

**QR Code Flyer instructions**

The goal of the QR code flyer is to have the enrollment form be more accessible to students.

1. When in your enrollment form, click the “send” button in the top right corner. Click the paper clip icon in the middle and copy the link.
2. Go to any free online QR code generator, such as <https://www.qr-code-generator.com/> and paste the link into the specified spot on the website. This should automatically generate a QR code.
3. Save the QR code to your computer as an image.
4. Go into the QR Code Flyer document sent to you by your Every Meal Program Coordinator.
5. Delete the text from the middle and insert the image of the QR Code. In Word, the file path will be Insert>Picture>From File. (File path may vary depending on your version of Word.)
6. Print the document and hang in areas visible to students. Some options may include on bulletin boards, in stairwells or elevators, or on doors. Consider also hanging the flyer on the inner doors of bathroom stalls for students to scan the code discreetly.

**Scroll to next page for QR code flyer.**

Text

Description automatically generated with medium confidence

**\*insert QR Code here as a photo\***

**Would you like to take home a FREE bag of nonperishable groceries on Fridays? Scan the code to sign up for the weekend food program. Choose from 5 different bag types!**