How to swap tickets

Note – the member <u>has</u> to put up their guest meals for swap before they can put their own meal up (this is a system default). The meal and dietary requirements for swap is the meal as was originally ordered. The member who swaps in to attend will be accepting the meal originally booked and understand that it will not be subject to any dietary changes. The onus is on the member accepting the swap to check that it is suitable to consume.

Member who is putting up meal/s to swap





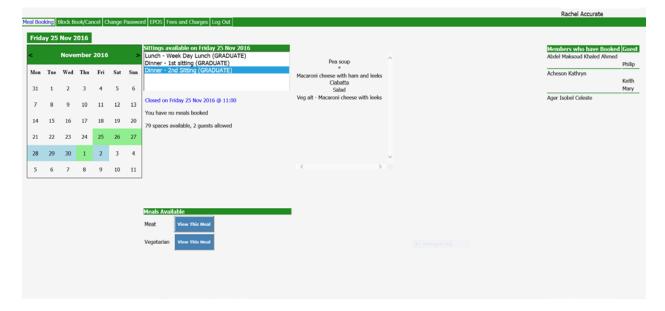
Member will click 'add to swap list' – Guest meals automatically offered for Swap first.



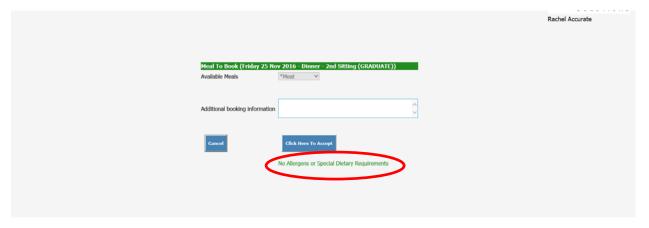
Add each meal to swap list that member wants to swap

Swap recipient screen shot

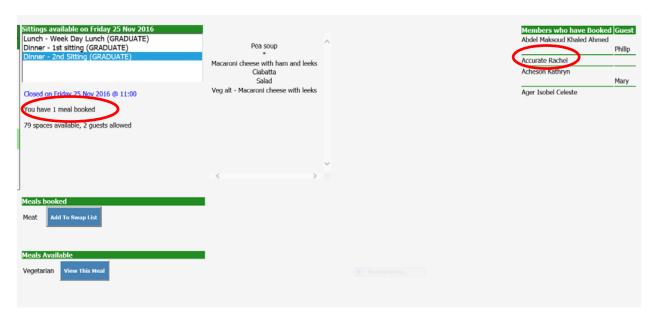
Member who is selecting a meal/s put up by another member for swap



Click 'View This Meal' and the screen on next page appears



Note: They meal type being swapped is clearly shown ie in the example the meal the member is accepting contains no Allergens or has any Special Dietary requirements.



The member accepts and they are shown as having one meal booked and their name appears on the right hand side.

Screen shot for Member who put meal up for swap after another member has taken one meal

The member who put meals up for swap will see that their booked meals are decreasing as they are taken by other members. In this example Kathryn put two guest meals up for swap and her own meal and Rachel Accurate has taken one Meat meal.

