



**CHELTENHAM
BOURNSIDE
SCHOOL**

MCAS

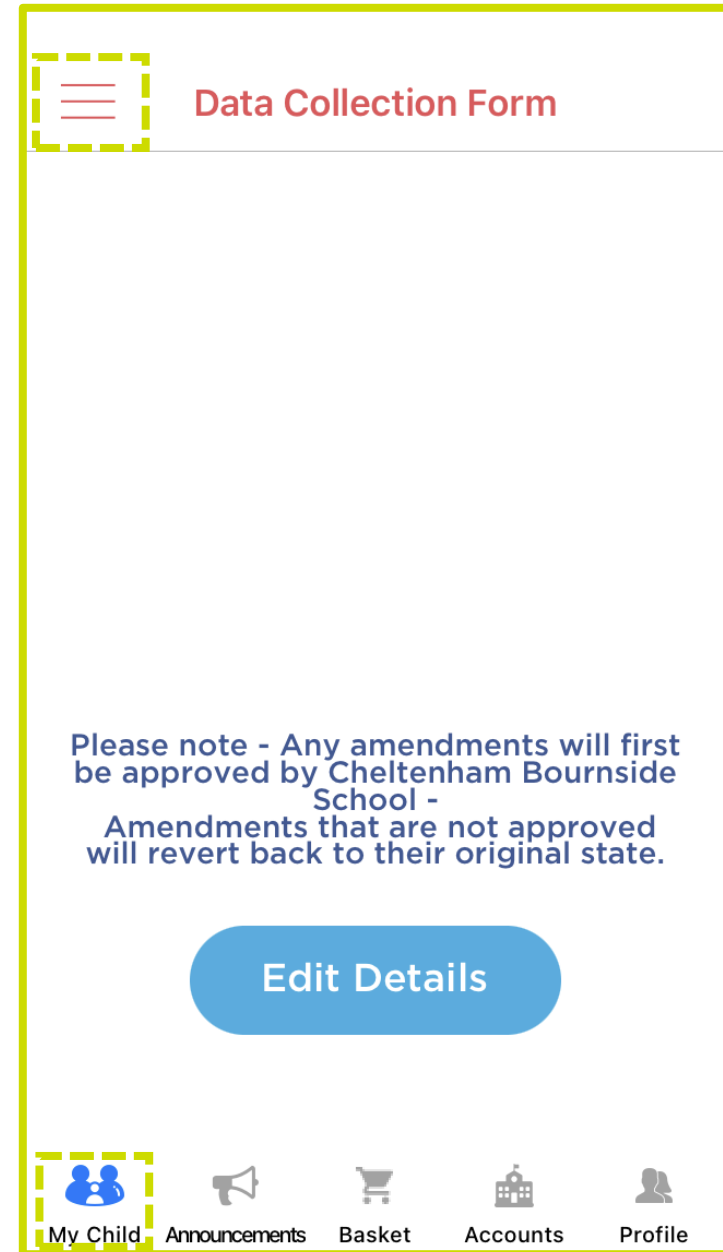
How to top-up Dinner Money

Empowering lives through learning



How to top-up Dinner Money

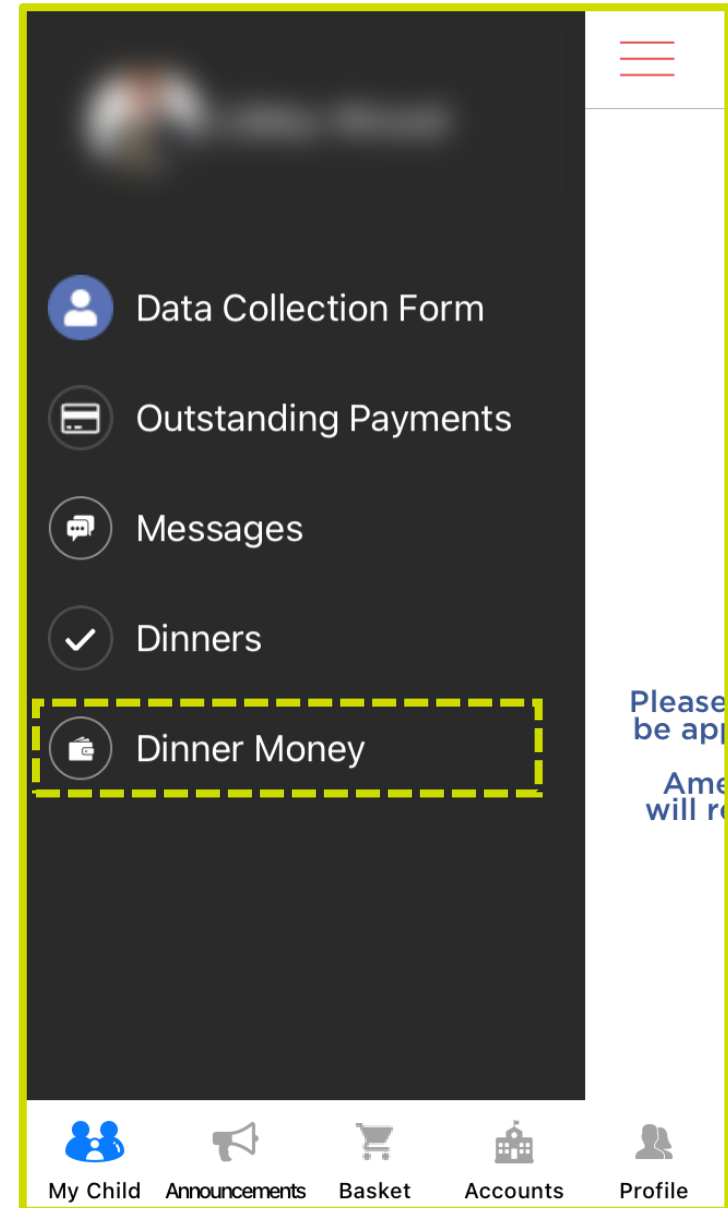
- Open the **MyChildAtSchool** app
- Make sure you have the **My Child** tab selected from the bottom bar
- Tap on the **Menu** button in the upper left corner of the screen





How to top-up Dinner Money

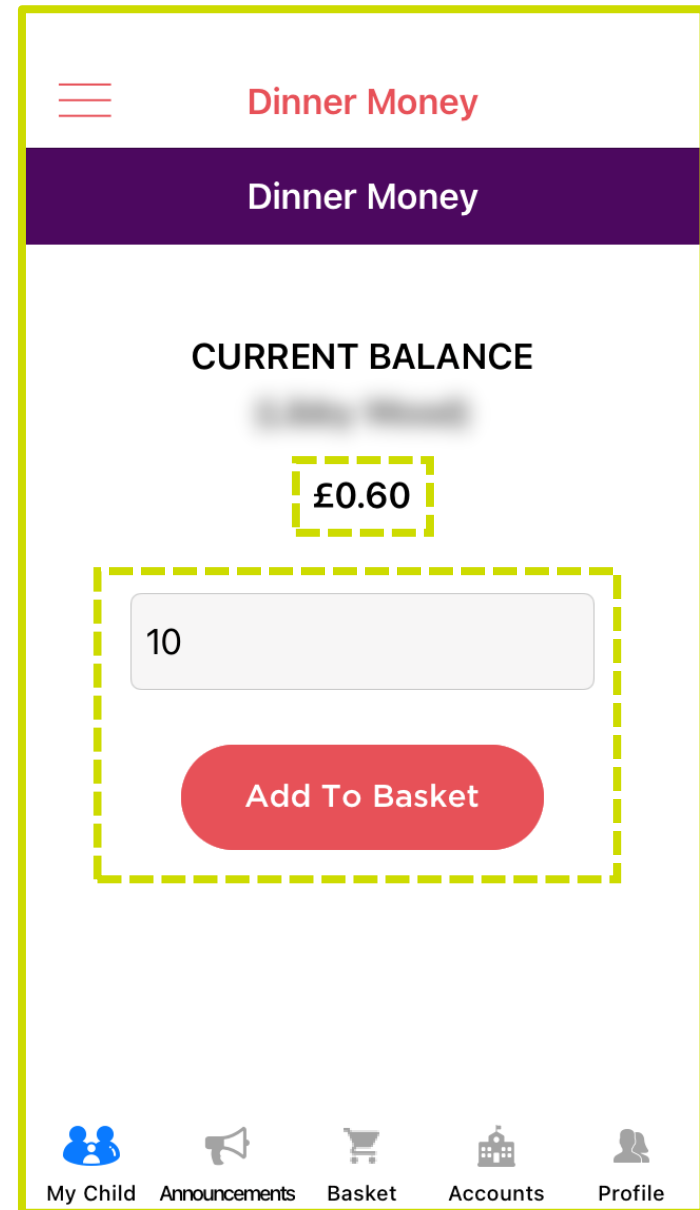
- Tap on **Dinner Money**





How to top-up Dinner Money

- Your child's **current balance** will be displayed
- Beneath this, enter the **amount** you wish to top-up by
- Tap **Add To Basket**





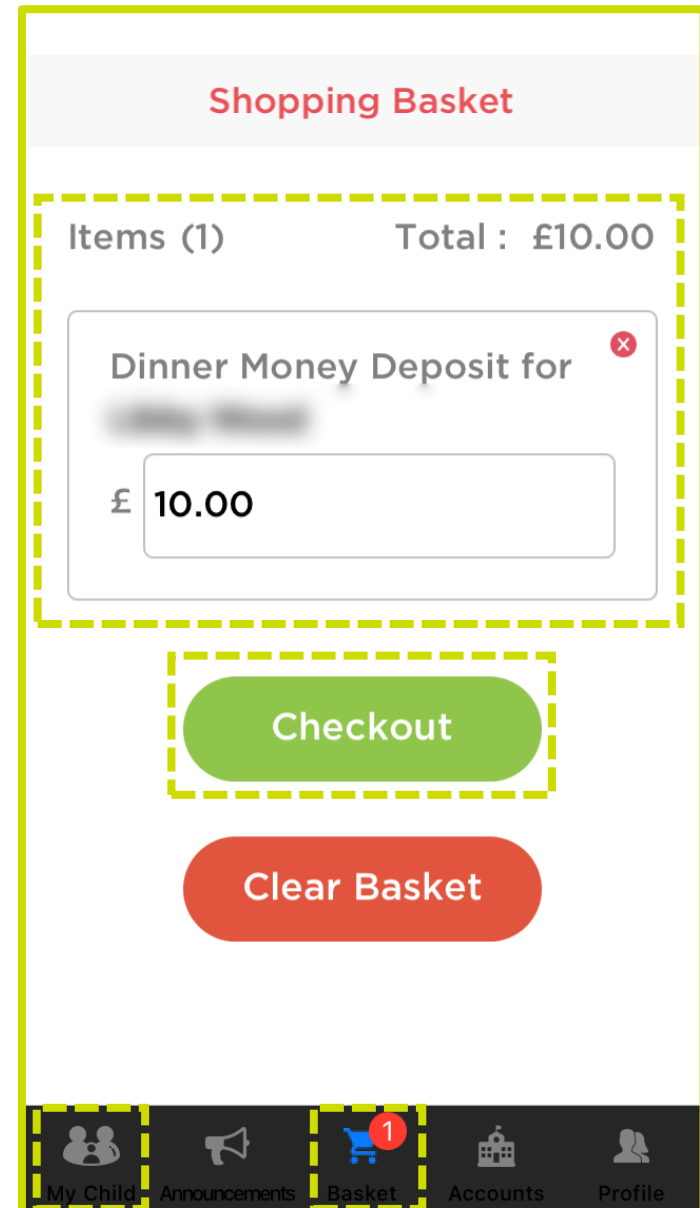
How to top-up Dinner Money

- You will be taken to the **Basket** tab on the bottom bar

*If you have multiple children:

- Tap the **My Child** tab on the bottom bar
- Tap on **Menu**
- 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**

- When you are ready to pay, tap **Checkout**





How to top-up Dinner Money

- Enter your **card number**
- Select the **card type**
- Specify the **card expiry date**
- Enter the name **displayed on the card**

< **Payment Options**

£10.00

New Card Details ▼

1234123412341234

Mastercard ▼

Mar ▼ 2024 ▼

Mrs A Parent

My Child Announcements Basket Accounts Profile



How to top-up Dinner Money

- Enter the card's three digit **CVV code** (rear side)
- At this point you can choose to **Save Card** by ticking the box
- Enter the **Address Details** that are registered with the **card** being used
- Tap **Confirm & Pay**

< Payment Options

£10.00

New Card Details ▾

... Save Card

Address Detail

10 Green Road

Cheltenham

GL511AB

Confirm & Pay

My Child Announcements Basket Accounts Profile



How to top-up Dinner Money

- At this point you will likely be prompted to authorise the transaction – this is separate to MCAS
- **How this behaves/appears 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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