

Takeout Club Program Guide

If you have a meal plan, you are eligible to participate in the Takeout Club Program in the dining halls. This program is free to all meal plan holders and to get started, just follow the steps below and enjoy!

* This program is only eligible to active meal plan holders *

Setting Up Your Account and Box Rental Credit



If you are a returning student who already has a Fill it Forward account, you will still follow the same process below to continue participating this semester.

1

Download the Fill It Forward mobile app on your iPhone or Android



Fill it Forward 4+

Always Giving
Green Menu Inc.
Designed for iPad
Free

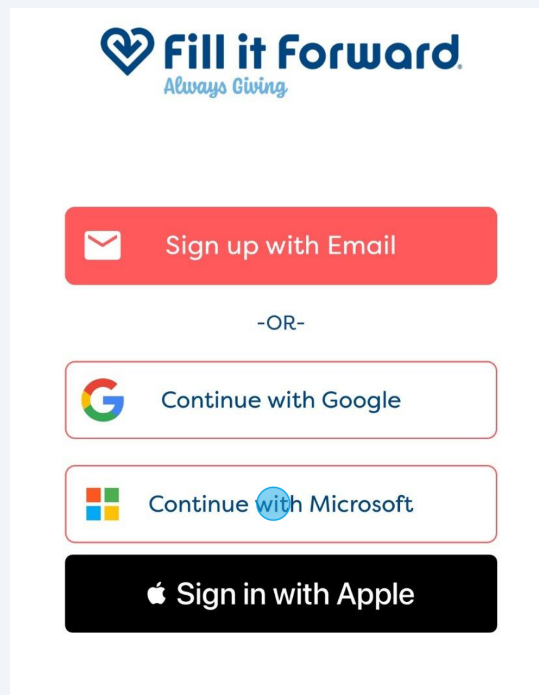


You must download the app to participate in the program. Boxes cannot be checked out without this app.

2 Click 'Sign Up'



3 Click 'Continue with Microsoft'





After your account has been set up, you will follow the same process but under 'log in' going forward.

4

Sign in with your KSU log in information. **You MUST sign up using your KSU email. Non-student emails will not be eligible to participate.**



Sign in with your organizational account

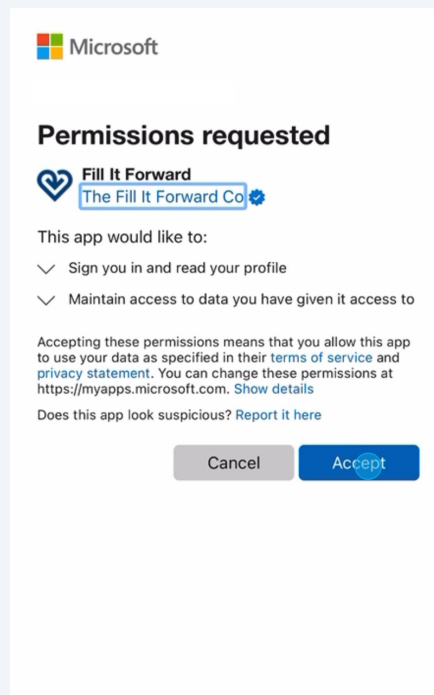
Sign in

Please use your primary E-mail address to log in

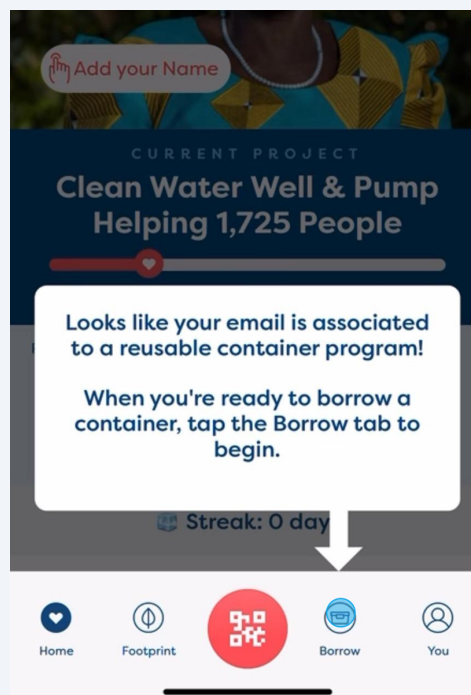
Students: [NetID]@students.kennesaw.edu

Faculty/Staff: [NetID]@kennesaw.edu

- 5 Click 'Accept' under permissions when prompted.



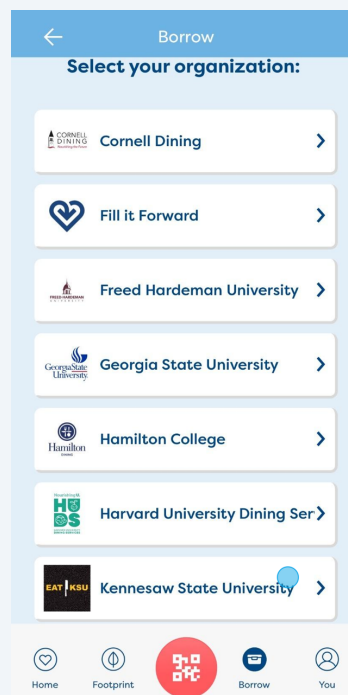
- 6 You will be automatically directed to the homepage of the app. To set up your Takeout Box Rental Credit, click on the 'Borrow' icon at the bottom of the screen.



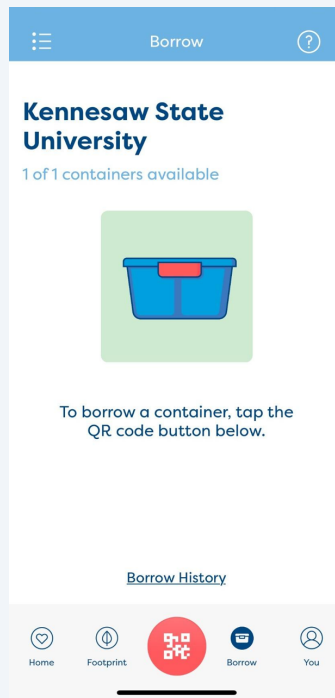
7 Click 'Get Started'



8 Select 'Kennesaw State University' on the organization list



- 9 Your box rental credit will appear and now you are ready to check out a box!



Checking Out a Box

- 10 Head over to the cashiers at the front of the dining hall at the Commons or the front desk at Stingers and let them know you would like to do takeout.

Swipe your Talon Card once if you are just doing takeout or twice if you would like to dine in and take out.

In the Fill it Forward app, click on the red barcode button to open the QR code scanner.



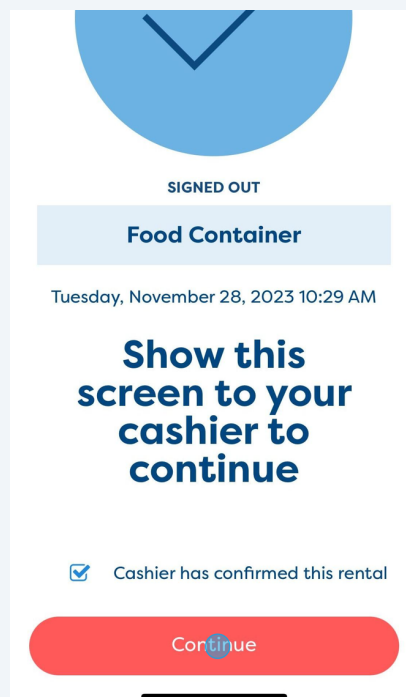
11

The cashier will hand you a takeout box with a unique QR code on it. Scan this QR code using the scanner in your app.



12

A pop up will appear to let you know that the box was successfully checked out to you. Now, you are ready to fill up your box and enjoy!





When you check out a box, your credit in the 'Borrowed' tab of the app will change to '0 of 1 credits available' and you will see a due date at the bottom with the return due date.

You can only check out one box at a time and cannot check out a new box until the old box is returned.



Returning Your Box

13

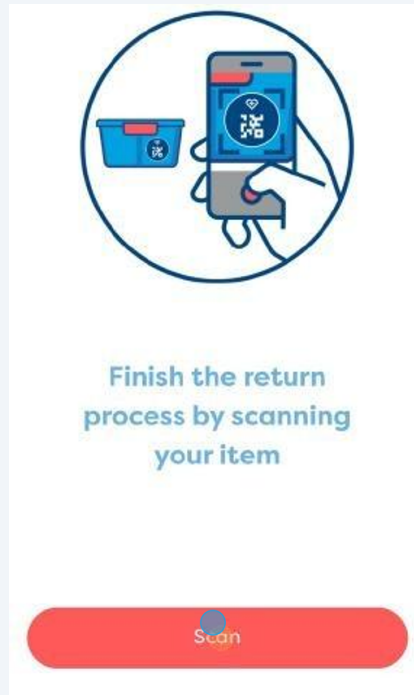
When you're done with your box, bring it back on your next visit to the dining hall and with the cashiers, you will:

- Pull up the Fill it Forward app on your phone
- Click the red barcode button to pull up the scanner
- Scan the big return poster



14

You will then be prompted to scan the takeout box you are returning. Click 'Scan' to open the scanner again and scan the QR code on your box.



15

Once the return has successfully been completed, you will receive a pop up message with a blue check mark.

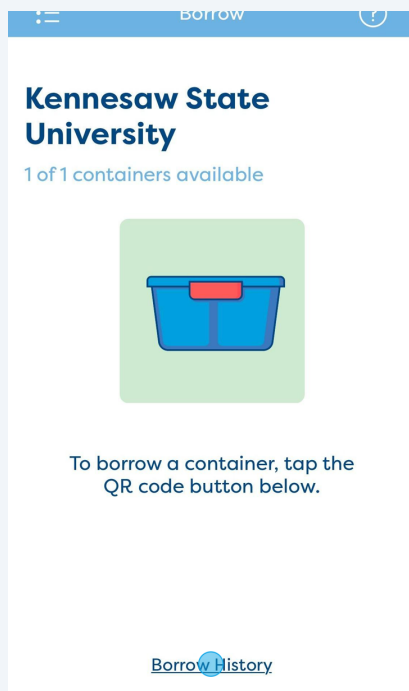
You can now follow the regular check out process to get a new box, or if you do not want to do takeout on this visit, the box rental credit will remain available for you to use another time.



View Your Transaction History

16

If you want to check your takeout box history, you can do this anytime by going to the 'borrowed' tab in the Fill it Forward app, then click 'Borrow History'



17 Every checkout/return you make will show here.

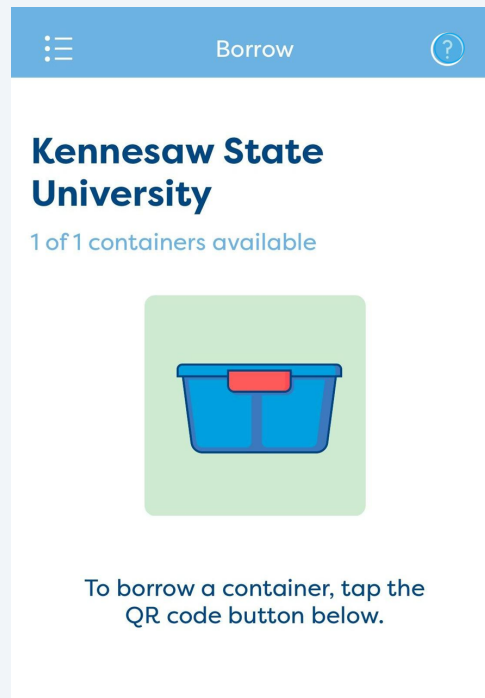
If you ever have questions about your history, you may stop by the meal plan office for assistance or submit a dining contact form on the dining website and the meal plan manager will reach out to assist.



FAQ's

18

If you have any questions regarding the Takeout Club Program, you can view a list of FAQ'S in the app by going to the 'Borrowed' tab, then click the '?' at the top.



19

Review all the FAQ's for information on the Takeout Club policies and practices. If you have a question that is not listed on the FAQ, please submit a dining contact form for assistance any time.

