

# How to Add a MEAL

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## Requirements to complete the outlined steps:

1. A community manager or an account with community manager privileges
2. Your Hosted server – <https://live.sirona.tv> (Most likely)

## One Meal at a time

### STEP 1: Login as the community manager as you are going to manage community services

Login ID - [community.manager@bestseniorliving.org](mailto:community.manager@bestseniorliving.org) (example)

Password - [xxxxxx](#)

### STEP 2: After login into the Community Manager

- Click on Community Services > **MEAL**
- Click on Meal
- Choose Start Time and Duration (For Meal timing)
- Click on **ADD MEAL** to save the meal.

The screenshot shows the 'MEAL' management interface. At the top, there is a navigation bar with tabs: COMMUNITY SERVICES, CONTENT SETUP, MEMBER MANAGEMENT, COMMUNICATION, COMMUNITY SERVICES (highlighted), REMOTE MONITORING, and USER ACTIVITIES. Below this, a secondary navigation bar includes: TEMPLATES, COMMUNITY ALBUM, ANNOUNCEMENTS, DAILY ACTIVITY, MEAL (highlighted), DISH, MENU, ALBUM FOR KIOSK, REFRESH KIOSK PAGE, DOWNLOAD COMMUNITY SERVICES EXCEL, and MANAGE SIRONA TV. The main form area contains three input fields: 'Meal \*' with the text 'Breakfast', 'Start Time \*' with a dropdown menu showing '09', '00', and 'AM', and 'Duration \*' with a dropdown menu showing '60'. Below these fields are two buttons: 'Add Meal' and 'Reset'.