



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

**MCAS**

**How to top-up Dinner Money**

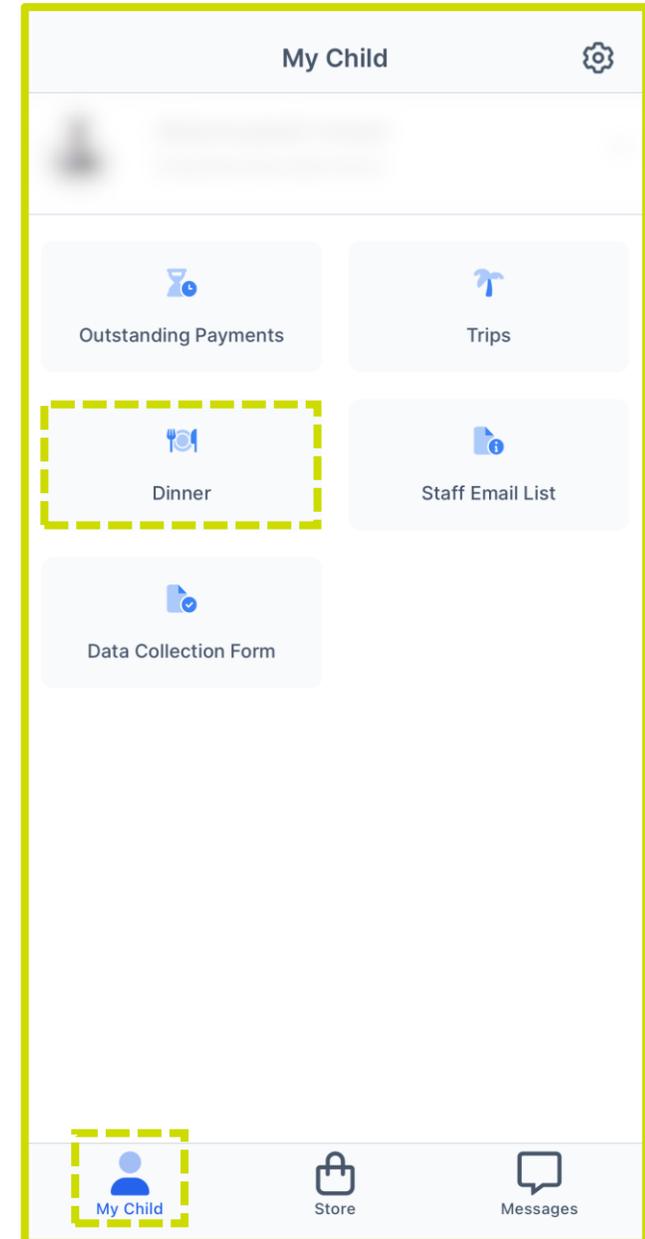
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## MCAS How to top-up Dinner Money

- Open the **MyChildAtSchool** app
- Make sure you have the **My Child** tab selected from the bottom bar
- Tap on the **Dinner** option



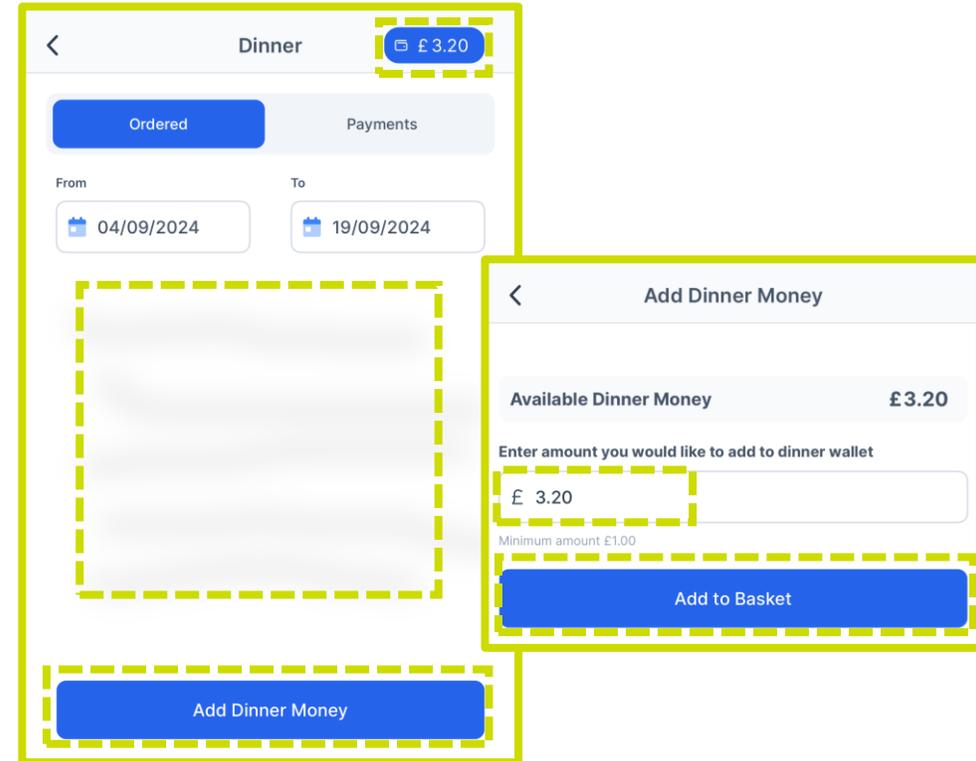


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## MCAS

# How to top-up Dinner Money

- Your child's **current balance** will be displayed in the upper-right corner
- You can also see their recent **dinner transactions** in the centre of the screen
- Tap **Add Dinner Money**
- On the next screen, enter the **amount** you wish to top-up by
- Tap **Add to Basket**



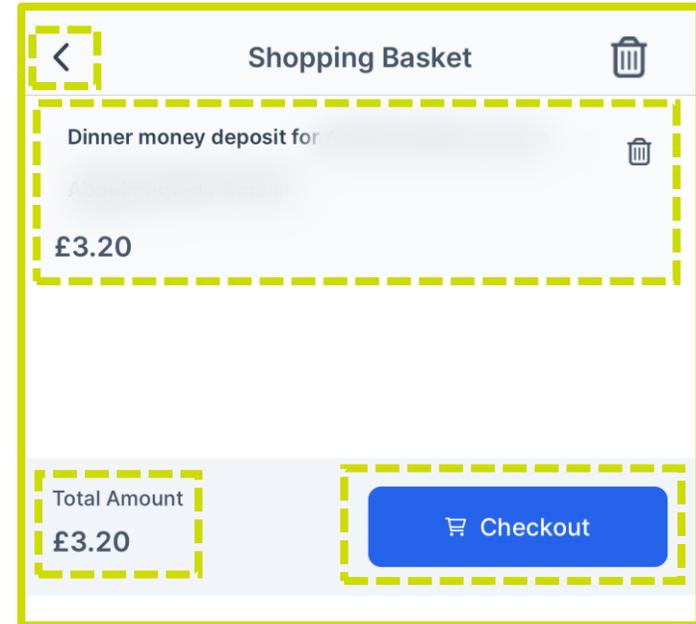


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## MCAS

# How to top-up Dinner Money

- You will be taken to the **Basket** screen
  - \*If you have multiple children and want to top-up in one transaction:
    - Tap the **back arrow** until you reach the **My Child** screen
    - Tap your **child's name** at the top
    - Tap on the **next child's name**
    - Repeat the **previous steps** used for the first child
    - You should now see multiple **items** in the **Basket**
- The **total amount** will be displayed in the lower-left corner
- When you are ready to pay, tap **Checkout**





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## MCAS How to top-up Dinner Money

\* If you have already added a card/address, skip the below steps and tap **Next**

- Tap the **plus icon (+)**
- Enter your address details, then tap **Update Address**
- You will see the new address selected.
- Tap/tick the **Save Information** option
- Tap **Next**

The image displays two screenshots from the MCAS mobile application. The left screenshot, titled 'Checkout', shows the 'Payment Options' section with a 'Pay by Card' button. Below it is a card payment summary showing masked numbers (\*\*\*\* \* \* \* \* XXXX) and the text 'Pay by New Card' and '01/0001'. There is a 'Save Information for future payments' option with a checked checkbox. Below that is the 'Saved Addresses' section with a plus icon (+) to add a new address. At the bottom, the 'Total Amount' is £3.20 and there is a 'Next' button. The right screenshot shows the 'Address Details' form with fields for 'Address', 'City', and 'PostCode'. Below the form are two buttons: 'Update Address' and 'Delete Address'. Dashed yellow boxes highlight the plus icon in the 'Saved Addresses' section and the 'Update Address' and 'Delete Address' buttons in the second screenshot.



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## MCAS How to top-up Dinner Money

- Enter your **card details** in the necessary boxes
- Tap **Make Payment**

**Bromcom**  
No.1 Choice for Cloud MIS & Finance

**Order summary**

**Reference:**  
12830-0078649-091836

**Description:**  
Student Dinner Money Deposit for [redacted]  
x 1, £3.20

**Amount (GBP):**  
£3.20

**Payment details**  
\* Indicates a required field

**Card number \***  
[redacted]

**Cardholder's name \***  
[redacted]

**Expiry date \***  
[redacted] / [redacted]

**Security code**  
[redacted]  3 digits on the back of the card or 4 digits on the front of card

**Make Payment**

**Cancel**

When you submit your transaction for processing by Worldpay you confirm your acceptance of [Worldpay's privacy policy](#)



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## MCAS

# How to top-up Dinner Money

- At this point you will likely be prompted to authorise the transaction – this is separate to MCAS
  - **This process will vary depending on your card provider, so we are unable to provide an example**
  - Approve the transaction as instructed by them to complete the payment
-



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