

How to input Rising 5's on the School Milk Services Website

1. Go to www.schoolmilkservices.co.uk and log in using your email address and password.
2. Click 'Enter Rising 5 Children's Details' – as circled below:

The screenshot shows the 'School Milk Services' dashboard. At the top, there is a navigation bar with 'Home', 'Change Password', and 'Log out'. Below this, a 'Welcome' message is followed by an 'Account Ref:' field. The 'Invoices' section lists various dates from 31/Mar/22 to 30/Apr/21. A section for NMRU delivery verifications includes a 'Download PDF' button and a link to 'Download/view NMRU instructions how to submit a claim before the holidays'. Below this is a 'Delivery Order Calendar' and 'View Orders' button. The 'MILK PROVISION' section shows an 'Account Ref: BCP' and a table of invoices. The table has columns for Quantity, Product, and Special Instructions. The first row shows a quantity of 26 for '189ml FRESH 'n' LO SEMI' with a special instruction of '2nd Feb'. At the bottom, there is an 'Account Ref: SMA' field and two buttons: 'Enter Rising 5 Children's Details' (circled in red) and 'Edit your Classes and Teachers'.

3. Enter each child's First Name, Surname, Class and Date they turn 5. Then click 'Add Child' :

The screenshot shows a modal window titled 'Add Children approaching five years old'. It contains a form with four main sections: 'First Name', 'Surname', 'Class & Teacher & School Year', and 'Fifth Birthday Date'. The 'Class & Teacher & School Year' section has a dropdown menu currently set to 'Not in list yet'. The 'Fifth Birthday Date' section has a date picker set to 2022. Below the form is an 'Add Child' button. The background shows the same dashboard as the previous screenshot, but with the 'Rising 5 Children & Classes' section highlighted in a dark overlay.

4. Ensure to add in each child who is due to turn 5 that year
5. Once this is completed, you can log out of your account.