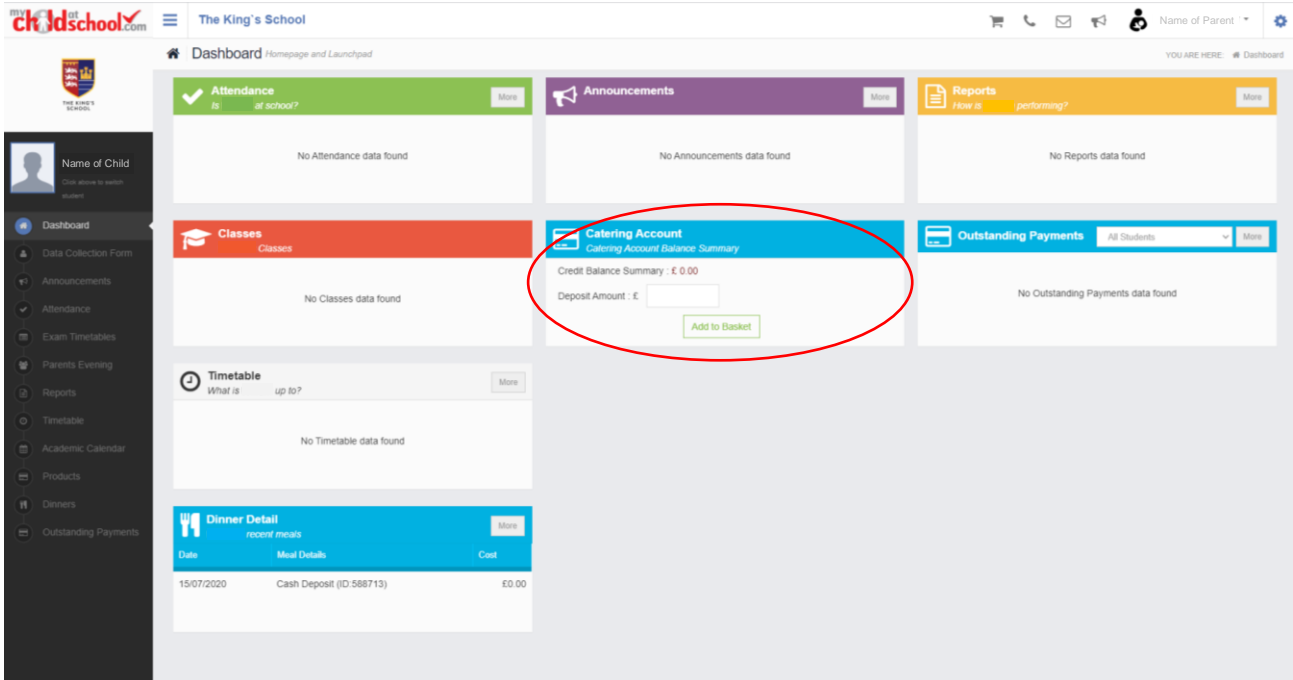


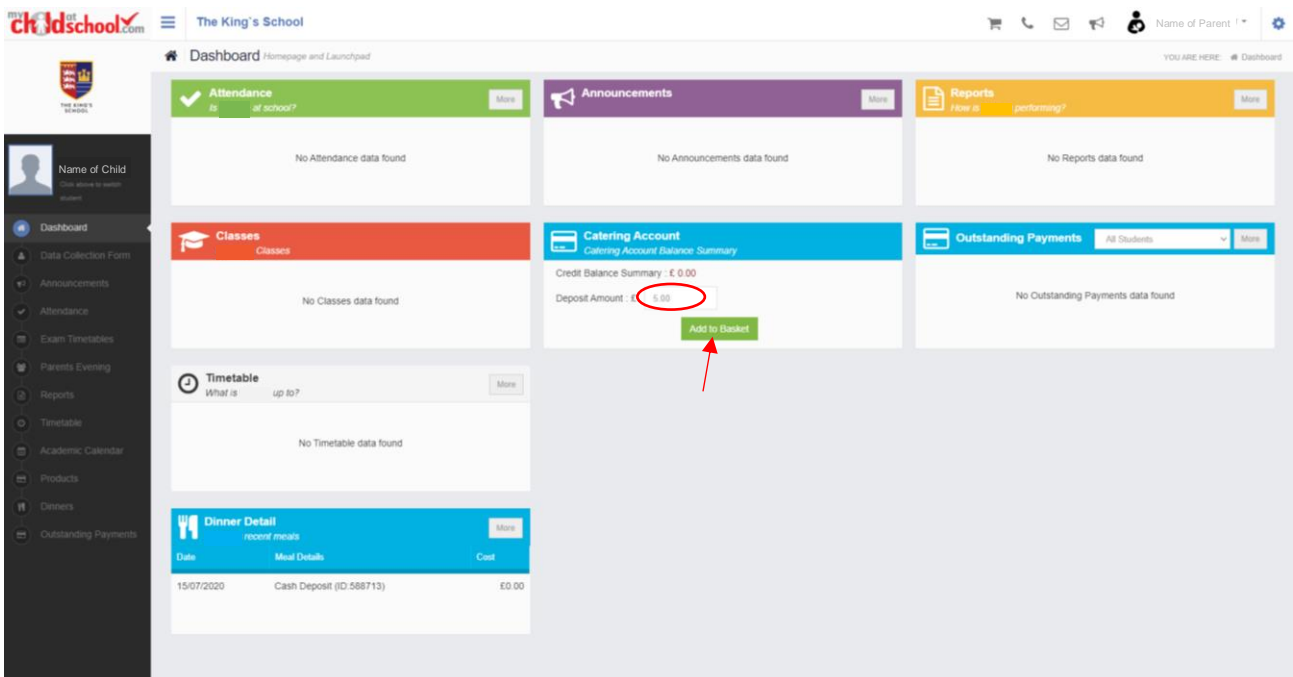


How to Top up a Catering Account/Student Dinner Balance on My Child at School (MCAS)

Locate the Catering Account tab on the Dashboard.



Enter a deposit amount for dinner money balance, in this example £5.00, and then click on add to basket. This will then show as an item in the shopping basket.






Click on the Shopping Basket to check out. You will then see the page below, click on checkout item.

The screenshot shows the dashboard for 'The King's School'. In the top right corner, there is a shopping basket icon with a red notification bubble containing the number '1'. A dropdown menu is open, showing a 'Dinner Money Deposit for' item with a quantity of 'x1' and a price of '£5.00'. Below this, a green button labeled 'Checkout 1 item - £5.00' is highlighted with a red arrow. The dashboard also features sections for Attendance, Announcements, Classes, Catering Account, Outstanding Payments, Timetable, and Dinner Detail.

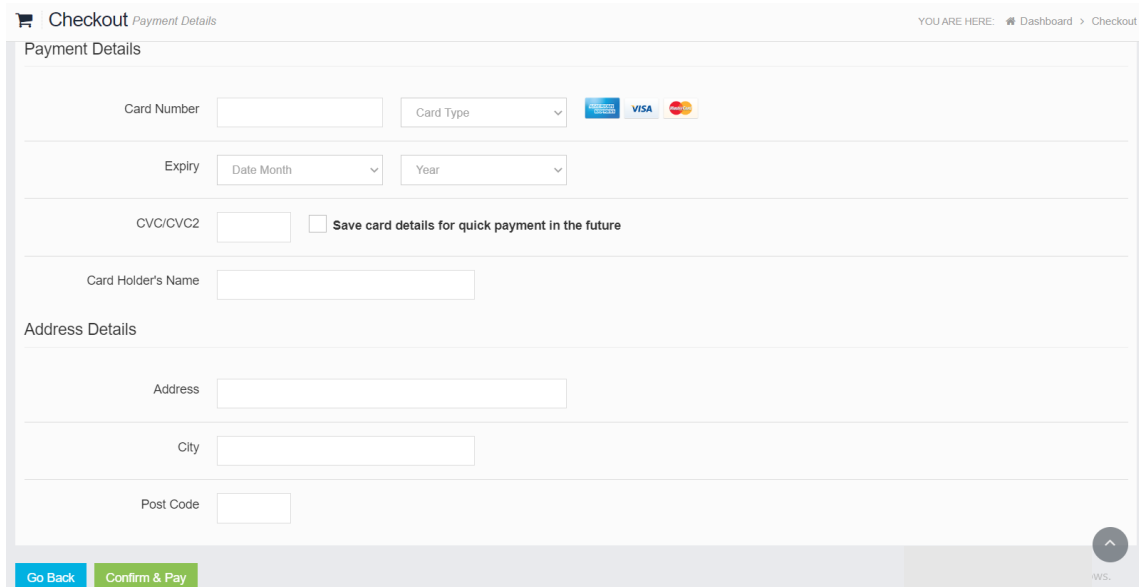
This will take you to the screen below. Click on checkout if you are happy with the quantity and price.

The screenshot shows the 'Shopping Basket' page. At the top, there are three buttons: 'Continue Shopping' (blue), 'Clear Basket' (red), and 'Checkout' (green), with the 'Checkout' button circled in red. Below the buttons is a table with the following content:

Item Name	Quantity	Price	Action
 Dinner Money Deposit for <i>Name of Child</i>	1	£5.00	Remove
Total Price:		£5.00	



On the secure webpage, input your Payment Details and Address Details. Click on 'Confirm & Pay' when you are ready.



The screenshot shows a checkout page titled "Checkout Payment Details". At the top right, it says "YOU ARE HERE: Dashboard > Checkout". The page is divided into two main sections: "Payment Details" and "Address Details".

Payment Details:

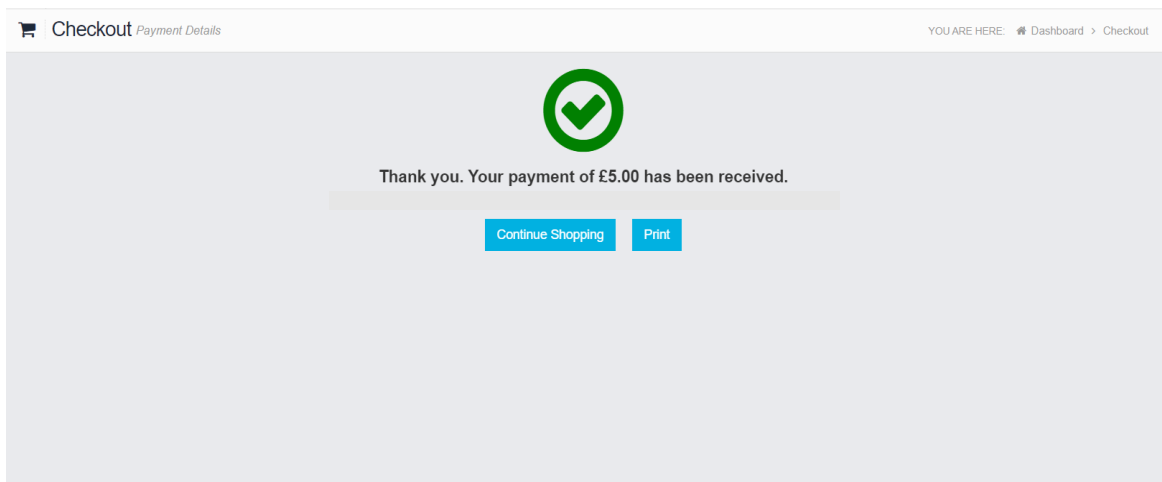
- Card Number: [input field]
- Card Type: [dropdown menu] with icons for American Express, VISA, and MasterCard.
- Expiry: [Date Month dropdown] and [Year dropdown].
- CVC/CVC2: [input field] with a checkbox labeled "Save card details for quick payment in the future".
- Card Holder's Name: [input field]

Address Details:

- Address: [input field]
- City: [input field]
- Post Code: [input field]

At the bottom left, there are two buttons: "Go Back" (blue) and "Confirm & Pay" (green). At the bottom right, there is a small circular icon with an upward arrow and the text "iWS."

You will then receive the following message and have the option to print the receipt.



Log out if you do not wish to continue shopping.