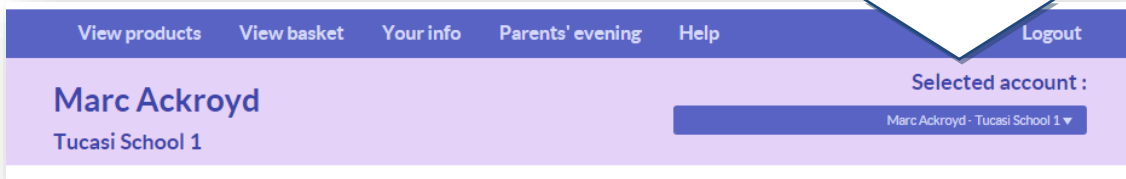
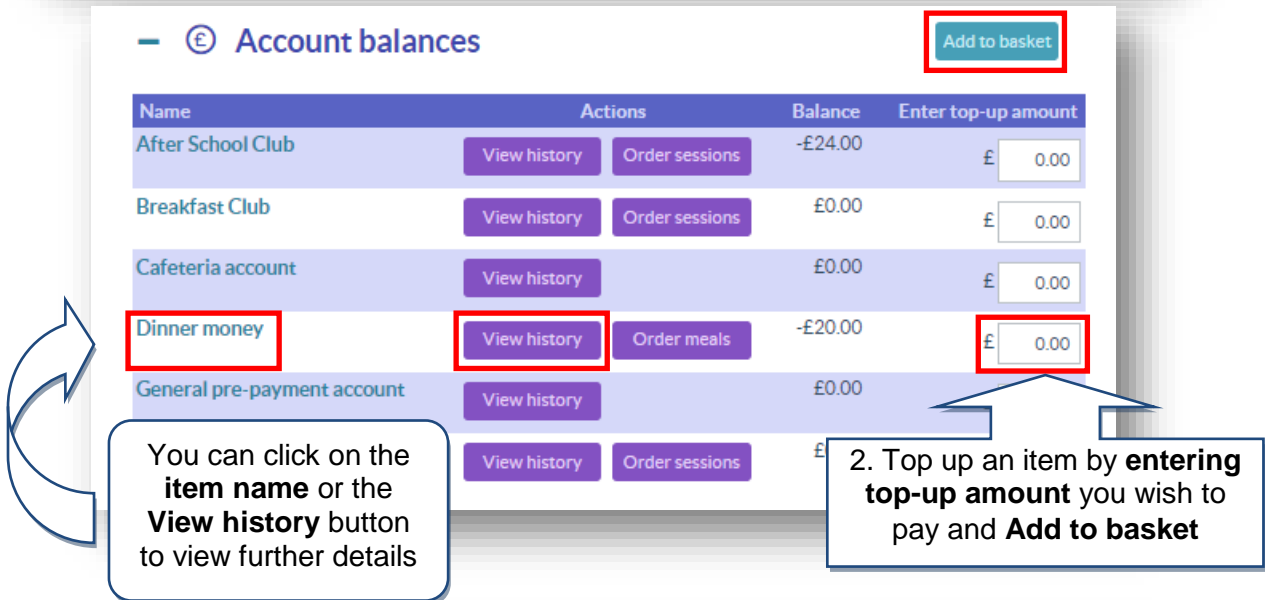


## How do I add items to my basket?

**Important:** you must register before you can purchase an item online. Your school will provide you with a letter explaining the registration process.

1. Load your Internet browser and login to your account and select the pupil you wish to make a purchase for

**Account balances** Add to basket

Name	Actions	Balance	Enter top-up amount
After School Club	View history Order sessions	£-24.00	£ 0.00
Breakfast Club	View history Order sessions	£0.00	£ 0.00
Cafeteria account	View history	£0.00	£ 0.00
<b>Dinner money</b>	<b>View history</b> Order meals	£-20.00	<b>£ 0.00</b>
General pre-payment account	View history	£0.00	£ 0.00

You can click on the **item name** or the **View history** button to view further details

2. Top up an item by **entering top-up amount** you wish to pay and **Add to basket**



**Products** Add to basket

Quantity	Name	Unit price	Total price
0	Book bag	£ 3.00	£ 0.00
1		£ 2.50	£ 0.00
2		£ 2.00	£ 0.00
3			
4			
5			

3. If it's a product you want to purchase choose the **quantity** and **Add to basket**

Your items will now be added to your basket

# How do I view my child's school dinner history?

## Primary Schools

### Payment history for Dinner money

Date of last online payment: 08 Mar 2016 16:20  
 Last online payment amount: £8.00  
 Current balance: -£10.00



Once within **View history** of Dinner Money you can click on the school dinner calendar

Description	Date	Paid	Amount
Dinner money	08 Mar 2016 16:20	Online	£8.00
Child meal payment	08 Mar 2016 16:17	In school	£10.00
Child meal payment	28 Aug 2015 14:55	In school	£55.00
Child meal payment	28 Aug 2015 14:54	In school	£100.00
Dinner money	23 Jan 2015 18:19	Online	£25.00
Child meal payment	20 Oct 2014 16:45	In school	£10.00
Child meal payment	09 Oct 2014 11:36	In school	£10.00



### Marc Ackroyd - Dinner money calendar



Mon	Tue	Wed	Thu	Fri	Sat	Sun
D	D	D	D	D		
	1 M	2 M	3 V	4 S	5 x	6 x
7 M	8 M	9	10	11		
14 T	15	16	17	18		
21	22	23	24	25		
28	29	30	31			

View / Download report for online orders between  and

Sessions		Codes			
D	Dinners	A	Absent	P	School sandwich
		M	Meat meal	J	Jacket potato
		x	School closed	V	Vegmeal
		T	On trip	S	Home sandwich
		B	Baguette		

## Secondary Schools

### Payment history for Cafeteria account

Date of last online payment: 08 Mar 2016 16:30  
 Last online payment amount: £15.00  
 Current balance: £13.96

Once within **view history** of the Cashless Catering account you can see your child's purchase history

Description	Date	Paid	Amount
Cafeteria account	08 Mar 2016 15:10	Online	£15.00
1 x Water Lrg, 1 x Mini Cuplet, 1 x Large Baguette	08 Mar 2016 13:28	Cashless	-£2.68
1 x Misc, 1 x Tray Bakes, 1 x Sandwich	07 Mar 2016 13:30	Cashless	-£3.11
Money Added	04 Mar 2016 12:46	Cashless	£5.00

# How do I go to the checkout?

1. Click on **View basket** which is displayed on the right hand side of the screen

**Your basket**

Dinner money	Marc Ackroyd
Total: £10.00	
-----	
Book bag	Marc Ackroyd
Qty: 2	
Total: £6.00	
-----	
<b>Subtotal: £16.00</b>	
<a href="#">View basket</a>	

2. Check the items in your basket, edit if necessary and click on **Checkout**

**Your basket**

Payment processor: WorldPay

	Qty.	Name	For	Total
<a href="#">Edit</a> <a href="#">Delete</a>	1	Dinner money	Marc Ackroyd	£10.00
<a href="#">Edit</a> <a href="#">Delete</a>	2	Book bag	Marc Ackroyd	£6.00
Subtotal:				£16.00

[Continue shopping](#)      Go back to view products.

[Checkout](#)      Pay for the items in your basket.

3. Enter your billing address and click on **Process payment**

**Checkout: Enter payment and contact information**

Please confirm your address for payment. This address must be the same as your billing address for your credit/debit card.

**Your billing address**

Title:      

Town/city:

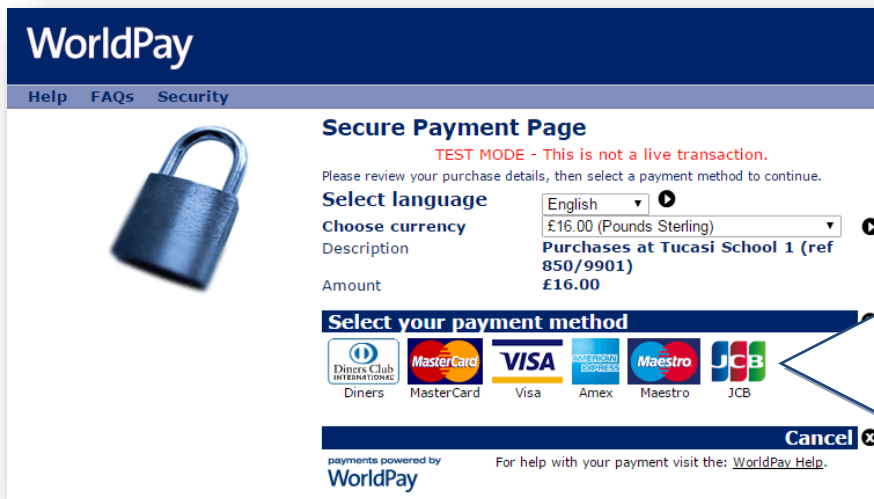
County/state/province:

Postcode:

Country:

Tick here to save your details for next time.

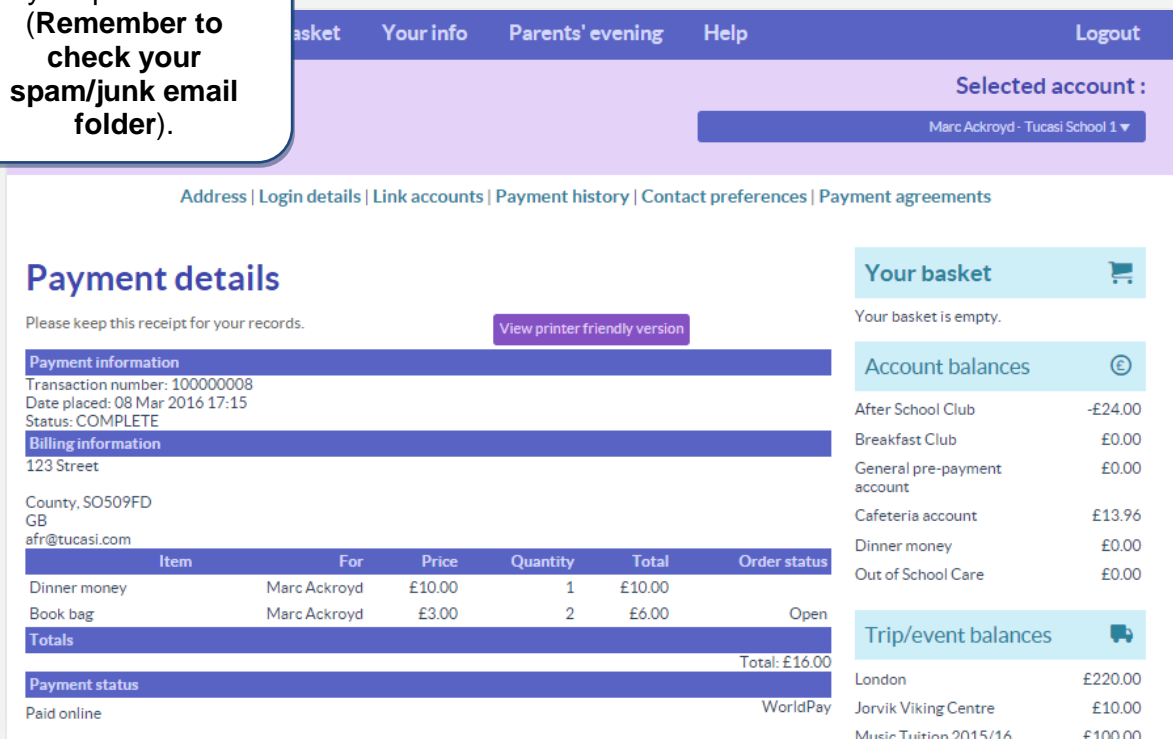
[Process payment](#)



**NB** The payment page may look different to this example if your child's school uses a Local Authority payment gateway.

4. Select your payment method, enter your card details, then click on **Make payment**

You will receive an email confirming your purchase. (Remember to check your spam/junk email folder).



If you need help with the system or for further enquiries please contact the School Office at your child's school.

If you have any questions please also refer to the Video and Quick Reference Guides in the **Help** option within your online account.

Or **See our frequently asked questions** link on the online account login screen.