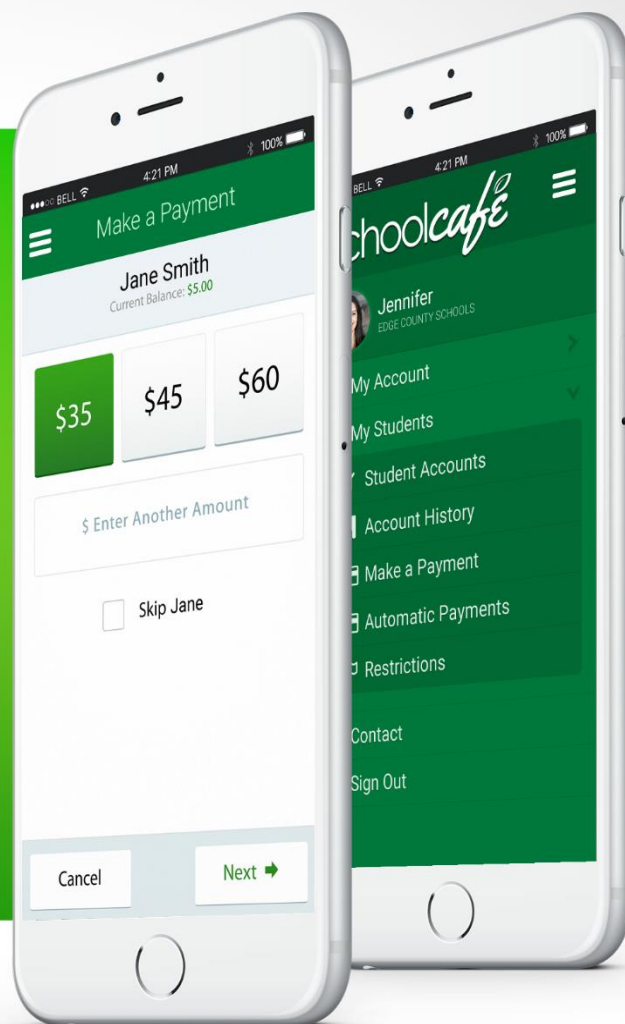
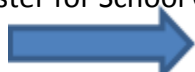


- View your child's cafeteria account balance
- Make payments to your child's cafeteria account
- Review daily spending and purchases
- Low balance reminders



Bradley County is proud to offer SchoolCafé, a safe and secure way for parents to make online payments to their children's cafeteria accounts.

Instructions on how to register for School Café using a desktop or laptop computer are on the back side of this page.



To register you will use your child's ID, which is a 7 digit number. This 7 digit number may be found on the backside of this page. **When your child goes through the school cafeteria line for breakfast and/or lunch they will need to have memorized the last 4 digits of that 7 digit number.** Please review this 4 digit number with your child.

If you have any questions regarding School Café please contact our Cafeteria Manager, Laura Gunderson, at 423-478-8808.



HOW TO REGISTER FOR SCHOOLCAFE.COM:

1. Go to www.schoolcafe.com
2. Click on **REGISTER**. Highlight **I am a registering as a Parent**. Click on **Next Step**.
3. Go to the box that says **Search for School District** and type in **Bradley**. A drop down box will appear. It should read **TN-Bradley County Schools**. Click on it, then **Next Step**.
4. Next fill in your parent information, then click **Next Step**.
5. You will now select a user name, password and security question and answer. **Please SAVE your user name and password for future reference.**
6. Click in the box: **I am not a robot** and at the box: **Accept the Terms and Conditions**. NOW click on **Create My Account**.
7. After creating your account, log out and get completely out of School Café. Repeat step 1 and **Sign In**. (Please note that if you do not close/log-out of School Café you will not be able to input the Student ID number.
8. On the left-hand side in the green bar click on **Students**, then click on **Student Account**.
9. In this page, click on the **BLUE BOX** in the top right-hand corner labeled **Add a Student**.
10. In the **Student ID** box, type in the **ID number** provided on the label below. Next go to **School** there is a drop down box, choose **Michigan Avenue Elementary**. Click on **Search and Verify Student**. This will give you an opportunity to make sure the correct ID number was input. If the information is correct, then click on **Add this Student**.

Follow on-screen directives to add money and/or set alerts.

To register students at the Middle or High School please contact that school's cafeteria for the 7-digit ID number.

Points of Interest:

- You do not have to pay on-line in order to view your students' balance.
- It is possible for you to set a "low balance" alert, so you will receive an email notification when the balance reaches a certain amount.
- It may take up to 24 to 48 hours for payment to post.
- Payments must be between \$20 and \$500, excluding convenience fee.
- There is a 5% convenience fee on all payments.

**Using the Cafeteria Management System:
Print & Place Student Id Number Label HERE**