



Camp Crystal Lake Field Trip Teacher Instructions



Step 1: Log on to www.yourchoicefresh.com, hover on the **Meal Service Resources** at the top of the page and click the Camp Crystal Lake drop down.

Step 2: 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.

1=Full Pay, 2=Free, 3=Reduced

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 for free.

Step 8: Record all students attending fieldtrip by clicking the box beside their names. **For 2nd grade 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. Collect the money shown for each student in the **AMOUNT DUE Column.**

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 states of a web interface. The top view, titled 'Teacher Name', has a search box for 'Teacher Name' and a blue button labeled 'Click to show extra information.' Below this is a table with columns: 'Name', '2nd Grade Only Lunch', 'Day 1 Lunch', and 'Day 1 Snack'. Each column has a small square checkbox above it. An arrow points to the '2nd Grade Only Lunch' checkbox. The bottom view, also titled 'Teacher Name', has the same search box but a blue button labeled 'Click to hide extra information.' Below this is a table with columns: 'Name', 'Barcode', 'Grade Level', and 'Meal Status'.