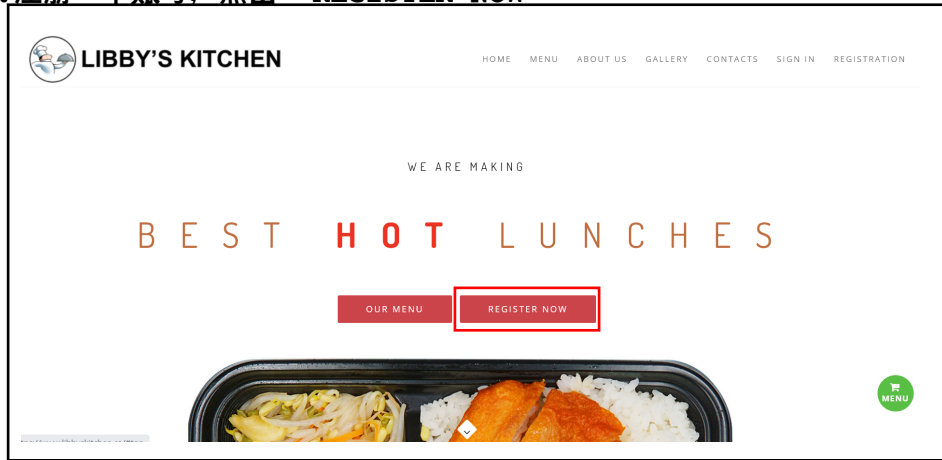


## 1. 注册一个账号, 点击 "REGISTER NOW"



## 2. 输入信息, 名字可以是父母名也可以是孩子名

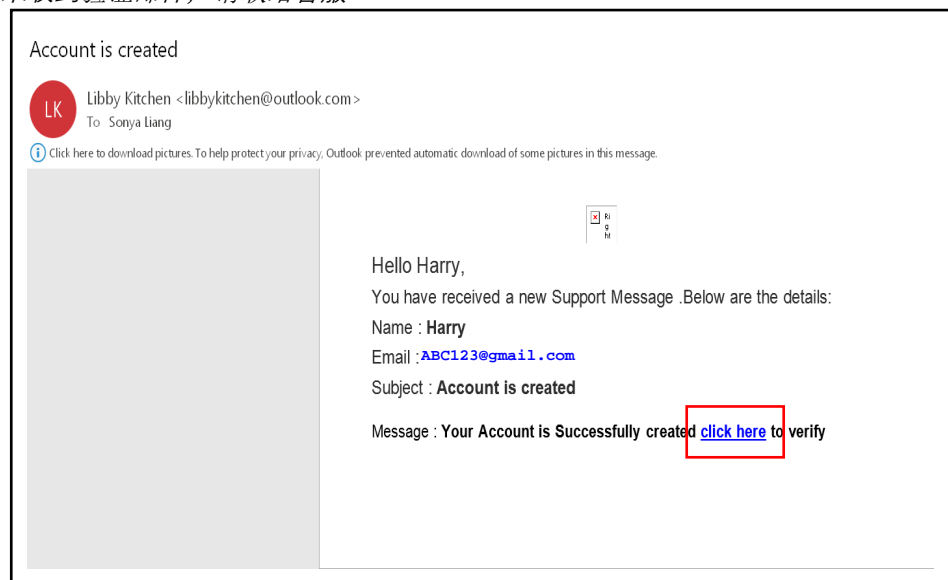
The screenshot shows the "Registration" form. On the left is a cartoon illustration of a chef. The form fields are as follows:

- Name: Harry
- E-Mail Address: ABC123@gmail.com
- E-Mail Confirmation: ABC123@gmail.com
- Phone Number: 1234567890
- Password: .....
- Confirm Password: .....

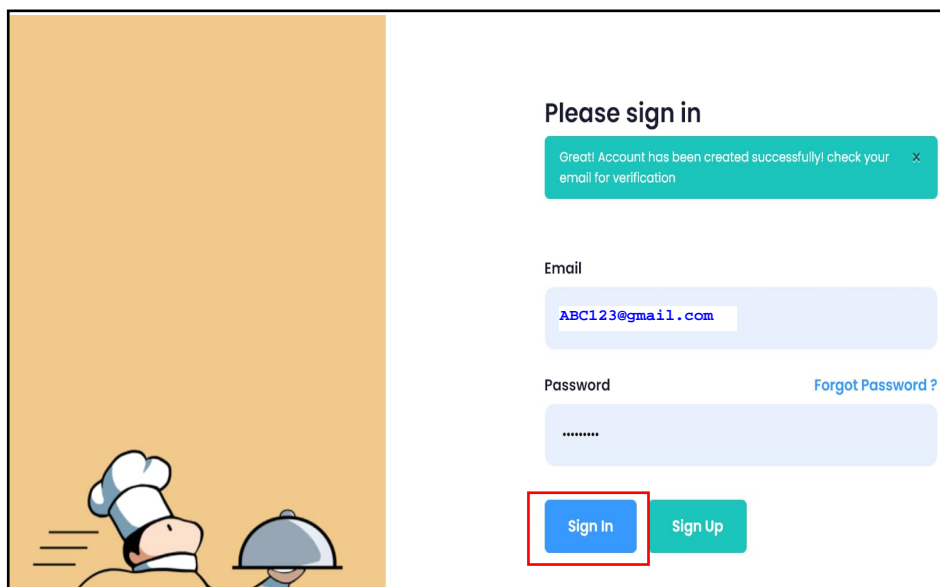
A blue "Register" button is located at the bottom right of the form, highlighted with a red box.

## 3. 通过邮件验证账号

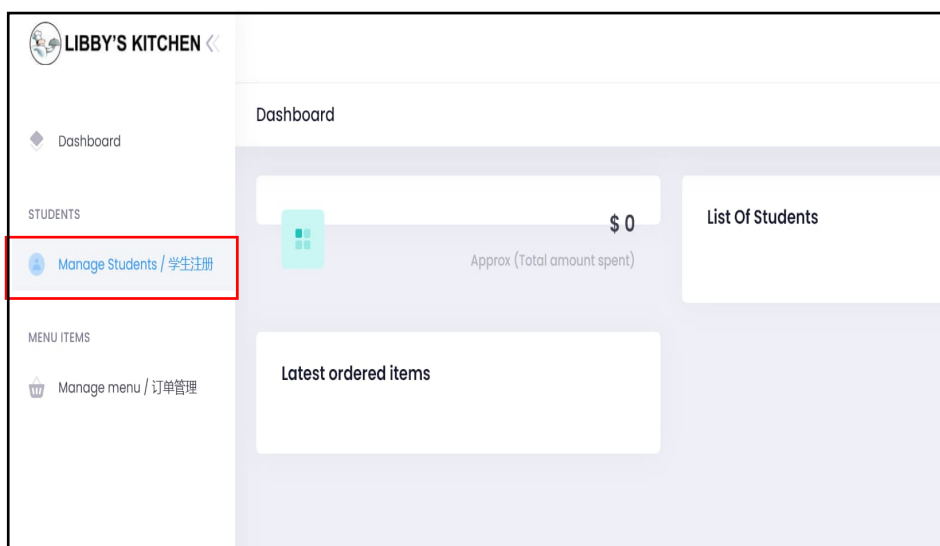
如未收到验证邮件, 请联络客服



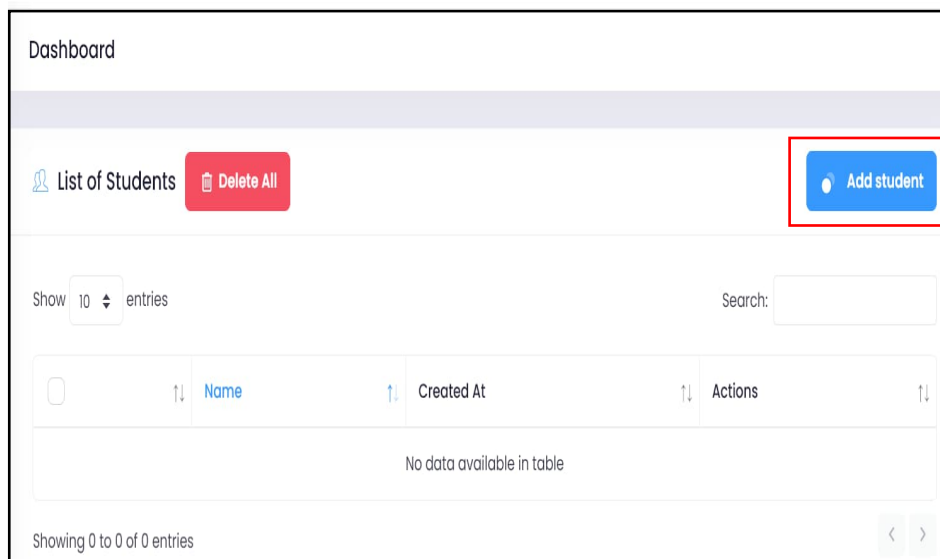
## 4. 登录



## 5. 点击 "Manage Students"来加入孩子信息



## 6. 点击 "Add student"



## 7. 输入孩子信息

Student Add Form

← Back **✓ Save**

Name / 学生名

Division Number

Food Allergy

School / 学校名

## 8. 要选餐，点击 "Manage menu"

LIBBY'S KITCHEN <<

Dashboard

Dashboard

STUDENTS

Manage Students / 学生注册

MENU ITEMS

**Manage menu / 订单管理**

Latest ordered items

Approx (Total amount spent) \$ 0

List Of Students

## 9. 然后点击 "New Order"

Dashboard

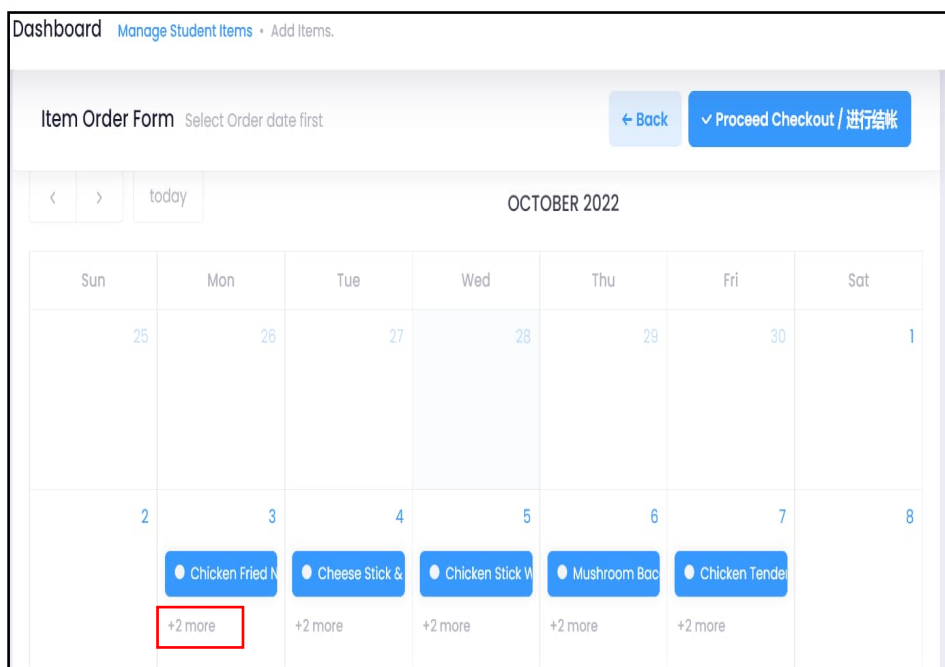
Order List **New Order / 订餐**

Show 10 entries Search:

Order id	Student	School	Total, \$	Status	Created At	Actions
No data available in table						

Showing 0 to 0 of 0 entries

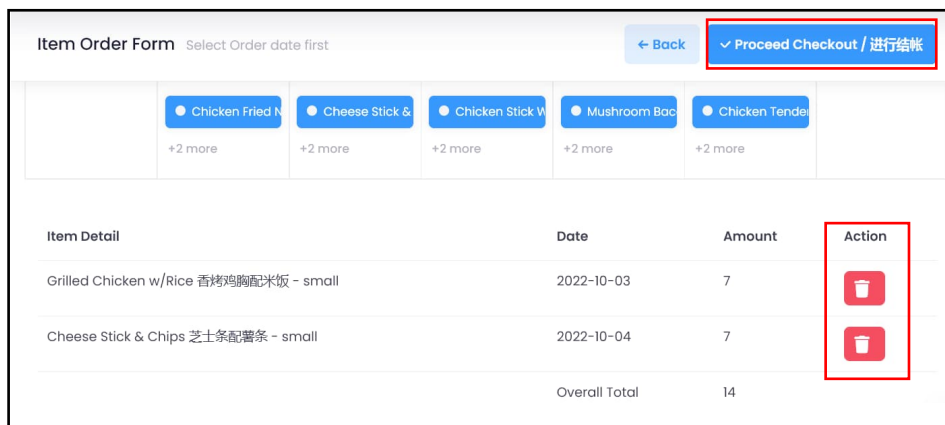
## 10. 在日历上点击 "+2 more" 来显示当日完整的菜单



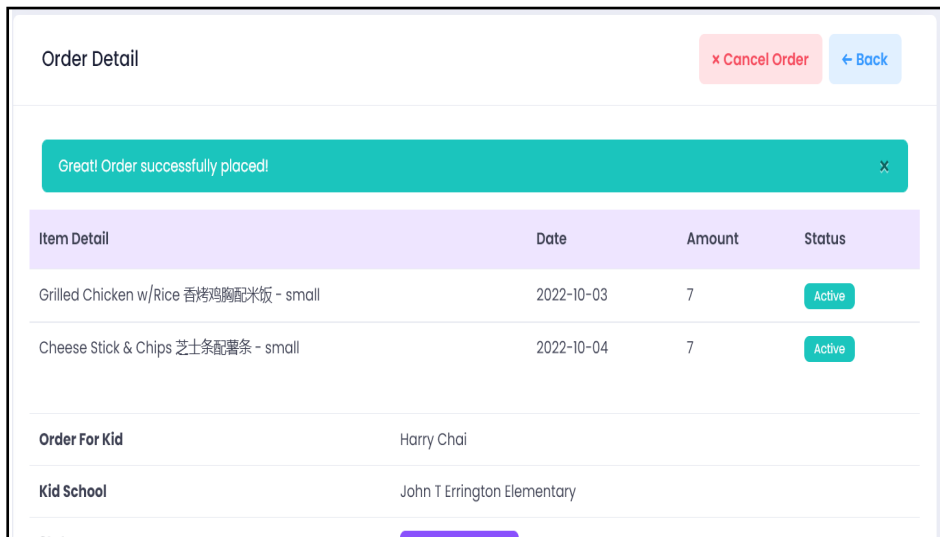
## 11. 选好餐食后点击 "Add to Cart"



## 12. 确认下单前，到日历下方检查一下为好. 要删除, 点击“垃圾桶”图标, 要下单, 点击 "proceed checkout"



13. 下单后无法更改分项，除非删除全部订单重下。或可以联系客服在后台进行部分修改。



Order Detail x Cancel Order   ← Back

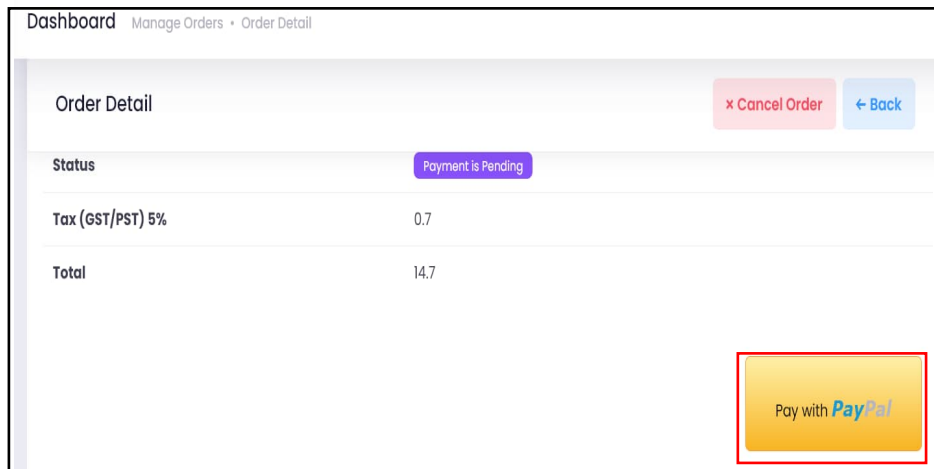
Great! Order successfully placed! x

Item Detail	Date	Amount	Status
Grilled Chicken w/Rice 香烤鸡胸配米饭 - small	2022-10-03	7	Active
Cheese Stick & Chips 芝士条配薯条 - small	2022-10-04	7	Active

Order For Kid: Harry Chai

Kid School: John T Errington Elementary

14. 点击 "Pay with PayPal" 进行付款



Dashboard Manage Orders • Order Detail

Order Detail x Cancel Order   ← Back

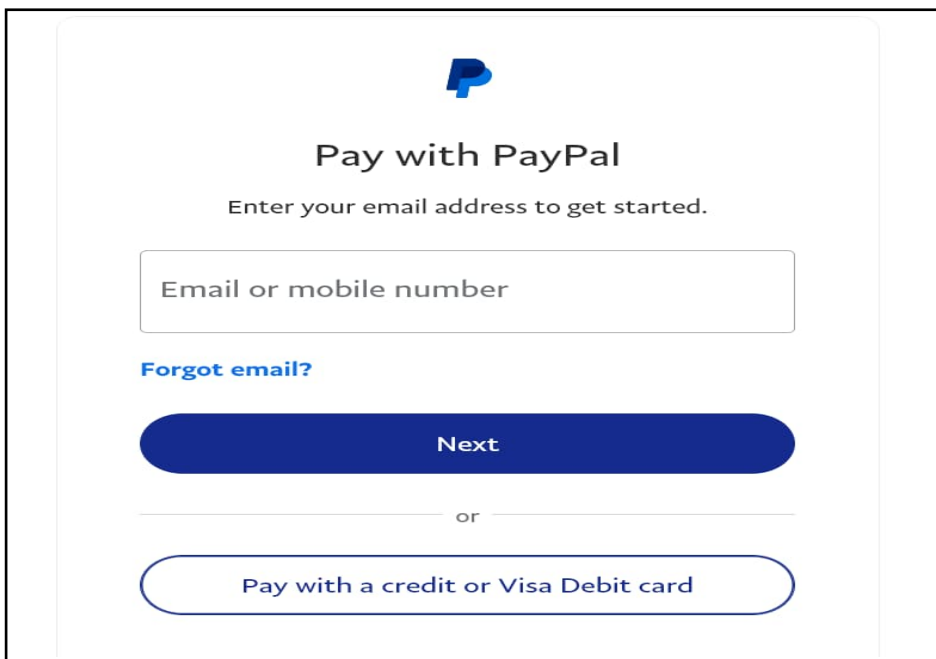
Status: Payment is Pending


Tax (GST/PST) 5%: 0.7

Total: 14.7

Pay with PayPal

15. 即使选择 "pay with a credit", 你仍可能被要求输入电邮和电邮密码





**Pay with PayPal**

Enter your email address to get started.

Email or mobile number

[Forgot email?](#)

**Next**

or


Pay with a credit or Visa Debit card

## 16. 付款后, 点击“眼睛”可以复核订单

Dashboard

Order List New Order / 订餐


Show 10 entries Search:

Order id	Student	School	Total, \$	Status	Created At	Actions
269	Harry Chai	John T Errington Elementary	14.7	Paid	29-09-2022	

Showing 1 to 1 of 1 entries

## 17. 付款后取消订单, 退款存入账号留下次使用

Your Profile ×

 **Harry**  
Registered member  
**\$ 14.7**

Edit Profile Logout