

To enable sites to enter meal orders for multiple days and meal types, the sponsor must check the box in Site Details called “Enable Bulk Meal Orders”.

### To create a bulk meal order:

- Click on “Menu” on the main dashboard.
- Click on the “Meal Orders” button at the top of the screen.
- Enter the following information:
  - Date range for the meal order.
  - Quantities for each age range in each meal.
- Click on the green “Create Meal Orders” button.
- NOTE: If you have selected a date range with existing meal orders, you can choose to override the existing orders for all or some days and meal types.

### Bulk Meal Orders

Start Date

End Date

**PM Snack**

Number of participants	Age Range
<input type="text"/>	6-12 year olds
<input type="text"/>	13-18 year olds
<input type="text"/>	Adults

**Supper**

Number of participants	Age Range
<input type="text"/>	6-12 year olds
<input type="text"/>	13-18 year olds
<input type="text"/>	Adults

Meal orders already exist for the following dates. Please select if you would like to keep the existing data or over-ride with a new meal order:

Date	Meal Type	Existing Meal Order	<input type="checkbox"/> Select All Overwrite
10/01/2021	PM Snack	50	<input type="checkbox"/>
10/01/2021	Supper	50	<input type="checkbox"/>
10/02/2021	PM Snack	50	<input type="checkbox"/>
10/02/2021	Supper	50	<input type="checkbox"/>
10/03/2021	PM Snack	50	<input type="checkbox"/>
10/03/2021	Supper	50	<input type="checkbox"/>
10/04/2021	PM Snack	50	<input type="checkbox"/>
10/04/2021	Supper	50	<input type="checkbox"/>