***Mess Hall Optional Meal Registration***

***User Guide***

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***Creating An Account***

In order to create an account, the Admin clicks the *Add* button next to the User field. The Admin will then fill in the first name, last name, @usma.edu email address, cadet company, xNumber, sport, and create a password. If the user is a member of the mess hall management team, they will select the checkbox titled *Is Staff*. Once all of this is complete, the user will click *Add/Ok.*

**Cadets**

***Meal Registration***

1. Click the Date field and select a day from the popup calendar
2. Choose a meal type from the Meal Type dropdown (IE “Breakfast,” “Lunch,” etc.)
3. The menu for the meal will then be displayed
4. Click the *Register For This Meal* button

**Mess Hall Administrators**

***Creating A Meal***

1. Click the Date field and select a day from the popup calendar
2. Choose a meal type from the Meal Type dropdown (IE “Breakfast,” “Lunch,” etc.)
3. If the selected meal (IE Breakfast, 15 AUG 2015) is not in the database, you will be able to add it
4. Enter an entrée, side, dessert, and drink into the four appropriately labeled menu fields
5. Click the *Add Meal* button

***Viewing Meal Registrations***

1. Click the Date field and select a day from the popup calendar
2. Choose a meal type from the Meal Type dropdown (IE “Breakfast,” “Lunch,” etc.)
3. If the selected meal exists in the database, the total number of cadets registered is returned

***Deleting A Meal*** (Assuming the meal already exists in the database)

1. Click the Date field and select a day from the popup calendar
2. Choose a meal type from the Meal Type dropdown (IE “Breakfast,” “Lunch,” etc.)
3. Click the *Delete Meal* button