## **Create Menu Templates**

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While you can copy and paste future menus on the Menu Calendar, creating a template allows you to save certain meal components to a template that can then be applied to meals as you enter them. This reduces the time spent entering components when serving the same meal.

**Note:** You must have the **Plan Menus** permission enabled on your account to create and manage menu templates. For more information or to learn how to enter templates as a sponsor, click **here**.

You can create menu templates from the Menu Templates page or from the Daily Menus page.

## In this article:

- Creating Menu Templates on the Menu Templates Page
- Creating Menu Templates on the Daily Menu Page

## **Creating Menu Templates on the Menu Templates Page**

- 1. From the menu to the left, click Menus/Attendance.
- 2. Select Menu Templates. The Menu Templates page opens.

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Menus/Attendance		
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	Sausage Omelet	0 v
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- 3. At the top of the page, select Infants or Non-Infants.
- 4. Click Add Menu.
- Click the Which Meal Would You Like to Add drop-down menu and select Breakfast, Snacks, or Lunch/Dinner.
- 6. Click the What is the Name of This Menu box and enter a name for this menu.
- 7. Click each drop-down menu and select the appropriate meal components.
- 8. When finished, click Save.

## Creating Menu Templates on the Daily Menu Page

- 1. Enter your meal components as you usually would.
- 2. Click Create Menu.
- 3. Click the **Create Menu** box and enter a name for this menu.

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4. Click Save.