



**CHELTENHAM
BOURNSIDE
SCHOOL**

MCAS

How to join and pay for a trip

Empowering lives through learning

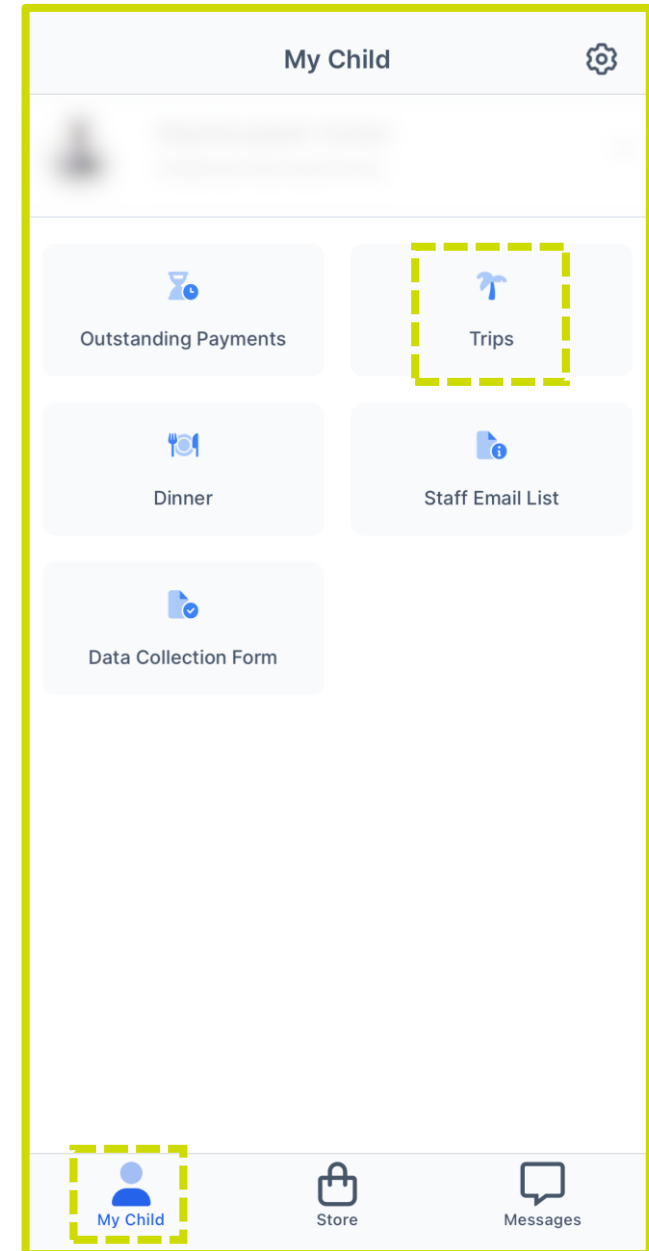


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How to join and pay for a trip

- Open the **MyChildAtSchool** app
- Tap the **My Child** tab in the lower-left corner
- Tap on **Trips**

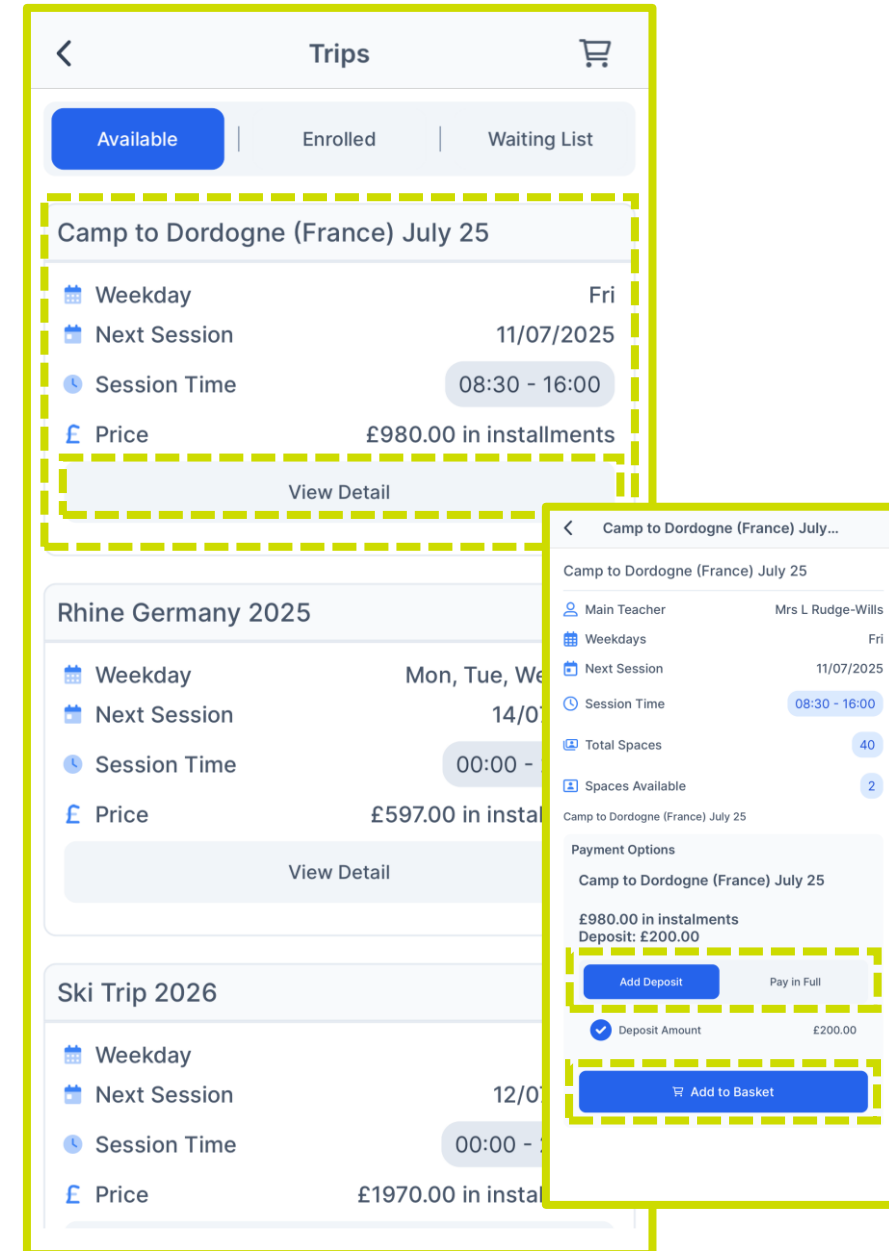




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How to join and pay for a trip

- Find the trip you wish to join, then tap **View Detail**
- You can choose to pay either **Deposit** or **Full Amount**
- Tap **Add to Basket**



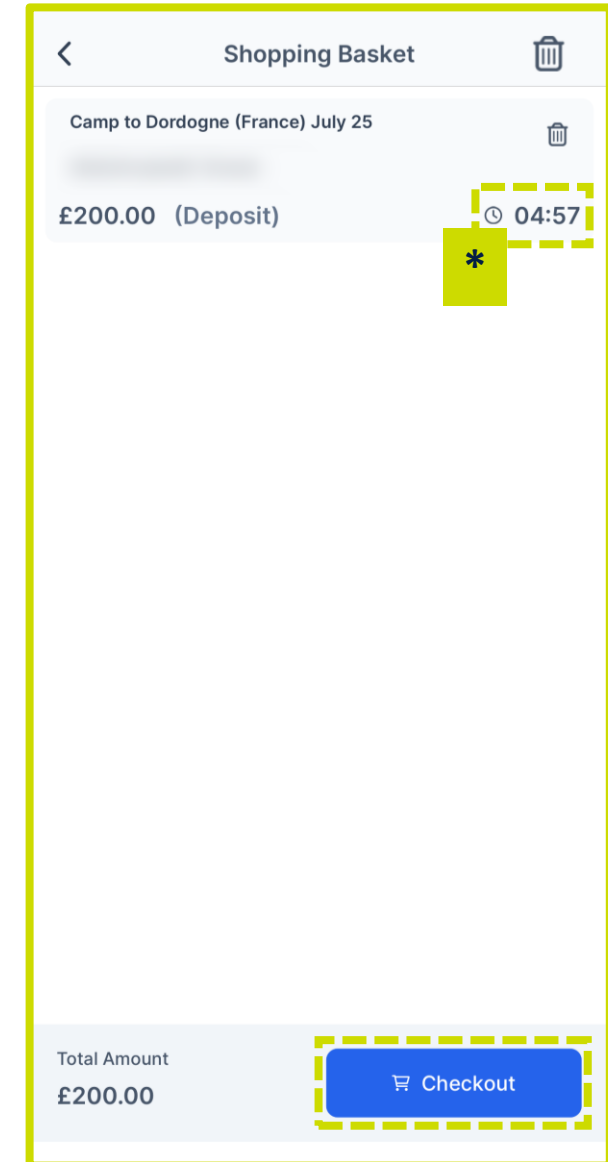


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How to join and pay for a trip

- You will be automatically taken to the **basket**
 - Tap **Checkout**
- * You will have 5 minutes to complete the checkout process and secure a place on the trip





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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 image displays two screenshots of the MCAS app interface during the checkout process.

Left Screenshot (Checkout):

- Header: Checkout
- Payment Options: Pay by Card, Pay by New Card (01/0001)
- Save Information for future payments (checked)
- Saved Addresses: List of saved addresses with a plus icon (+) to add a new one.
- Total Amount: £3.20
- Next button (highlighted with a yellow dashed box).

Right Screenshot (Address Details):

- Header: Address Details
- Address: Input field (highlighted with a yellow dashed box).
- City: Input field (highlighted with a yellow dashed box).
- PostCode: Input field (highlighted with a yellow dashed box).
- Update Address button (highlighted with a yellow dashed box).
- Delete Address button.



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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

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





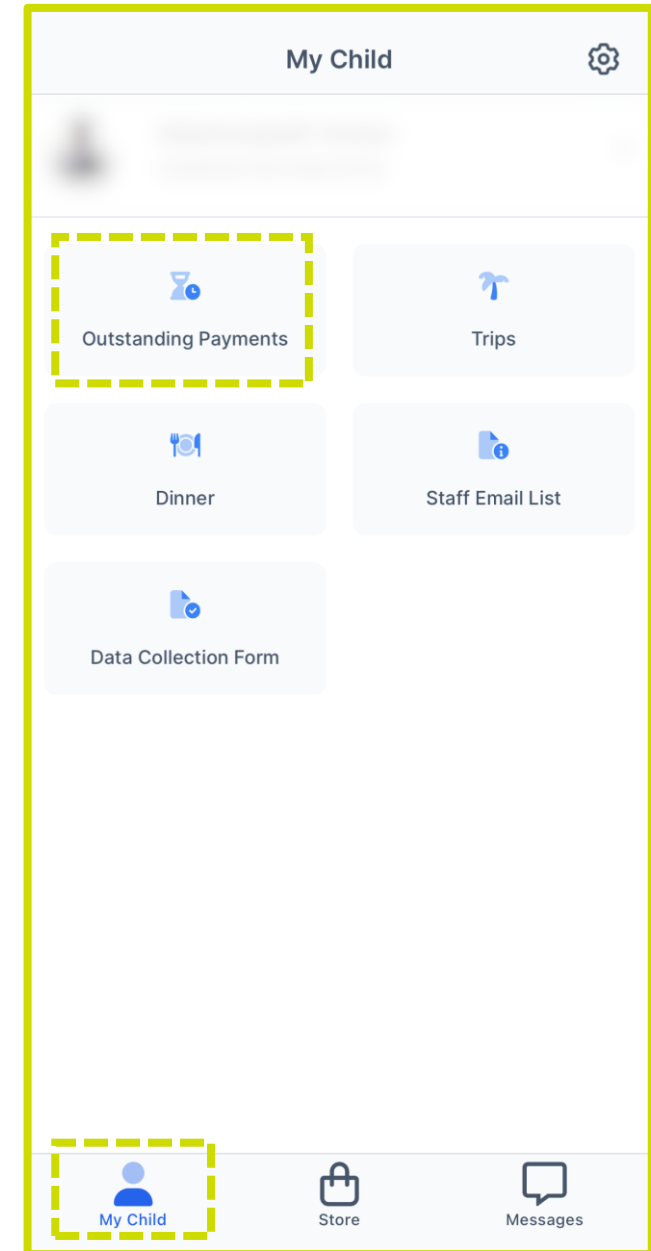
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To pay for further instalments:

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





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