Advance ordering: Orders must be placed a minimum of three days in advance, and may be placed as far ahead as are posted. There are no same day meal orders taken.

Day Meal is Delivered	Order Deadline (latest possible time)	
Monday	11:55 pm Friday (3 days in advance)	
Tuesday	11:55 pm Saturday (3 days in advance)	
Wednesday	11:55 pm Sunday (3 days in advance)	
Thursday	11:55 pm Monday (3 days in advance)	
Friday	11:55 pm Tuesday (3 days in advance)	

## Two emails should be received for payment confirmation and order summary if the order was successful.

If you make any mistakes, **you can easily credit back a meal you've ordered and apply it to your next order.** It's more empowering to be able to do this yourself, rather than having to contac the cafeteria managerl to cancel an order.

So how do I remember what I ordered? There are few different options available.

- Order confirmation email. Get a list of all the meals in your order.
- **History page.** Look up your orders in either calendar format or as a list. Use it as a reference, or print it out and hang it on the fridge.
- **Calendar subscription URL**. Use your favorite calendaring program (iCal, Outlook, Google Calendar), and subscribe to your student's unique calendar feed. You already use your calendar to remind you of everything else, why not have it also remind you what your student is having for lunch today?

**Order changes:** To cancel or change an order yourself, it must be changed a minimum 3 days in advance (72 hours before the day of service). If the deadline has passed and the menu for that day is no longer showing you have to cancel by contacting the cafeteria manager. The <u>contact information</u> can be found on the login page of your <u>TinyFeast account</u>.