

# Tutorial



# APSCHOOL

## Meals:

### How do I book a meal ?

*Last updated: 2026-03-10*



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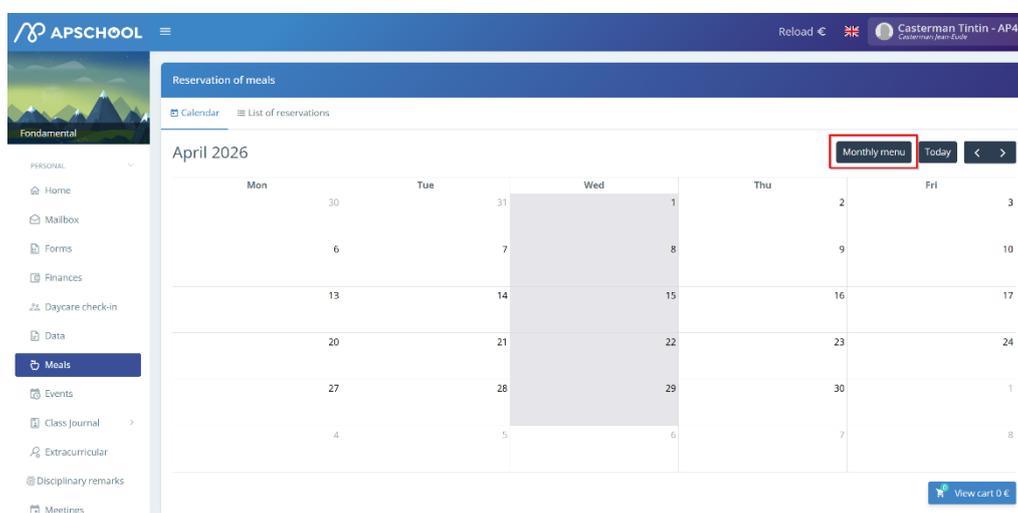
## 1. Background

Need to make a meal reservation on the platform? This tutorial will walk you through the steps to follow.

**Please note:** your wallet must have sufficient funds to make reservations

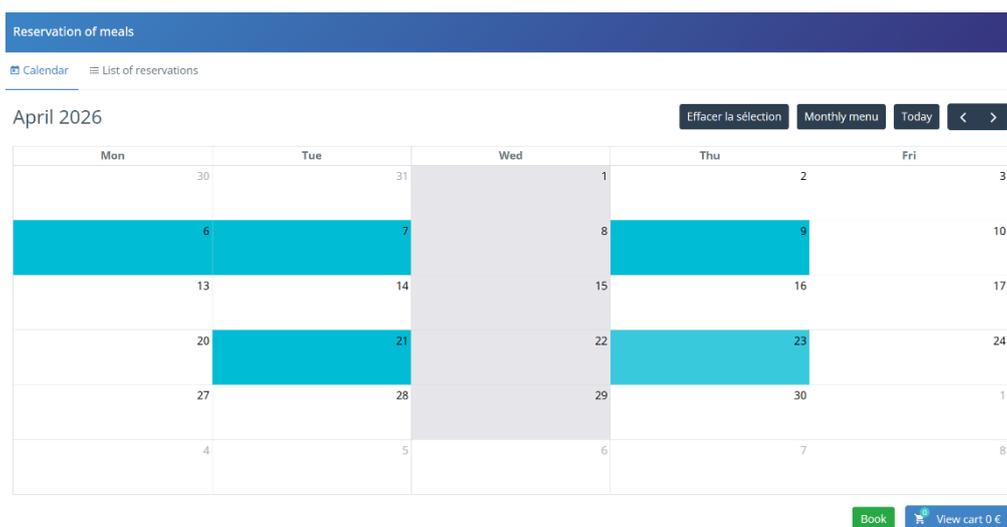
## 2. How do I book a meal?

- Go to the "Meals" menu.
- To view the menu for the month provided by your school, click on the "Menu of the Month" button.



The screenshot shows the 'Reservation of meals' page for April 2026. The interface includes a sidebar with navigation options like Home, Mailbox, Forms, Finances, Daycare check-in, Data, Meals (highlighted), Events, Class Journal, Extracurricular, Disciplinary remarks, and Meetings. The main content area displays a calendar grid for April 2026. A 'Monthly menu' button is highlighted with a red box in the top right corner of the calendar area. Other buttons include 'Today', '<', and '>'. A 'View cart 0 €' button is located at the bottom right.

- Select the day(s) you wish to book for by clicking on it.



This screenshot shows the same 'Reservation of meals' page, but with several days selected. The days 6, 7, 8, 9, 20, 21, 22, and 23 are highlighted in blue. The 'Monthly menu' button is still visible. A new 'Effacer la sélection' button has appeared in the top right of the calendar area. The 'View cart 0 €' button is now labeled 'Book'.

- Shaded days are days that are blocked by your school's settings due to a school/blank holiday, a day without meals, or because the time limit to make a reservation on that date has passed.
- Click on the "Book" button to select your dishes.

Reservation of meals

Calendar List of reservations

April 2026

Effacer la sélection Monthly menu Today < >

Mon	Tue	Wed	Thu	Fri
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	1
4	5	6	7	8

Book View cart 0 €

- In the opened window, click on the dish you wish to reserve, choose the quantity and add your order to your cart by clicking on the "Add to cart" button.
- Start over with a new selection of days if needed.

Reservations of meals

Repas Street Food

Repas

Plat aide financière Supported Potage

Sandwich 1 €

Street Food

Hot-dog 2 €

Monthly menu

Hot-dog  
Street Food  
2 €

Aucun supplément disponible

Quantity

- 1 +

Ajouter au panier (2 €)

Cancel



- When your cart is complete, click on the "View Cart" button.
- Check the contents of your shopping cart and click on the "Proceed to Checkout" button to confirm your order.

Reservation of meals

Calendar List of reservations

April 2026

Effacer la sélection Monthly menu Today < >

Mon	Tue	Wed	Thu	Fri
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	1
4	5	6	7	8

Book View cart 10 €

**Cart** ×

Vider panier

4/6/2026

Hot-dog 2 € 1

4/7/2026

Hot-dog 2 € 1

4/9/2026

Hot-dog 2 € 1

4/21/2026

Hot-dog 2 € 1

4/23/2026

Hot-dog 2 € 1

Balance General 10 € / 7 €

Total to pay 10 €

Proceed to payment



### 3. Manage your bookings

#### a) Via the "Calendar" tab

- Go to your "Meal" menu.

Reservation of meals

Calendar List of reservations

April 2026 Monthly menu Today < >

Mon	Tue	Wed	Thu	Fri
30	31	1	2	3
6 • Hot-dog	7 • Hot-dog	8 • Hot-dog	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	1
4	5	6	7	8

View cart 0 €

- To delete a reservation, click on the dish to be cancelled and then click on the "Delete" button to confirm the cancellation and be automatically refunded.

**Please note:** The cancellation period depends on your school. If a cancellation is not possible, it means that this period has passed. Contact your institution to find out what's set up.

Reservation information ×

Reservation: Hot-dog

Back Delete



## b) Via the "Booking List" tab

- Go to your "Meal" menu.
- Open the "List of reservations" tab. All your bookings, past and future, are displayed.
- To cancel a reservation (if time permits), click on the red trash can to the right of the desired reservation.
- To cancel multiple bookings, tick the boxes to select the desired bookings and click on the "Delete" button.

**Please note:** the cancellation period depends on your school. If a cancellation is not possible, it is because this deadline has been exceeded. Contact your institution to find out what's set up.

Reservation of meals						Delete
<input type="checkbox"/>	Date of reservation	Reservation	Restaurant	Price	Actions	
<input type="checkbox"/>	4/9/2026	Hot-dog	-	2 €		
<input type="checkbox"/>	4/7/2026	Hot-dog	-	2 €		
<input type="checkbox"/>	4/6/2026	Hot-dog	-	2 €		
<input type="checkbox"/>	2/12/2026	Sandwich	-	1 €		
<input type="checkbox"/>	2/11/2026	Sandwich	-	1 €		
<input type="checkbox"/>	2/10/2026	Sandwich	-	1 €		
<input type="checkbox"/>	2/9/2026	Sandwich	-	1 €		
<input type="checkbox"/>	2/3/2026	Sandwich	-	1 €		
<input type="checkbox"/>	12/19/2025	Sandwich	-	1 €		
<input type="checkbox"/>	12/9/2025	Sandwich	-	1 €		

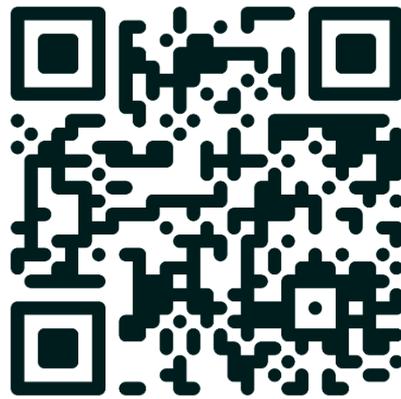
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## A question? Need assistance?

- For any technical, educational or platform-related questions, please contact your institution directly.
- If you would like to consult other tutorials, do not hesitate to click on the following link or scan the QR code below.

<https://parents.apkiosk.com/>



**Thank you for following this tutorial!**



**AP SCHOOL**

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