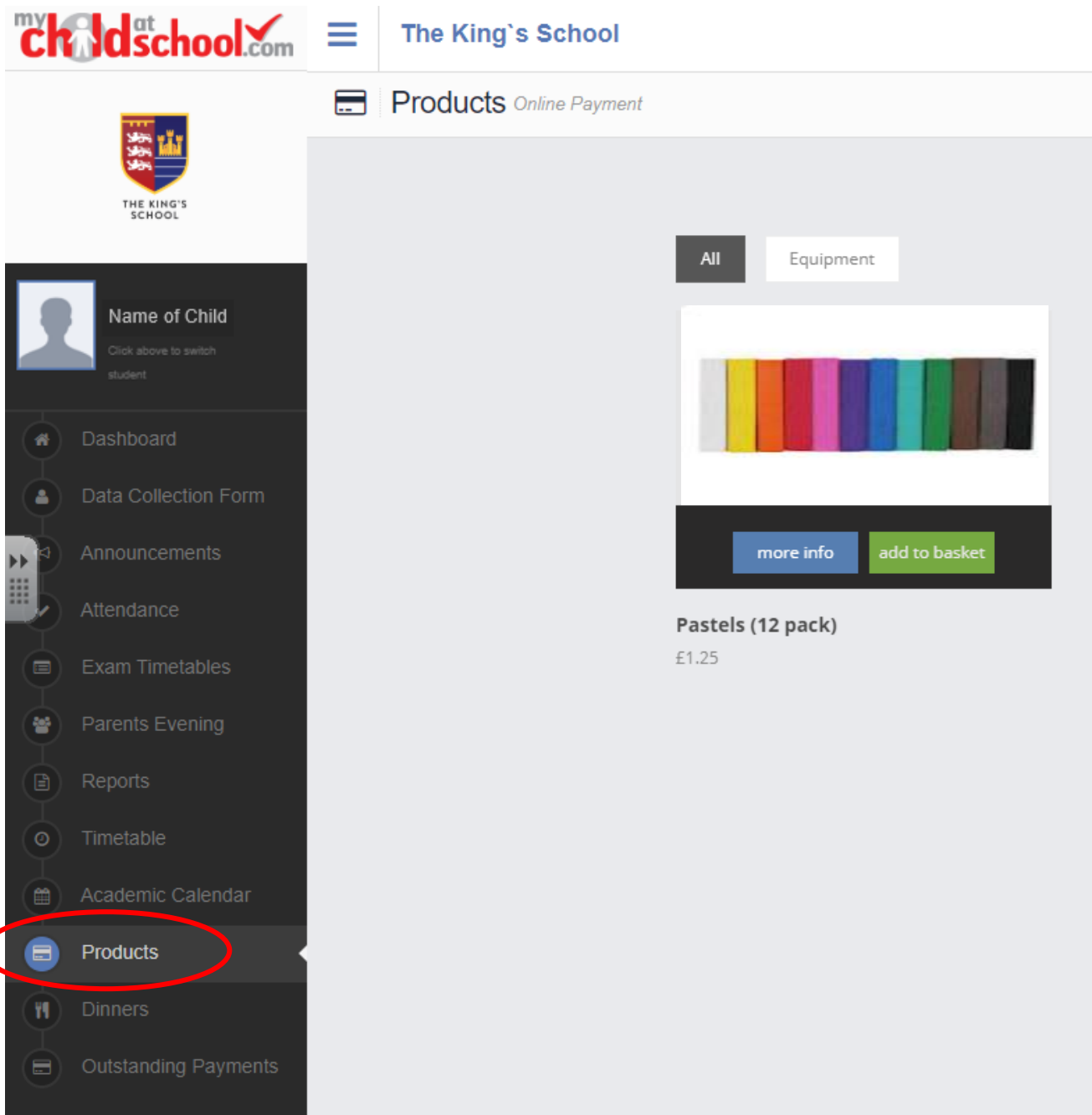




## How to Purchase Items in the School Shop on My Child at School (MCAS) Online

Select 'Products' from the sidebar menu.

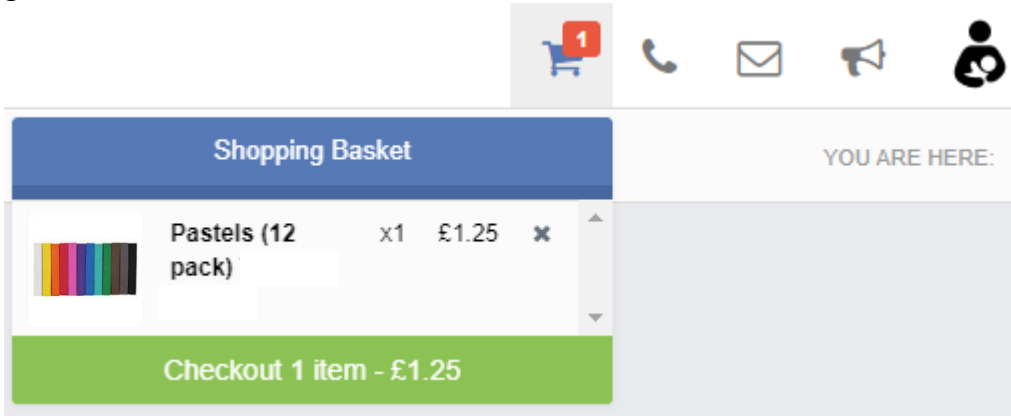


The screenshot shows the 'my child at school.com' interface for 'The King's School'. The sidebar menu on the left contains the following items: Dashboard, Data Collection Form, Announcements, Attendance, Exam Timetables, Parents Evening, Reports, Timetable, Academic Calendar, **Products** (circled in red), Dinners, and Outstanding Payments. The main content area is titled 'Products Online Payment' and features a filter for 'Equipment'. A product card for 'Pastels (12 pack)' is displayed, showing a pack of 12 colored pastels and a price of £1.25. Below the product image are two buttons: 'more info' and 'add to basket'.

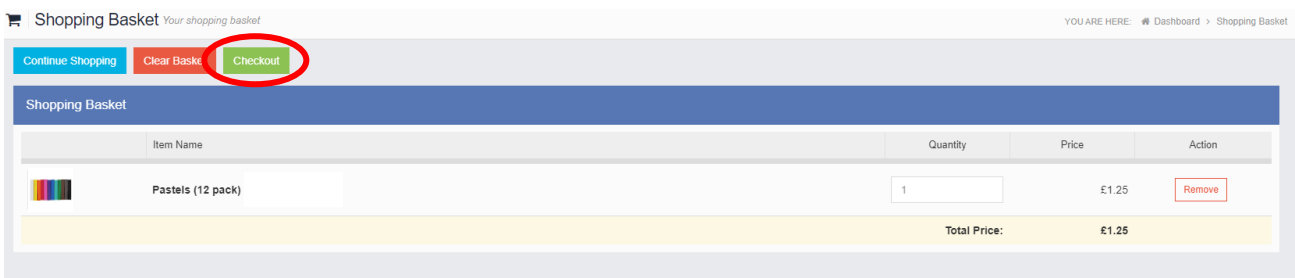
Hover over the images of the items you wish to purchase to select the 'add to basket button'.



Once your item/s have been added to basket, select the 'Shopping Trolley' icon, then select the green bar to checkout.



From the Shopping Basket view, go to the green 'Checkout' bar.



Complete the Payment & Address Details, then select 'Confirm & Pay'.

