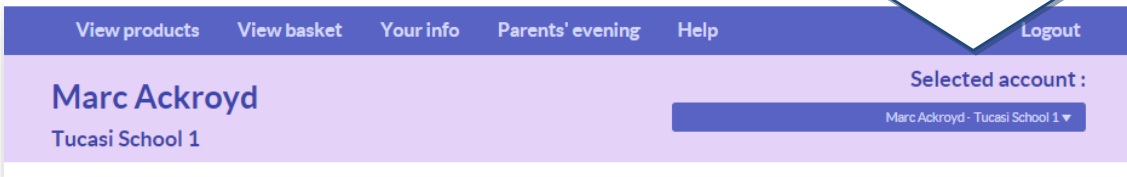


How do I add items to my basket?

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

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
Dinner money	View history Order meals	£-20.00	£ 0.00
General pre-payment account	View history Order sessions	£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**

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

Products

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			

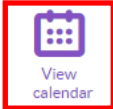
Your items will now be added to your basket

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



View 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

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



Marc Ackroyd - Dinner money calendar

March 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
D	D	D	D	D		
	1 M	2 M	3 V	4 S		
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

Key

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

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

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

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

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	

Subtotal: £16.00	

View basket

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

Navigation: Your info | Parents' evening | Help | Logout

Selected account: Marc Ackroyd - Tucasi School 1

Your basket

Payment processor: WorldPay

	Qty.	Name	For	Total
Edit Delete	1	Dinner money	Marc Ackroyd	£10.00
Edit Delete	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.

Account balances

After School Club	-£24.00
Breakfast Club	£0.00
Cafeteria account	£13.96
Dinner money	-£10.00
General pre-payment account	£0.00
Out of School Care	£0.00

Trip/event balances

Jorvik Viking Centre	£10.00
London	£220.00

3. You will be prompted to choose one of the following three options

TUCASI School Logo

View products | View basket | Your info | Parents' evening | Alerts (0) | Help | Logout

Marc Ackroyd
Tucasi School 1

Selected account: Marc Ackroyd - Tucasi School 1

Payment options

- Make a one-off payment for the items above
 - Pay using a credit/debit card
 - Pay using a credit/debit card and save your card details with FuturePay
- Make repeated automatic payments for the items above, using a FuturePay agreement

[What is FuturePay?](#)
[Confirm payment details](#)

Your basket

Dinner money	Marc Ackroyd
Total: £10.00	

Book bag	Marc Ackroyd
Qty: 2	
Total: £6.00	

Subtotal: £16.00	

[View basket](#)

Account balances

£0.00

- 1. Pay using a credit/debit card**
Use this option to enter your card details (these will not be saved) and continue with payment.
- 2. Pay using a credit/debit card and save your details with FuturePay**
Use this option to continue with the payment and save your card details so you don't need to enter them again for future payments.
- 3. Make repeated automatic payments for the above items, using a FuturePay agreement**
This is similar to a standing order and at a date set by yourself the payment will automatically re-occur. This is useful for school lunch payments.

1. Pay using a credit/debit card

1. Select the option **Pay using a credit/debit card** and click **Confirm payment details**

Payment options

- Make a one-off payment for the items above
- Pay using a credit/debit card**
- Pay using a credit/debit card and save your card details with FuturePay
- Make repeated automatic payments for the items above, using a FuturePay agreement

What is FuturePay?

Confirm payment details

2. Continue to section **“Enter address and card details”**

2. Pay using a credit/debit card and save your card details with FuturePay

1. Select **Pay using a credit/debit card and save your card details with FuturePay** you will need to enter a name/description in **Save the card details as**

Payment options

- Make a one-off payment for the items above
- Pay using a credit/debit card
- Pay using a credit/debit card and save your card details with FuturePay**

Save the card details as:

- Make repeated automatic payments for the items above, using a FuturePay agreement

What is FuturePay?

Confirm payment details

2. Click **Confirm payment details**

3. Continue to section **“Enter address and card details”**

3. Make repeated automatic payments for the above items, using a FuturePay agreement

1. Select **Make repeated automatic payments** for the items above using a **FuturePay agreement**

Payment options

- Make a one-off payment for the items above
- Make repeated automatic payments for the items above, using a FuturePay agreement

Make **continuous** payments for these items.

Pay for these items every **days**

starting on

Enter a payment reference:

[What is FuturePay?](#)

[Confirm payment details](#)

Payment options

- Make a one-off payment for the items above
- Make repeated automatic payments for the items above, using a FuturePay agreement

Make **continuous** payments for these items.

Pay for these items every

6

7

8

9

10

11

2. Select how many times you would like the payment to repeat

Payment options

- Make a one-off payment for the items above
- Make repeated automatic payments for the items above, using a FuturePay agreement

Make **10** payments for these items.

Pay for these items every **14** **days**

days

weeks

months

years

3. Enter how often you require the payment to repeat, for example every 14 days

4. Enter a start date for the payment and a reference

Payment options

- Make a one-off payment for the items above
- Make repeated automatic payments for the items above, using a FuturePay agreement

Make **10** payments for these items.

Pay for these items every **14** **days**

starting on **20/03/2016**

Enter a payment reference: **Dinners top-up**

[What is FuturePay?](#)

[Confirm payment details](#)

5. Click **Confirm payment details**

Enter address and card details

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

First name

County/state/province

Postcode

Country

Tick here to save your details for next time:

[Process payment](#)

Your basket

Dinner money	£10.00	Marc Ackroyd
Total:	£10.00	
Book bag		Marc Ackroyd
Qty: 2		
Total:	£6.00	
		Subtotal: £16.00

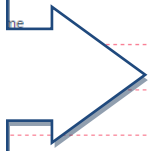
Account balances

After School Club	-£24.00
Breakfast Club	£0.00
Cafeteria account	£13.96
Dinner money	-£10.00
General pre-payment account	£0.00
Out of School Care	£0.00

Trip/event balances

Jorvik Viking Centre	£10.00
London	£220.00
Music Tuition 2015/16	£100.00

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



WorldPay

[Help](#) [FAQs](#) [Security](#)



Secure Payment Page

TEST MODE - This is not a live transaction.

Please review your purchase details, then select a payment method to continue.

Select language

Choose currency

Description **Purchases at Tucasi School 1 (ref 850/9901)**

Amount **£16.00**

Select your payment method

Diners MasterCard VISA Amex Maestro JCB

payments powered by **WorldPay** For help with your payment visit the: [WorldPay Help](#).

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

2. 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).**

View basket Your info Parents' evening Help Logout

Marc Ackroyd Tucasi School 1 Selected account : Marc Ackroyd - Tucasi School 1

Address | Login details | Link accounts | Payment history | Contact preferences | Payment agreements

Payment details

Please keep this receipt for your records. [View printer friendly version](#)

Payment information
 Transaction number: 100000008
 Date placed: 08 Mar 2016 17:15
 Status: COMPLETE

Billing information
 123 Street
 County, SO509FD
 GB
 afr@tucasi.com

Item	For	Price	Quantity	Total	Order status
Dinner money	Marc Ackroyd	£10.00	1	£10.00	
Book bag	Marc Ackroyd	£3.00	2	£6.00	Open
Totals				Total: £16.00	

Payment status
 Paid online WorldPay

Your basket
 Your basket is empty.

Account balances

After School Club	-£24.00
Breakfast Club	£0.00
General pre-payment account	£0.00
Cafeteria account	£13.96
Dinner money	£0.00
Out of School Care	£0.00

Trip/event balances

London	£220.00
Jorvik Viking Centre	£10.00
Music Tuition 2015/16	£100.00

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.