attendance	<input type="checkbox"/> Ate	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Attendance	<input type="checkbox"/> Ate	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Attendance	<input type="checkbox"/> Ate	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Attendance	<input type="checkbox"/> Ate	<input type="checkbox"/> ARAM Meal	<input type="checkbox"/> Attendance	<input type="checkbox"/> Ate	<input type="checkbox"/> ARAM Meal
		<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack			<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	
Alanna Barrett	<input type="checkbox"/> Attendance	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack		<input type="checkbox"/> Attendance	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack		<input type="checkbox"/> Attendance	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack		<input type="checkbox"/> Attendance	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack		<input type="checkbox"/> Attendance	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	
Hailee Barrett	<input type="checkbox"/> Attendance	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack		<input type="checkbox"/> Attendance	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack		<input type="checkbox"/> Attendance	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack		<input type="checkbox"/> Attendance	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack		<input type="checkbox"/> Attendance	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	

- Record attendance and meal counts on the paper forms by checking the box for each participant that attended on each day as well as each meal that they ate.
- Check the box under “ARAM Meal” for eligible participants.
- At the end of the week, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Enter Attendance & Meal Count from Paper” and select the week and roster that matches your form).
- Check the boxes on the screen that correspond to those checked on the paper form.
- Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.