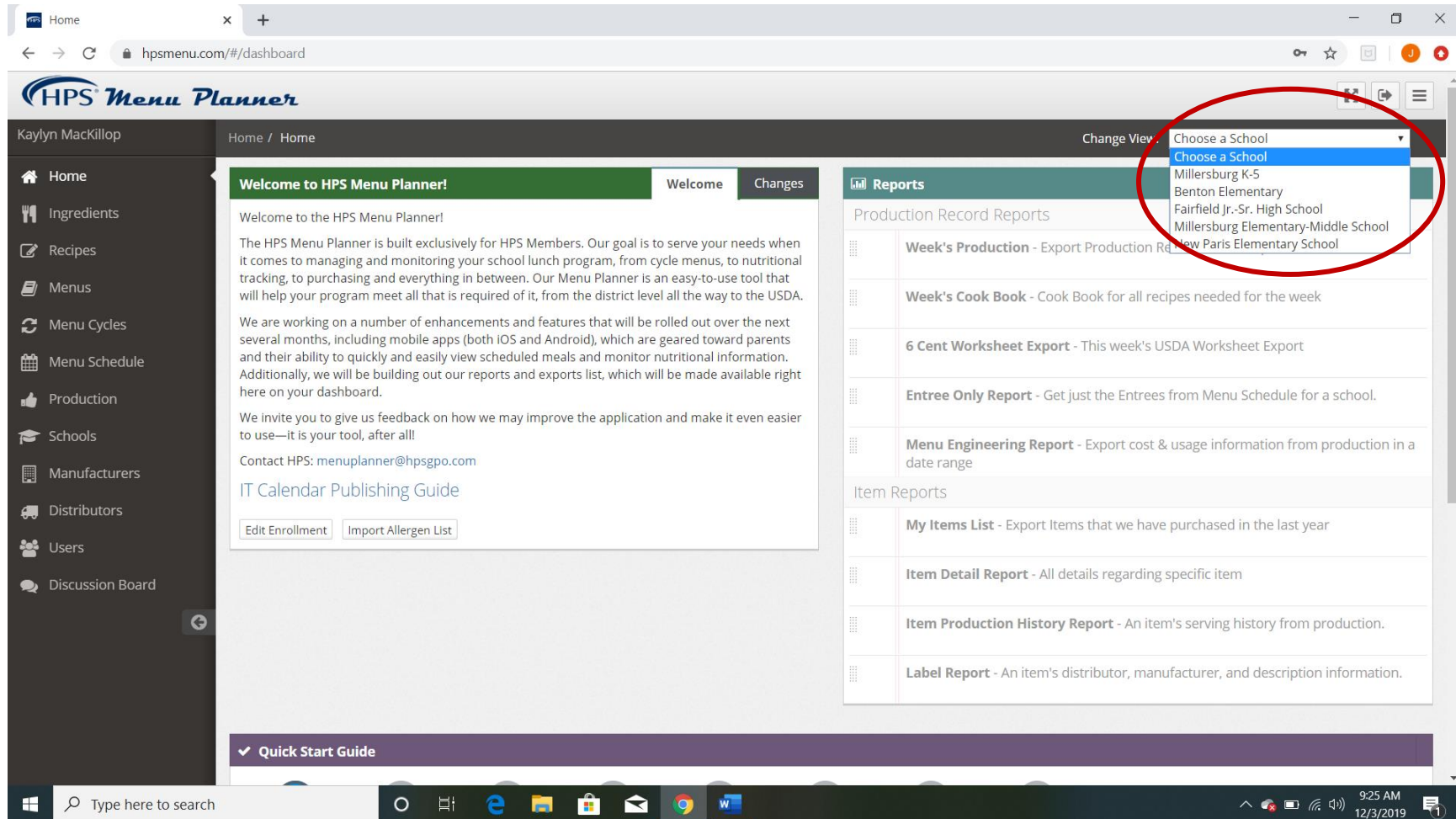# Menu Schedule Guide: How to Publish Menu



**Step 1.** Go to the website hpsmenu.com

**Step 2.** Enter in your username:_____

**Step 3.** Enter in your password: _____

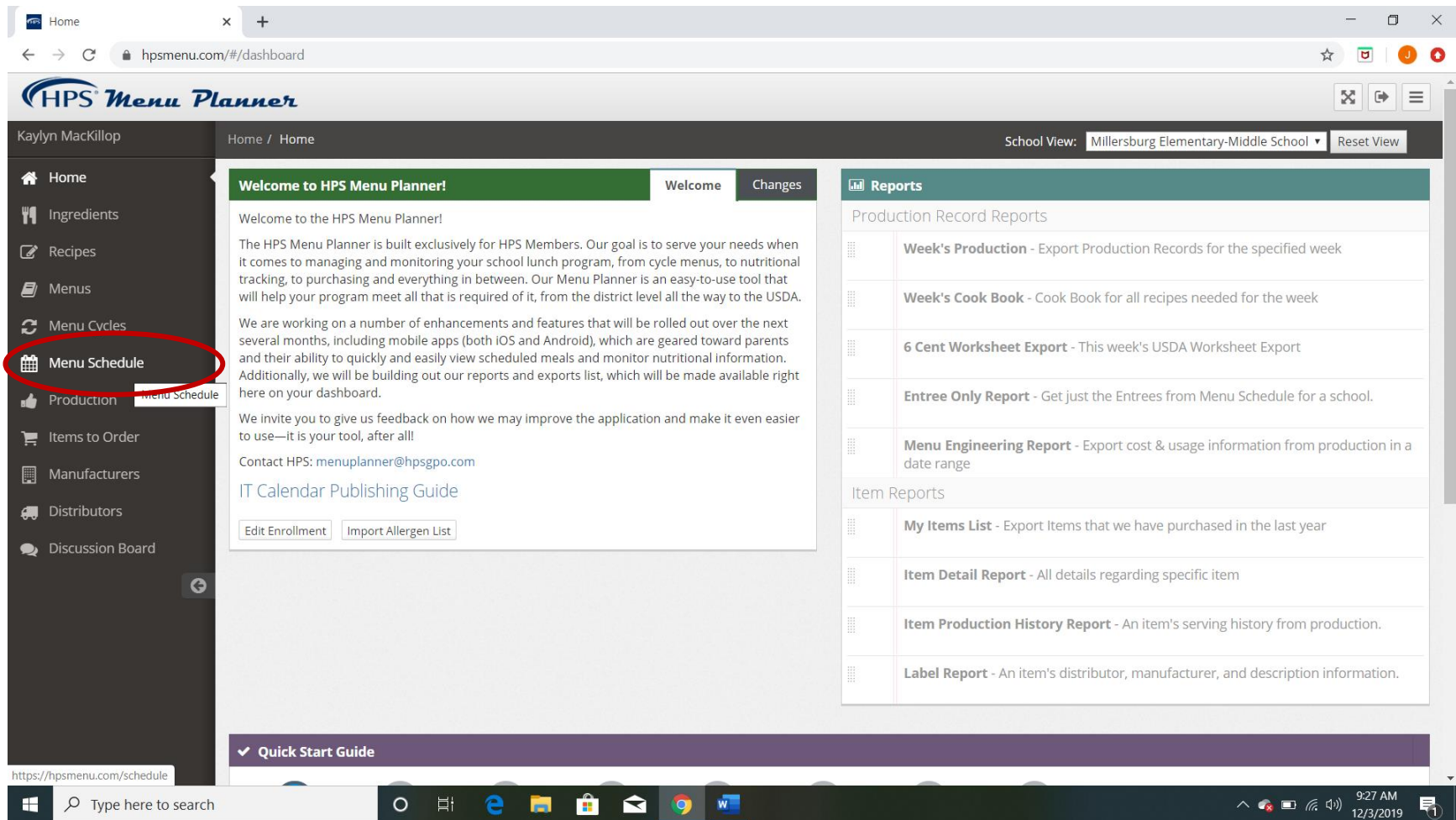**Step 4.** Click the *Sign in* button

# Menu Schedule Guide: How to Publish Menu



**THIS STEP IS ONLY FOR DIRECTORS.**

**Director Step.** Select Change View drop down box and click on name of school that you will be working with.

# Menu Schedule Guide:  How to Publish Menu



**Step 5.**  Click on *Menu Schedule*

# Menu Schedule Guide:  How to Publish Menu



**Step 6.**  Use left and right arrow buttons to move to month that you are wanting to work with.

**Step 7.**  Use left hand side scroll bar to find the Daily Menus or Menu Cycle that you are wanting to add to your calendar

# Menu Schedule Guide:  How to Publish Menu

# Menu Schedule Guide:  How to Publish Menu



**\*\*Note\*\***  As you are scrolling to find the Daily Menu or Menu Cycle that you are wanting to add to your menu you can hover your mouse over the ⓘ and it will give you a preview of what that menu day or menu cycle looks like.  Example can be seen above.

# Menu Schedule Guide:  How to Publish Menu
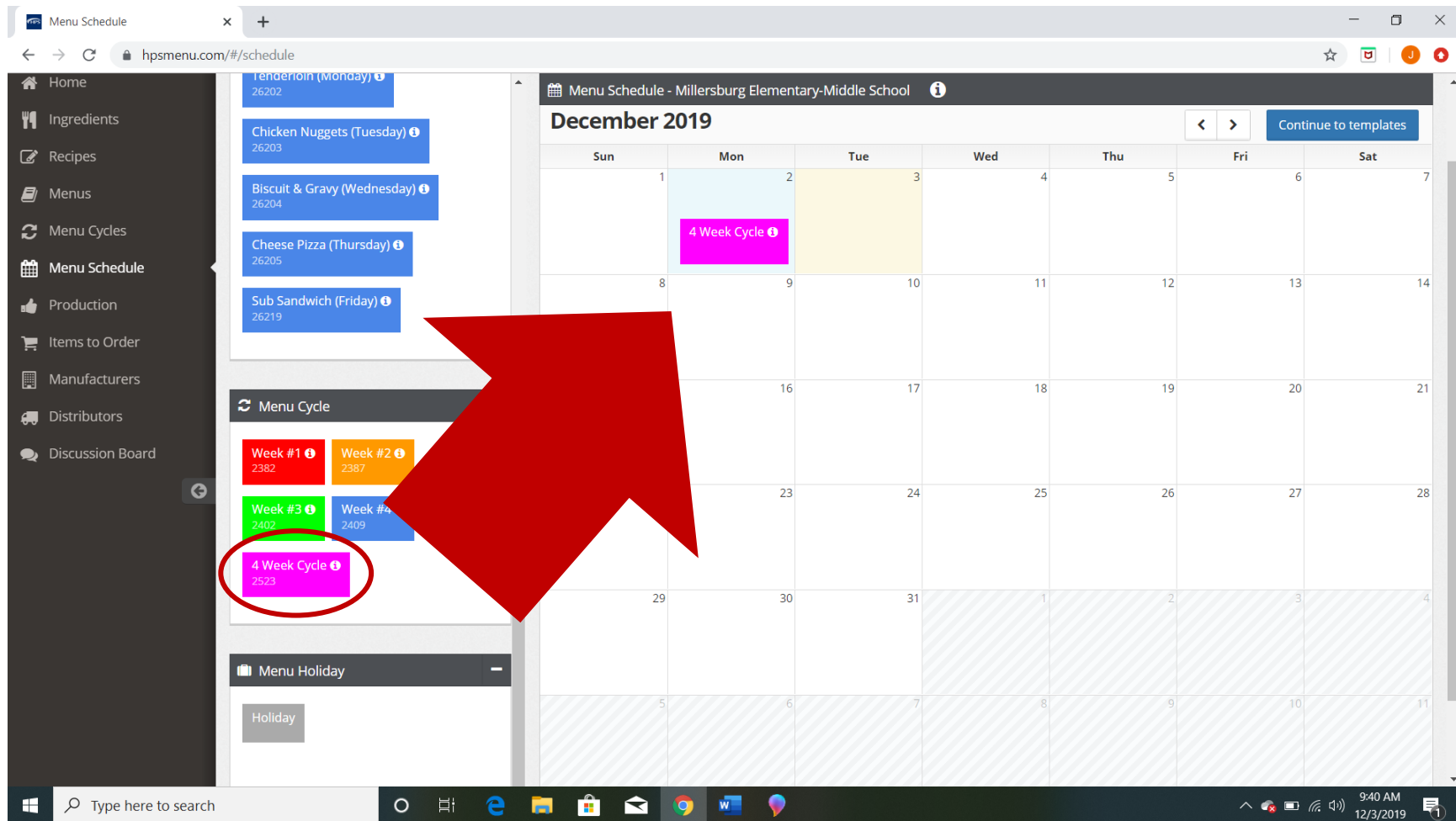


**Step 8.**  Once you have found the Daily Menu or Menu Cycle you would like to add to your monthly calendar view click on the daily menu box or menu cycle box with the left mouse button and while holding that left mouse button down drag to your calendar day that you would like your Daily Menu or Menu Cycle to start on. Then release your mouse button.

# Menu Schedule Guide:  How to Publish Menu



**Step 9.**  Repeat Step 8 as many times needed until monthly calendar is full

# Menu Schedule Guide:  How to Publish Menu
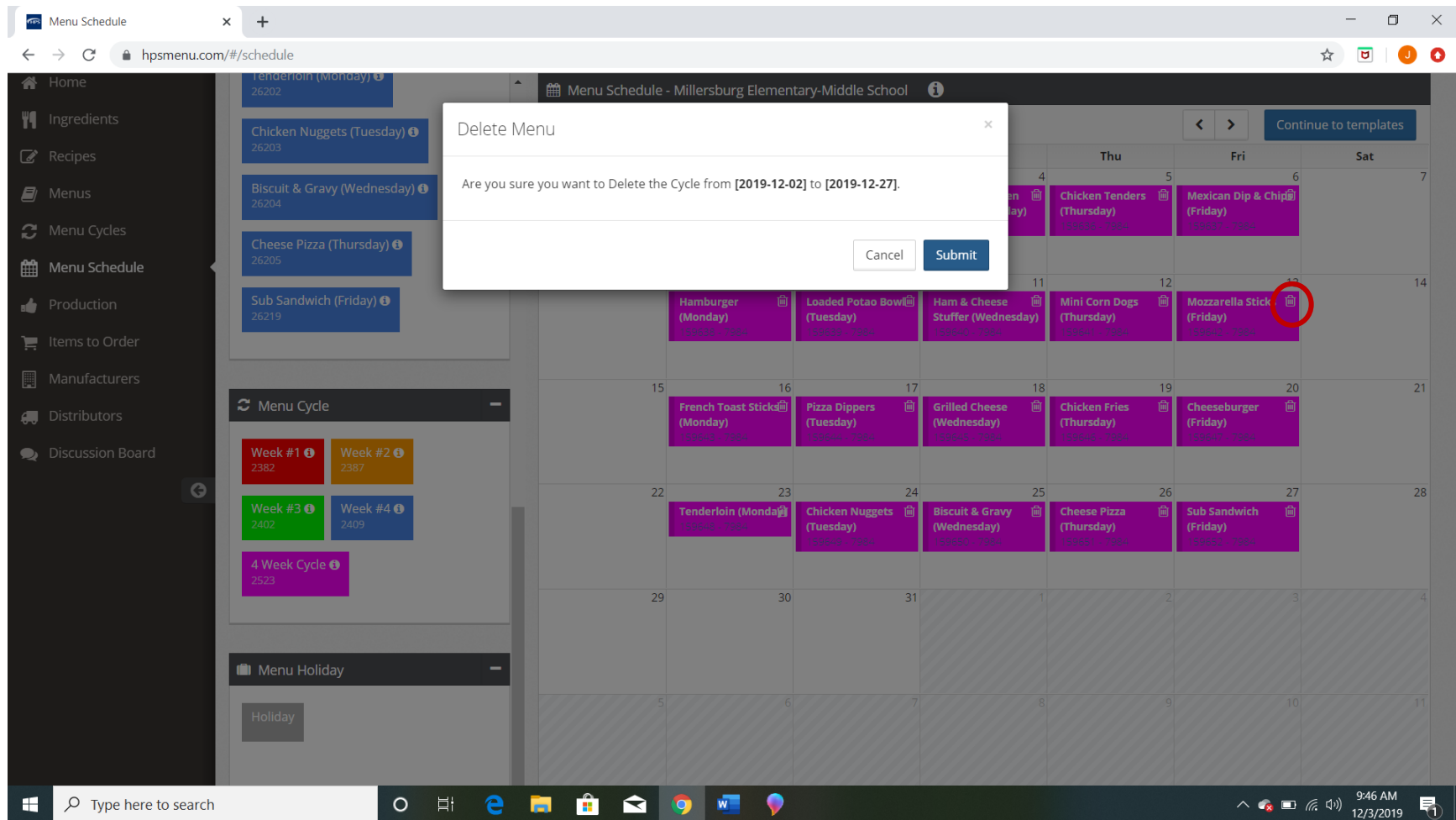


**\*\*NOTE\*\***  If you accidently drop the wrong Daily Menu or Menu Cycle on the wrong date. Right click on trash can icon on the date you would like removed.  A prompt will show up, like above, making sure that this is what you would like to do.  Do not worry this won't delete the menu completely it will only delete off the menu view.

# Menu Schedule Guide:  How to Publish Menu



**Holiday Step 1.**  If you happen to have a Holiday or non-student day that there will be no menu served you can insert a Holiday box to cancel a menu being posted to that date.   Click with the left mouse button on the Holiday box and while holding that left mouse button down drag to your calendar day that you would like your Daily Menu or Menu Cycle to start on. Then release your mouse button.

# Menu Schedule Guide:  How to Publish Menu
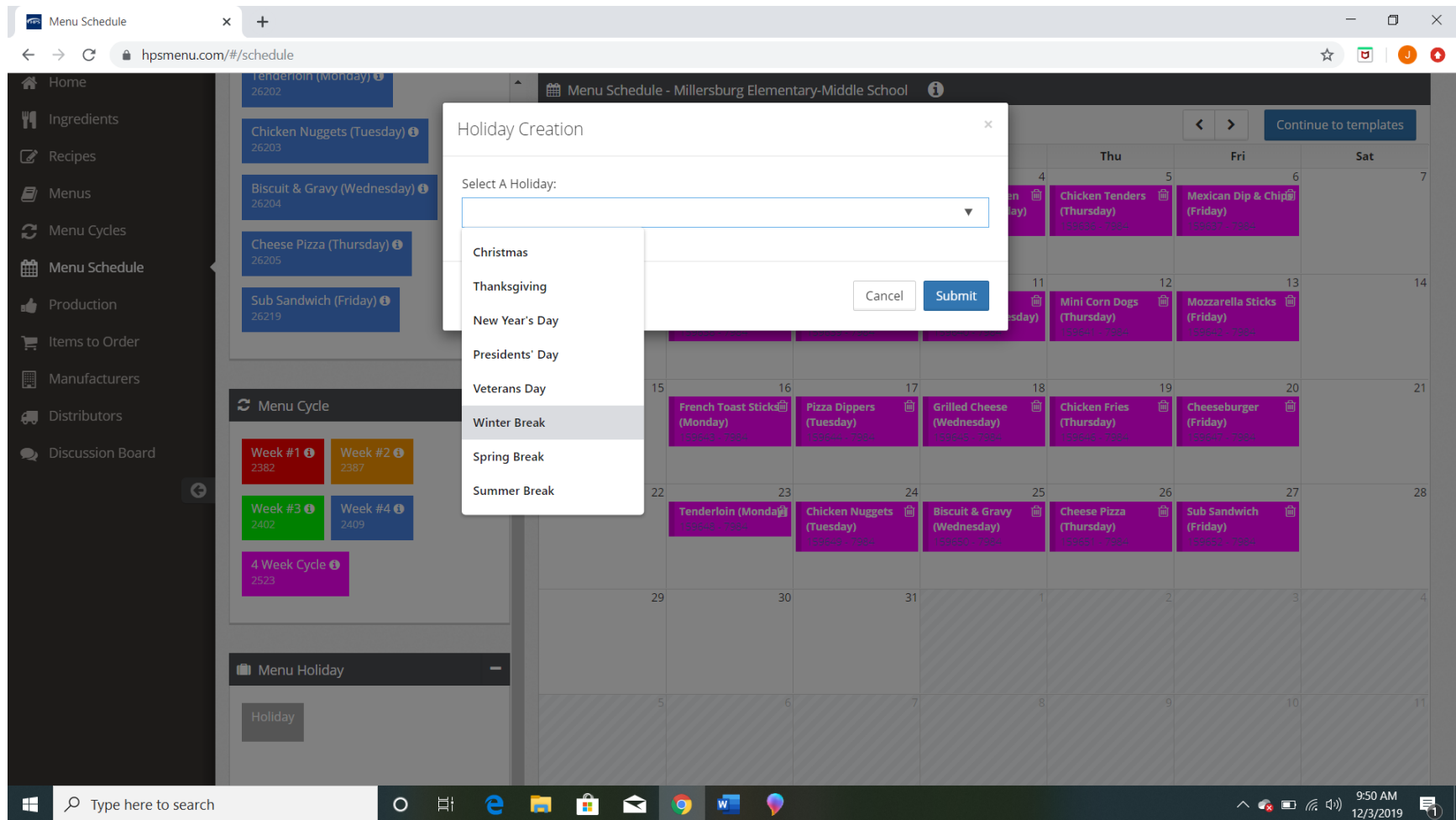


**Holiday Step 2.**  Once you have released the mouse button for the Holiday Box a prompt box will appear (as seen above) and you can either select a prepopulated Holiday name or type what you would like to show on the menu for that day.

# Menu Schedule Guide:  How to Publish Menu



**Holiday Step 3.**  Repeat Holiday Step 1 and Holiday Step 2 as many times as needed.

# Menu Schedule Guide:  How to Publish Menu

**\*\*NOTE\*\***  If you accidently or need to switch it to a service the date you would like the will show up, like below, would like to do.  The Holiday menu day will appear.
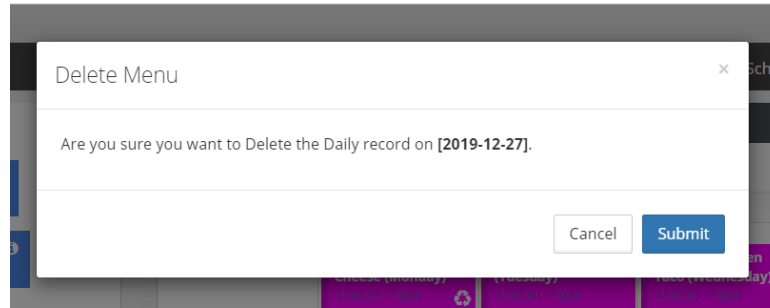
drop a Holiday Box on the wrong date day right click on the trash can icon on Holiday Box removed from.  A prompt making sure that this is what you Box will disappear and the original



Delete Menu ×

Are you sure you want to Delete the Daily record on **[2019-12-27]**.

Cancel    Submit

# Menu Schedule Guide:  How to Publish Menu



**Step 10**  Once you have a month set Click on **Continue to templates**

# Menu Schedule Guide:  How to Publish Menu



**Step 11.**  Use left hand scroll bar to scroll through templates to be used.

**\*\*Note\*\***  You can customize your own menu, Click on **Template Builder** if this is what you want to do.  Skip Step 12 if using Template Builder.

# Menu Schedule Guide:  How to Publish Menu



**Step 12.**  Click on template wanting to use and then click **Publish.**

# Menu Schedule Guide:  How to Publish Menu



**If you decide to build your own template:**

**Template Builder 1.**  Click on template options on left and make selections for each area to change color, font, etc.

> **Save Settings:**  Once you have changed all options to your liking you can click on **Save Settings** so that changes will be saved for future menus.

# Menu Schedule Guide:  How to Publish Menu

**Load Settings:**  Click on **Load Settings** to load past options that you had saved from the Save Setting option



**Template Builder 2.**  Click on **Publish** once you have all options to your liking and are ready to proceed.

# Menu Schedule Guide: How to Publish Menu



**Step 13.** Your menu is published! You just need to share the link to your published menu on your website. The url you should provide for sharing should be: https://calendar.hpsmenu.com/?school={school_id}. The school id or number is what specific to your school. In example above link is: https://calendar.hpsmenu.com/?school=1492 You can also save this web address to your favorites so that you can view our published menu quickly.

**\*\*NOTE\*\*** You can always go back and complete any step if changes need to be made, but you must Publish menu again so that changes will show on website.

# Menu Schedule Guide:  How to Publish Menu

**Mobile Apps are also available in the Apple store, and Google Play under the title "Menus for Schools":**





Once you have published menus using the steps above, your menu will also be available to view in the app.  Just download the app and search for the name of your school.