Mess Hall Optional Meal Registration
User Guide

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Creating An Account

In order to create an account, users access navigate the Mess Hall Meal Registration homepage, then click on the *New User* button. Users will then fill in their 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 *Mess Hall Admin*. Once all of this is complete, the user will click *Create Account*.

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

Viewing Registered Meals
1. The meals a cadet has signed up for will appear as a list on the right side of the main page that is displayed once cadets have logged in

Cancelling Existing Meal Registrations

1. Check the box next to a registered meal (as described in *Viewing Registered Meals*)
2. Click the *Remove Meal(s)* 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 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. If the selected meal exists in the database, the total number of cadets registered is returned

Editing 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 *Edit Meal* button
4. Make desired changes to any of the four menu fields
5. Click the *Update Meal* button

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