



**CHELTENHAM
BOURNSIDE
SCHOOL**

MCAS

How to pay for events or items

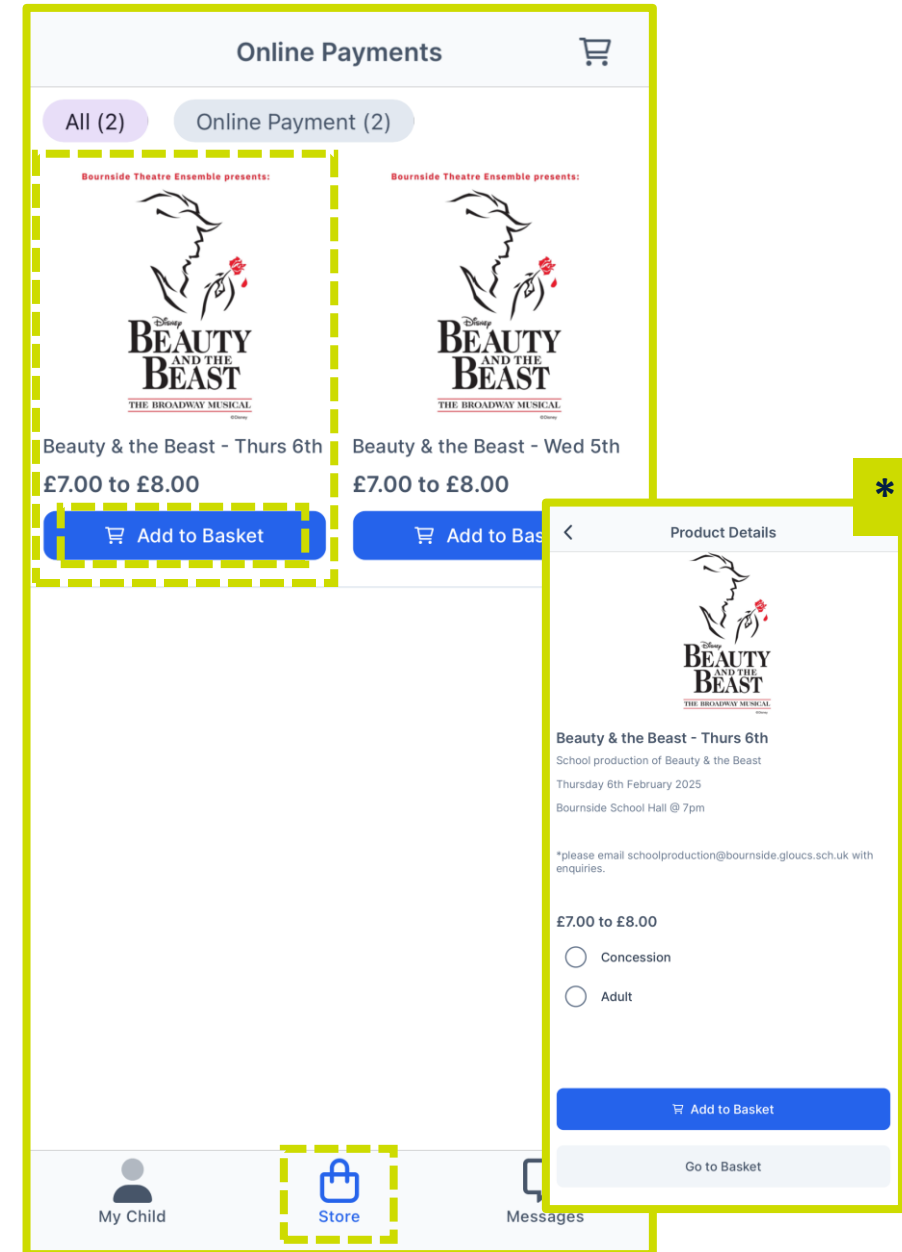


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- Open the **MyChildAtSchool** app
- Tap the **Store** tab in the middle
- Find the product you wish to purchase, then tap **Add to Basket**
- * You can also tap on the title/image of the product to view more information on it



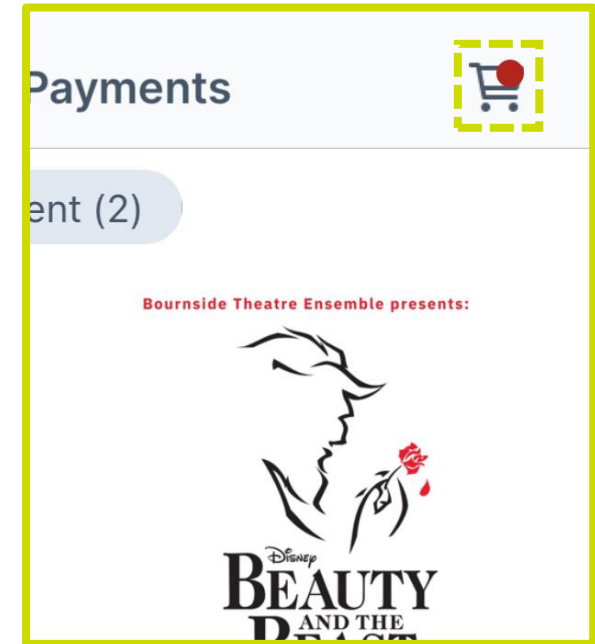


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- You'll see a **red dot** appear on the basket icon in the upper-right corner
- When you've added the necessary products, tap the **basket**



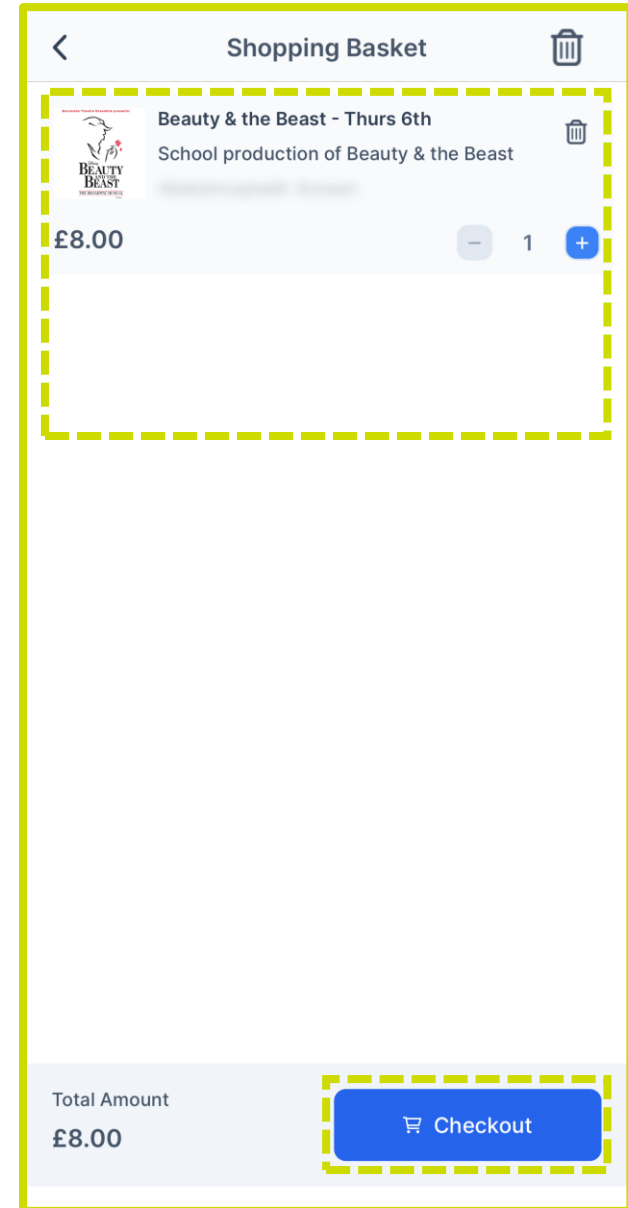


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- The **product(s)** will be shown in your basket - you can amend the quantity or remove them entirely
- Tap **Checkout**





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* 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 screenshot displays the 'Checkout' screen of the MCAS app. It is divided into two main sections: 'Payment Options' on the left and 'Address Details' on the right. The 'Payment Options' section includes a 'Pay by Card' button, a card details input field (masked with '**** * * * * XXXX'), a 'Pay by New Card' button, and a 'Save Information for future payments' toggle. Below this is a 'Saved Addresses' list with a plus icon to add a new address. The 'Address Details' section contains input fields for 'Address', 'City', and 'PostCode'. At the bottom of the 'Address Details' section are 'Update Address' and 'Delete Address' buttons. A 'Total Amount' of £3.20 is shown at the bottom left, and a 'Next' button is at the bottom right. The entire form is highlighted with a yellow dashed border.




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







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 *

Cardholder's name *

Expiry date *

 /

Security code

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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- 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





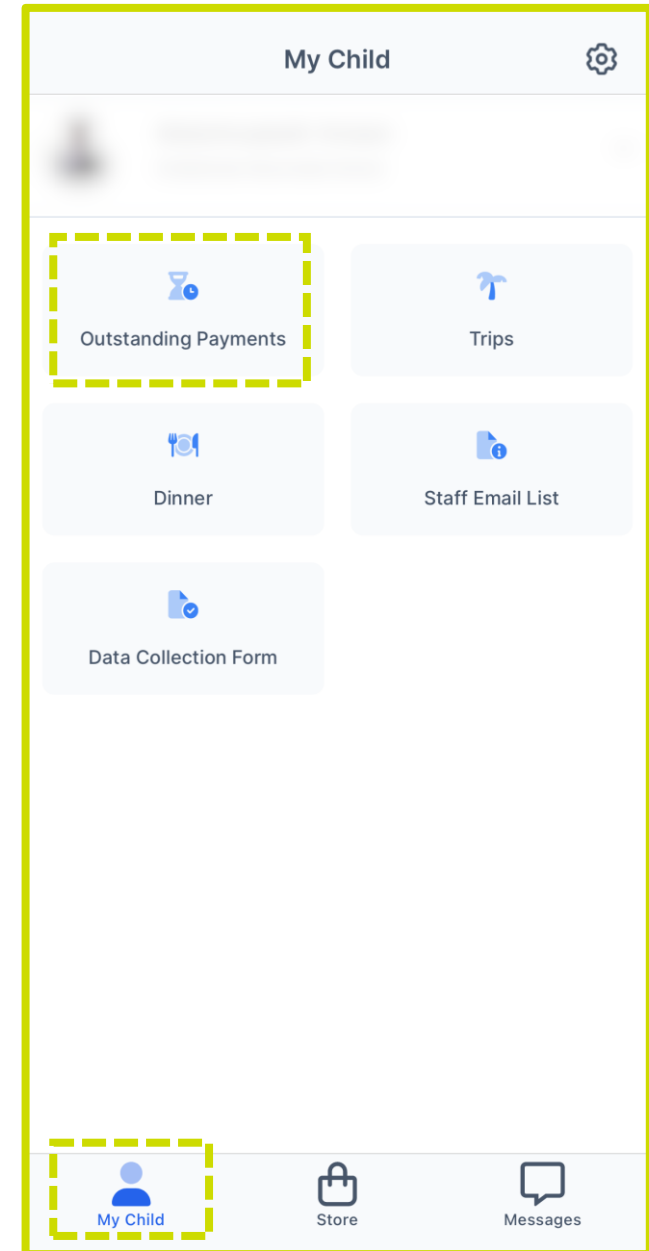
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To pay for further instalments:

- Tap the **My Child** tab in the lower-left corner
- Tap **Outstanding Payments**





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