

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="text"/> Time In	<input type="checkbox"/> Ate <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In	<input type="checkbox"/> Ate <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In	<input type="checkbox"/> Ate <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In	<input type="checkbox"/> Ate <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In	<input type="checkbox"/> Ate <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	
	<input type="text"/> Time Out	<input type="checkbox"/> ARAM Meal	<input type="text"/> Time Out	<input type="checkbox"/> ARAM Meal	<input type="text"/> Time Out	<input type="checkbox"/> ARAM Meal	<input type="text"/> Time Out	<input type="checkbox"/> ARAM Meal	<input type="text"/> Time Out	<input type="checkbox"/> ARAM Meal	
	<input #4caf50;="" 20px;="" 20px;"="" background-color:="" color:="" height:="" left;"="" style="background-color: #4CAF50; color: white; width: 20px; height: 20px;" text-align:="" type="button" value="+</input></td> <td></td> </tr> <tr> <td style=" white;="" width:=""/> Alanna Barrett	<input type="text"/> Time In	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack
	<input type="text"/> Time Out		<input type="text"/> Time Out		<input type="text"/> Time Out		<input type="text"/> Time Out		<input type="text"/> Time Out		
	<input #4caf50;="" 20px;="" 20px;"="" background-color:="" color:="" height:="" left;"="" style="background-color: #4CAF50; color: white; width: 20px; height: 20px;" text-align:="" type="button" value="+</input></td> <td></td> </tr> <tr> <td style=" white;="" width:=""/> Hailee Barrett	<input type="text"/> Time In	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack
	<input type="text"/> Time Out		<input type="text"/> Time Out		<input type="text"/> Time Out		<input type="text"/> Time Out		<input type="text"/> Time Out		
	<input #4caf50;="" 20px;="" 20px;"="" 741="" 84="" 918"="" 941="" background-color:="" color:="" data-label="List-Group" height:="" style="background-color: #4CAF50; color: white; width: 20px; height: 20px;" type="button" value="+</input></td> <td></td> </tr> </tbody> </table> </div> </div> <div data-bbox=" white;="" width:=""/> <ul style="list-style-type: none"> • Record attendance on the paper forms by entering a time in and time out for each participant. • Record meal counts by checking the box next to each meal that the participant 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 and enter the times that correspond to those 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. 										

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