

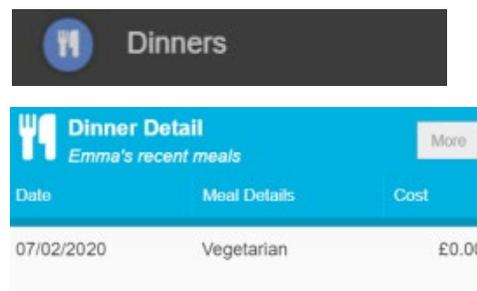
My Child at School (MCAS) – Online Payments and Dinner Money Parent Guide

This guide explains how to use the Online Payments and Dinner Money features via MCAS using a web browser. These features within the MCAS App will also be available, but screen shots shown below will look slightly different.

Dinners

The Dinners option is accessible from both the Menu Bar and a Widget.

The Dinner Detail Widget, displays the last Meals that have been taken.



Clicking on the **More** button will display the last **Meals** taken and the **Dinner Money Payment Details**

The screenshot shows the 'Dinners' page with a filter for 'Transactions between: 01/01/2019 and 18/02/2020'. Below are two tables. The first table is 'Dinner Details' with columns 'Dinner Date', 'Meal Detail', and 'Cost'. The second table is 'Payment Details' with columns 'Payment Date', 'Payment Detail', and 'Amount'.

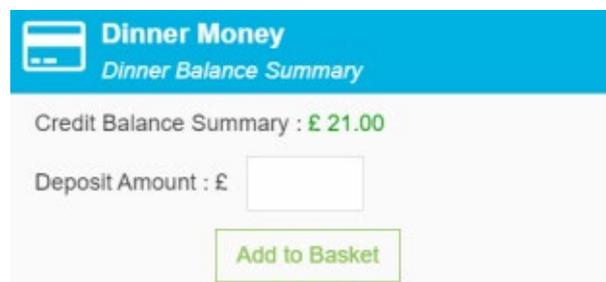
Dinner Date	Meal Detail	Cost
07/02/2020	Vegetarian	£0.00

Payment Date	Payment Detail	Amount
21/01/2020 11:09:18	Dinner Money Deposit for Emma Adesiyani	£3.00
21/01/2020 11:06:51	Dinner Money Deposit for Adesiyani Emma	£5.00

Dinner Money

The **Dinner Money** option is accessible only as a **Widget** in a web browser.

The **Widget** displays the current **Credit Balance Summary** and gives the option to top-up the **Balance**.



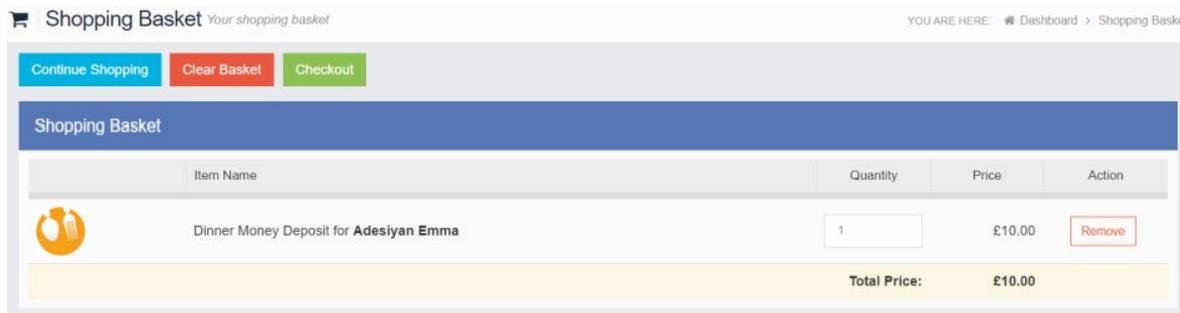
To do this enter the amount in the **Deposit Amount** box and click the **Add to Basket** button.



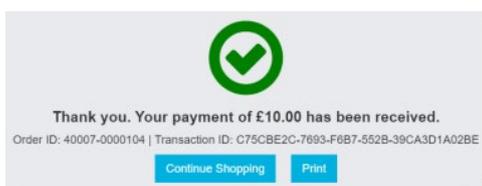
The **Shopping Basket** icon  on the top bar will now display that you have 1 item in the **Basket**, click here to open the **Basket** and view the contents, the item can be removed by clicking on the **X** to the right.

To continue click on the green **Checkout** bar at the bottom to page, which will open the **Shopping Basket**.

Here you can click the **Continue Shopping** button to open the **School Shop** and add more items, the **Clear Basket** button to empty the **Basket** or the **Checkout** button to continue and make your payment.



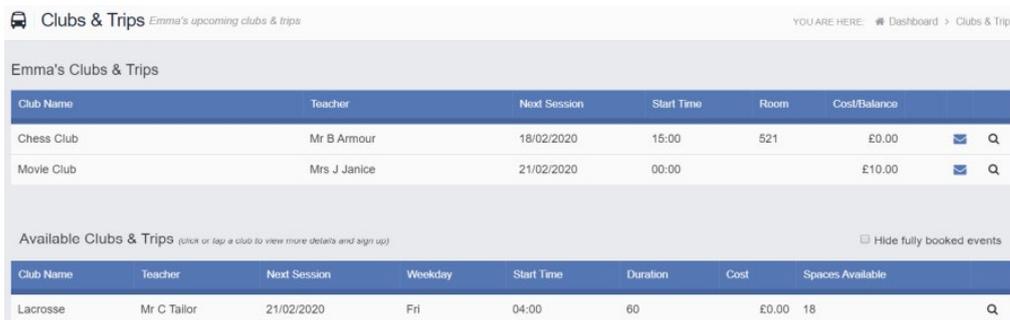
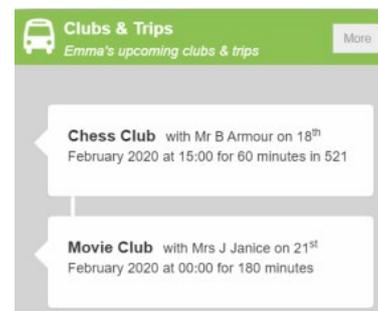
Enter your **Payment Details** on the following page, once verified and paid a **Confirmation** message will be given and the **Credit Balance Summary** updated on the **Widget**.



Clubs & Trips

The Clubs & Trips option is accessible from both the Menu Bar and a Widget.

The Widget displays the current Clubs & Trips for the Student and any that are available to be booked.



Clicking on a **Club** in which the **Student** is already a member will display details for that **Club**.

Clicking on a **Club** that is available will open the booking details – this will allow you to **Enrol Now**. If the **Club** is a **Free Club** the student will be enrolled and this **Club** will be added to the current Clubs list. If the Club is to be paid for the amount due will be displayed with an **Add to Basket** option.

Some **Clubs** will give the option to select preferred days – click on the days the **Student** is to attend the sessions, these will display a green tick in a circle. When finished click on the **Enrol** button.

A **Confirmation** message will be shown – click on **Proceed** button to continue, the **Club** will then be added to the current **Clubs** section with the amount to be paid. Click on **Add to Basket** button to pay.

