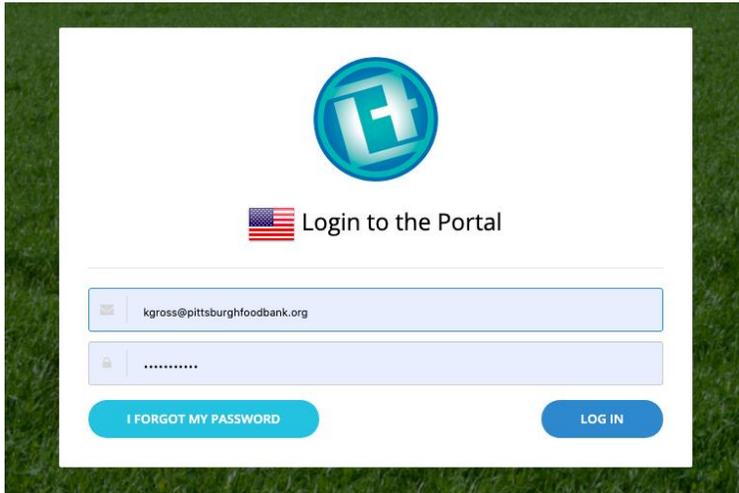


Link2Feed from Start to Finish

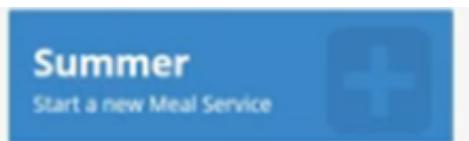
1. Visit childrens.link2feed.com. Login using your email and password. If you can't remember your password, click "Forgot Password" and follow the steps or call the Food Bank at 412-745-6508. We can reset your password directly.



2. On the next screen, click the green button that says "Kid's Café"

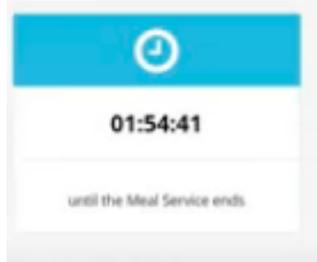


3. Click the big blue button that says "Summer" at the start of your serving time



4. Fill in the information on the next screen relating to your delivery and sign the bottom of the screen. Click "Start Meal Service."

5. The time clock at the top of the screen counts down how much time you have left to serve meals. Check it periodically so you can complete all counts before time runs out.



6. Now it's time to start distributing meals. Immediately after you give a meal to a child, click the "Plus" (+) button under "First Meals – Child." If you accidentally click it twice, click the "Minus" (-) button to take one away.



7. After you've served all kids at your site, if your site is permitted to serve seconds, click the "Plus" (+) button under "Second Meals – Child"



8. Once you've served all kids, if your site is permitted to keep leftovers, enter in appropriate number of "Eligible Carry-Over Meals" at the bottom of the screen. Enter "Damaged Meals" if appropriate.

9. When you're sure you've served all kids, click "End Meal Service." Don't worry if your meal service clock runs out before you click "End Meal Service," your meal counts will be sent to us automatically.

10. After you click "End Meal Service," the next screen you'll see will be a summary of all data you've entered. Look over it to make sure all counts seem accurate. If you see any issues, call the Food Bank right away at 412-745-6508.