Wigan Council Education Department
Marsh Green Primary School
Kitt Green Road, Marsh Green, Wigan WN5 0EF

Head Teacher – Miss C Dickinson
Deputy Headteachers – Mrs. J. Whittle and Mrs. L. Heaton

Dear Parents/Carer,

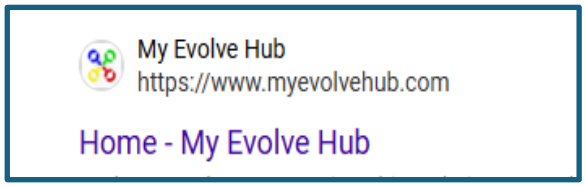
Evolve is the online website we use for families to order and, if required, pay for school meals. If you are eligible for free school meals you will not be charged for meals ordered.

To register your child/children please follow the instructions below –

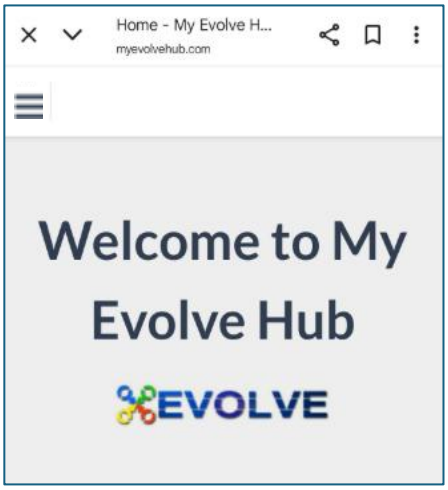
How to register for the Online Meal Service

* Log on to: www.myevolvehub.com

(This is not an APP but an online service)



* You will come to a welcome page as shown. Click on the three black lines in the top left corner.



* Go to **'Create Account'**. Create your account in your name (not your child's)

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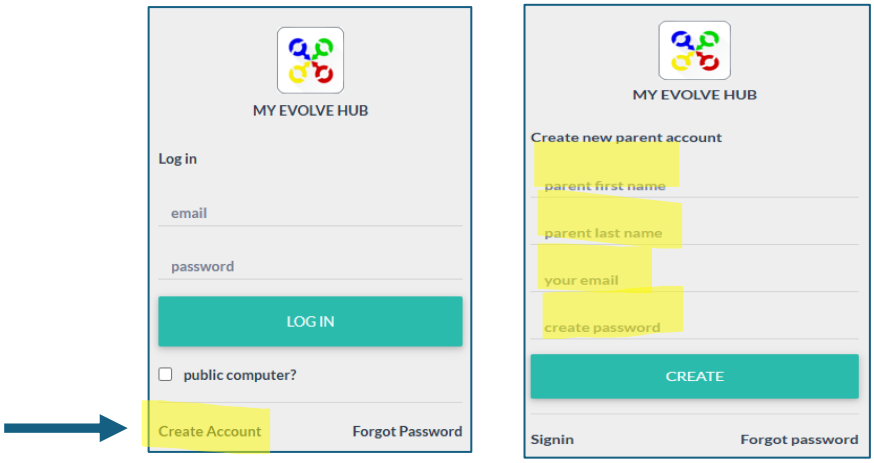
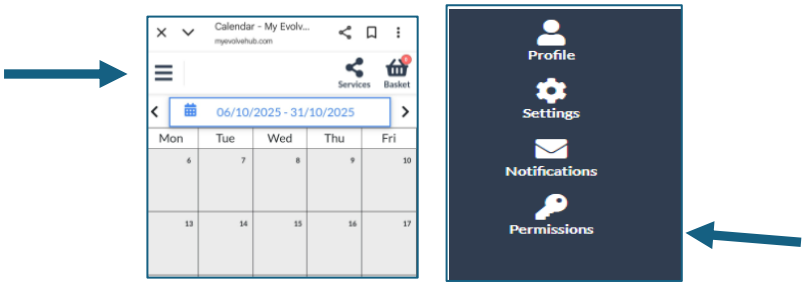


* A confirmation email will be sent to your email address. Click on the link in the email to activate your account. You will then be redirected back to MyEvolve logged in.

*To set up your child/childrens account, click on the 3 black lines at the top left to open menu options. Click on '**Permissions**'.



* Go to '**Auth Code**' and click on **'Enter'**.

* You will then need to enter a code for your child. The code will be provided by the office. Once entered click '**Authorise**'.

* A message will appear saying '**The auth code was applied successfully**'.

If you have any problems, please contact the office for help.

Thank you