

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

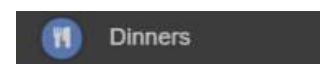
This guide explains how to use the Online Payments and Dinner Money features via MCAS using a web browser. These features within the MCAS App will also be available, but screen shots shown below will look slightly different.

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**



Dinner Detail Emma's recent meals		
Date	Meal Details	Cost
07/02/2020	Vegetarian	£0.00

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 Adesiyen	£3.00
21/01/2020 11:06:51	Dinner Money Deposit for Adesiyen 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**.

Dinner Money
 Dinner Balance Summary

Credit Balance Summary : £ 21.00

Deposit Amount : £

Add to Basket

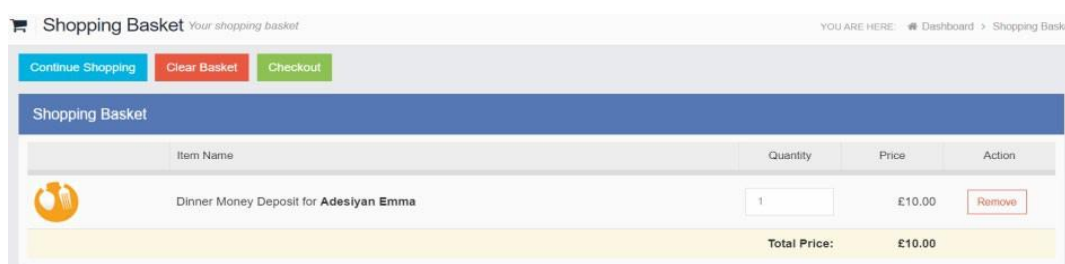
To do this enter the amount in the **Deposit Amount** box and click the **Add to Basket** button.



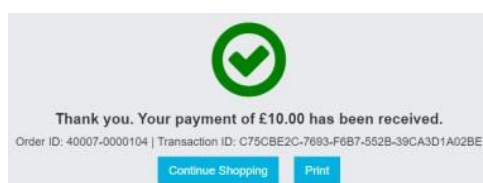
The **Shopping Basket** icon  on the top bar will now display that you have 1 item in the **Basket**, click here to open the **Basket** and view the contents, the item can be removed by clicking on the **X** to the right.

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**.



Dinner Money
 Dinner Balance Summary

Credit Balance Summary : £ 21.00

Deposit Amount : £

Add to Basket

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.

 Clubs & Trips Emma's upcoming clubs & trips

YOU ARE HERE: [Dashboard](#) > Clubs & Trips

Emma's Clubs & Trips

Club Name	Teacher	Next Session	Start Time	Room	Cost/Balance		
Chess Club	Mr B Armour	18/02/2020	15:00	521	£0.00		
Movie Club	Mrs J Janice	21/02/2020	00:00		£10.00		

Available Clubs & Trips (click on tag a club to view more details and sign up) Hide fully booked events

Club Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost	Spaces Available	
Lacrosse	Mr C Tallor	21/02/2020	Fri	04:00	60	£0.00	18	

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.

 Clubs & Trips Emma's upcoming clubs & trips

YOU ARE HERE: [Dashboard](#) > Clubs & Trips

Emma's Clubs & Trips

Club Name	Teacher	Next Session	Start Time	Room	Cost/Balance		
Chess Club	Mr B Armour	18/02/2020	15:00	521	£0.00		
Lacrosse	Mr C Tallor	21/02/2020	04:00		£0.00		
Movie Club	Mrs J Janice	21/02/2020	00:00		£10.00		
Red Hot Chili Club	Ms C Andrews	04/03/2020	16:30	N50	-£65.00		

 Clubs & Trips

Emma's upcoming clubs & trips More

Chess Club with Mr B Armour on 18th February 2020 at 15:00 for 60 minutes in 521

Movie Club with Mrs J Janice on 21st February 2020 at 00:00 for 180 minutes

Type: Club Main Teacher: Ms C Andrews

Club Name: Red Hot Chili Club

Description: Spicy Cookery

Next Session: Wed 04/03 Places: 10

Start Time: 16:30 Spaces Available: 10

Session Length: 120 mins Cost Per Session: £65.00

Sessions: ☒ Spaces Available ☐ Session Full ☐ Enrolled/Booked Sessions ☐ Unavailable

Use the grid below to select each session you would like your child to attend. When you click 'Enrol', your child will be enrolled into all the sessions you have chosen.

Week	Wednesday	Thursday
17/02		
24/02		
03/03		
09/03		
16/03		
23/03		
30/03		
06/04		
13/04		
20/04		
27/04		
04/05		
11/05		
18/05		
25/05		
01/06		
08/06		
15/06		
22/06		
29/06		
06/07		
13/07		
20/07		

Enrol Close