



Camp Crystal Lake Field Trip

Teacher Instructions 5th Grade



Step 1: Log on to 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 all meals free.

Step 8: Record all students attending camp by clicking on all of the days that the student will be at camp to receive meals. **DO NOT USE the 2nd Grade Lunch Only Column**

TIP: Click the top square above each 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 a web interface for recording meal status. At the top, there is a 'Teacher Name' input field. Below it is a table with columns: 'Name', '2nd Grade Only Lunch', 'Day 1 Lunch', and 'Day 1 Snack'. Above the 'Day 1 Lunch' column, there is a blue button that says 'Click to show extra information.' and a small square checkbox. An arrow points from the text in the previous block to this checkbox. Below the table, there is another 'Teacher Name' input field and a blue button that says 'Click to hide extra information.' Below that is another table with columns: 'Name', 'Barcode', 'Grade Level', and 'Meal Status'.