



[Knowledgebase](#) > [Database-related \(ChildPlus, ASQ, COR, ...\)](#) > [ChildPlus](#) > [How do I Add Meals to ChildPlus Online Outside of Regular Mealtimes?](#)

How do I Add Meals to ChildPlus Online Outside of Regular Mealtimes?

Richard Woolf - 2024-06-20 - [ChildPlus](#)

Attendance									
DRDP Assessment Entry Express Management Performance Panel Reports Services Setup To-Do List									
Thu Jun 20 < >		Classroom		Parent Check-in		Data Entry			
Participant	Attendance	Absence Reason	Notes	Breakfast	Lunch	PM Snack			
				All	All	All			

There have been questions about how we enter the meals in the new **ChildPlus Online ATTENDANCE** tab.

Currently the only way to enter a meal is:

- A student is currently marked as being **IN** the classroom
-- AND --
- it is between the official start and end time for that specific meal

This means it is more important than ever that teachers record meals at the time of service (which is required by our funding source).

Entering Meals Outside of Regular Mealtimes

If you find that you need to go back and correct mealtimes for a classroom, it now must be done individually for each student. There is no longer a “**Entry Express**” method for entering mealtimes after the official mealtime or a student has been marked **OUT**.

Here is the new ChildPlus Online method for how to add meals for each student outside of mealtimes:

1. In the Attendance tab, click on a student's name
2. Scroll to the bottom of the popup page
3. Click on the blue **ATTENDANCE** link
4. Click on **CURRENT YEAR**
5. Scroll down and click on the specific date you want to update
6. Add or delete meals to match what the child received during the official mealtimes

7. When done, editing, click **SAVE**

8. Click **CLOSE** to close the popup window

NOTE: If you notice that your **mealtime** periods are not correct in ChildPlus, please have your C&F Supervisor submit a ticket via the MVCDC SUPPORT site (mvcdc.deskpro.com) with the correct mealtime for your classroom(s).

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