



How to Set up a Meal Train Plus Page

Would you like to coordinate meals or other support for yourself or another sangha member? Open a Meal Train Plus page and invite others to sign up.

Here is how to open a MealTrain page under KCC's account.

Go to www.mealtrain.com

Click the first option: "Start a Meal Train Page"

Enter: Recipient Name, email

Click: Next

Enter: Recipient address where meals or other services will be delivered

Click: Next

Click: Dates on the calendar when you would like meals or other services delivered

Click: Next

Enter: Special instructions, dietary restrictions, etc.

Click: Next

For the donation goal, click: Other Then click: Donations are not needed for this Meal Train page.

(If you do want to allow for donations, the recipient must enter their bank account information to receive the funds directly.)

Click: Continue

Click: Sign In

Enter Username: communitylifefservicegroup@gmail.com

Enter Password: Bodhicitta10!

Click: Sign In

Click: View My Meal Train Page

To Upgrade to Meal Train Plus to add multiple meals per day, multiple slots per day, or more activities to your page.

Click: Edit Page

Click: Scroll to the bottom, click Upgrade to Meal Train Plus and follow the prompts

If you want to make changes:

Click: Edit Page

Choose the change category, edit, save your changes and use the back button to return to your Meal Train Page.

Click: Share

Click: Invitation Tool

Enter: Email addresses of those you are inviting to participate. (You may also send the link through regular email.)

Click: Send

Congratulations! You have created a Meal Train page. To make revisions or keep tabs on sign-ups, sign-in to Meal Train with username: communitylifefservicegroup@gmail.com and password: Bodhicitta10!

Donations to support a sangha member's Meal Train may be made by using the Donate button at kcc.org. Direct the donation through your description.

FYI KCC will reimburse cooks for groceries or gas up to \$9 per sign up. If you use Meal Train under KCC's account, you don't need receipts to request reimbursement. Simply email Cynthia to request reimbursement.

Email cynthia@kcc.org.



Need help? Email NeedsandCare@KCC.org.

11/3/2025