



# Camp Crystal Lake Field Trip Teacher Instructions 2nd Grade



Step 1: Log on to [www.yourchoicefresh.com](http://www.yourchoicefresh.com), click on the **Meal Apps Tab** at the top of the page.

Step 2: Look for the **Camp Crystal logo** at the bottom of the page, and click **Camp Crystal Teacher Log In**

Step 3: Enter the USERNAME: **campcrystal** PASSWORD: **nutrition123456789**

Step 4: Select your school site from drop down.

Step 5: Select Teacher Name from Teacher ID drop down.

Step 6: Type in last name in Teacher Name section.

Step 7: Click the Blue Button to reveal the meal status.

*Please note if you are a CEP school where all students eat free, skip this step...you will not need to collect money from your students they will eat lunch for free.*

Step 8: Record all students attending fieldtrip by clicking the box beside their names. **ONLY USE the 2nd Grade Lunch Only Column**

**TIP:** Click the top square above the column to select all students. You may then unselect a student that is not attending.

*(This report will keep your changes as you are working on adding them over several days...remember to click the Green SAVE button at the bottom of the page to make sure your changes are recorded)*

Step 9: If you have Chaperones going, click the **add adult** button. ...

Enter the last name where the word **Adult** is and click save

Enter the first name where the word **Placeholder** is and click save

Step 10: In the teacher comment section please note that you are finished with collecting money for your class by typing in the word COMPLETE.

Step 11: All teachers/faculty that go on the trip do not have to pay for their meal. Please just list the names in the comment section.

Step 12: Print your roster from the browser and include with all money that is turned in to the cafeteria manager. (If you are a CEP school, please still submit your roster so that we know how many students to prepare meals ).

*Please add any last minute information you would like the Camp Crystal manager or the school food service manager to know in the comments section.*

The screenshot shows two parts of the interface. The top part shows a 'Teacher Name' input field, a 'Click to show extra information.' button, and a table with columns for 'Name', '2nd Grade Only Lunch', 'Day 1 Lunch', and 'Day 1 Snack'. The bottom part shows the same 'Teacher Name' input field, a 'Click to hide extra information.' button, and a table with columns for 'Name', 'Barcode', 'Grade Level', and 'Meal Status'. Arrows point from the text instructions to the 'show extra information' button and the 'Day 1 Lunch' column header.