

What's a Meal Train?

We want to foster a community that cares for each other, and you can help! If someone in your Life Group is having a baby, recovering from illness or surgery, or going through a difficult time, we encourage you to coordinate a group of people to provide meals. This simple act of kindness can make a huge difference for someone going through a stressful season of life. You don't have to stop there – use the below instructions to organize rides to doctor's appointments, lawn work, errands, and more!

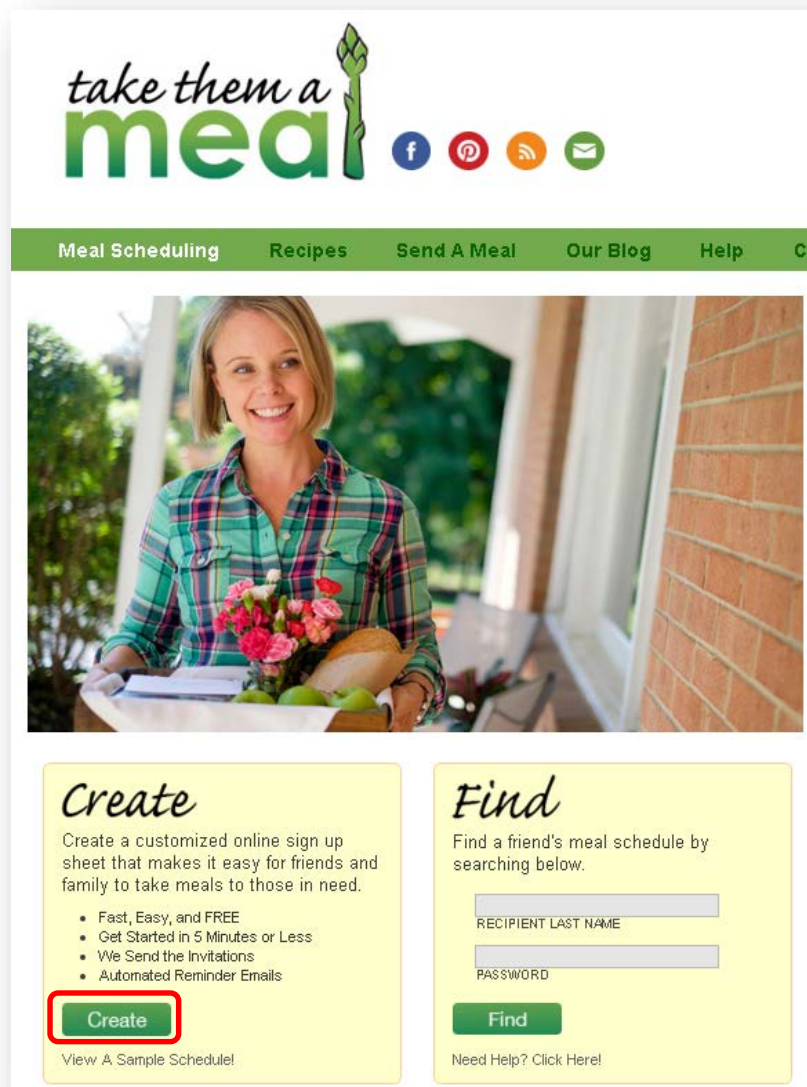
Where Do I Start?

Before creating the schedule, touch base with the recipient to discuss what service would be the biggest help.

1. What do they need?
 - Meals
 - Rides
 - Errands
 - Lawn Work
 - Snow Removal
 - Babysitting
 - Visitors
2. When do they need it?
 - Frequency
 - Delivery Time
3. Are there any special requirements?
 - Allergies
 - Dietary Restrictions

Creating a Schedule

1. Visit TakeThemAMeal.com.
2. Click **Create**.



The screenshot shows the homepage of the 'take them a meal' website. At the top, the logo features the text 'take them a meal' with a green fork icon. Below the logo are social media icons for Facebook, Pinterest, RSS, and Email. A green navigation bar contains the following links: Meal Scheduling, Recipes, Send A Meal, Our Blog, Help, and Contact Us. The main content area features a photograph of a smiling woman in a plaid shirt holding a basket of groceries and flowers. Below the photo are two yellow boxes: 'Create' and 'Find'. The 'Create' box contains the text 'Create a customized online sign up sheet that makes it easy for friends and family to take meals to those in need.' followed by a bulleted list: 'Fast, Easy, and FREE', 'Get Started in 5 Minutes or Less', 'We Send the Invitations', and 'Automated Reminder Emails'. A red-bordered 'Create' button is highlighted. Below it is a link: 'View A Sample Schedule!'. The 'Find' box contains the text 'Find a friend's meal schedule by searching below.' followed by input fields for 'RECIPIENT LAST NAME' and 'PASSWORD', and a 'Find' button. Below the button is a link: 'Need Help? Click Here!'.

3. Enter your contact information in the **Meal Coordinator** section.
4. Enter contact details of the **Meal Recipient**.
5. Enter the delivery address.
6. Enter the start date, end date, and weekdays that meals should be delivered.
7. Enter allergies or dietary restrictions.
8. Enter a personalized message, including reason for the meals, number of people to feed, delivery time, and any special instructions or tips:
 - Use disposable dishes that don't need to be returned.
 - Keep your visit brief in case the recipient is tired.
 - Pair up with friends, and each bring a course.
 - Not a cook? Order take-out or delivery.
9. Click **Submit Schedule Details**.

Meal Coordinator ...

Cassie First Name

H. Last Name

cassie@freechurch.net E-mail

585-555-5555 Phone Number

1234 Create Admin Password

As coordinator, you will use this password to make edits to your meal schedule as needed.

Meal Recipient ...

Sally First Name(s)

S. Last Name

E-mail (optional)

Phone Number (optional)

1234 Create User Password

You and your meal providers will use this password to log into the schedule from TakeThemAMeal.com. Keep our numeric password or create your own.

Address where meals should be delivered ...

123 Main Ave. Rochester NY 14624

This will be used to provide a link to Google Maps for directions. [Click here for a non - U.S. address](#)

Start Meals ...

May 2 2016 select

Start Date is required; Default = Today.

Use PerfectPotluck.com for one day events.

Stop Meals ...

May 15 2016 select

Stop Date is required. Default = Today + 60.

Use PerfectPotluck.com for one day events.

Days When Meals Are Needed ...

Mon Tue Wed Thu Fri Sat Sun

You must select at least one "day of the week" for days to appear on your meal schedule. Don't worry --- you can add or remove any date you'd like after you set up the schedule.

[Click here if you need multiple meals per day](#)

Allergies ...

Eggs Fish Dairy Tree Nuts Peanuts Shellfish Soy Gluten

Other Allergies:

Notes ... (when and where to deliver, # people to feed, etc.)

Sally is expecting a baby girl! We'll be bringing her family of 4 dinners for the next few weeks

Please deliver meals to the Smith's around 5pm on your scheduled day, or text Mr. Smith to arrange a different delivery time. Please be considerate of their busy schedule by keeping your visit short and sweet!

Thank you for your help!
-Cassie

If you made a mistake or need to add more details, click **Edit Notes**, enter your Pin from step 3, and click **Go**.


Notes from Cassie H. ...

[Edit Notes](#) • [Print Notes](#)

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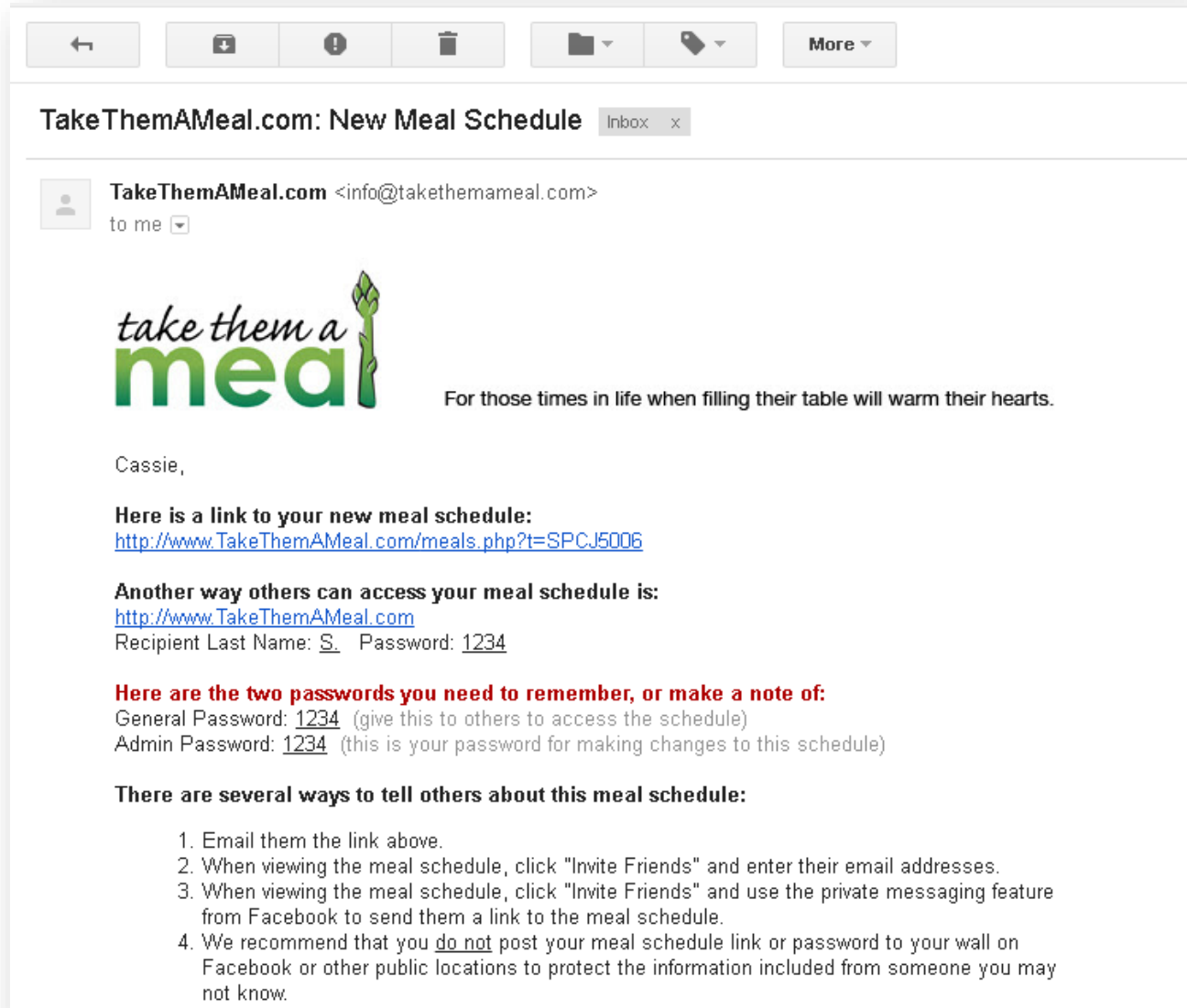
Send Them A Meal Instead
• Meatloaf and Mac & Jack Meal •

Spread the Word

You will receive an email confirming the schedule is ready, and it will include instructions and tips to get the word out. You can share the sign-up list with your Life Group in a variety of ways:

- Email the link.
- Send the link privately on Facebook.
- Print the schedule.

If you need help recruiting beyond your Life Group, forward the confirmation email to office@freechurch.net.



The screenshot shows an email interface with a toolbar at the top containing icons for back, forward, info, delete, folder, tag, and a 'More' dropdown. The email header shows the sender as 'TakeThemAMeal.com' with the email address '<info@takethemameal.com>' and a subject line 'TakeThemAMeal.com: New Meal Schedule'. The body of the email features the 'take them a meal' logo, which includes a green fork. Below the logo is the tagline: 'For those times in life when filling their table will warm their hearts.' The email content is addressed to 'Cassie,' and provides a link to the new meal schedule: <http://www.TakeThemAMeal.com/meals.php?t=SPCJ5006>. It also offers an alternative access method: <http://www.TakeThemAMeal.com> with the recipient's last name 'S.' and password '1234'. A red heading states: 'Here are the two passwords you need to remember, or make a note of:'. Below this, it lists the 'General Password: 1234 (give this to others to access the schedule)' and the 'Admin Password: 1234 (this is your password for making changes to this schedule)'. Finally, a section titled 'There are several ways to tell others about this meal schedule:' lists four steps: 1. Email them the link above. 2. When viewing the meal schedule, click "Invite Friends" and enter their email addresses. 3. When viewing the meal schedule, click "Invite Friends" and use the private messaging feature from Facebook to send them a link to the meal schedule. 4. We recommend that you do not post your meal schedule link or password to your wall on Facebook or other public locations to protect the information included from someone you may not know.