

How to view and add Dinner Money in MCAS

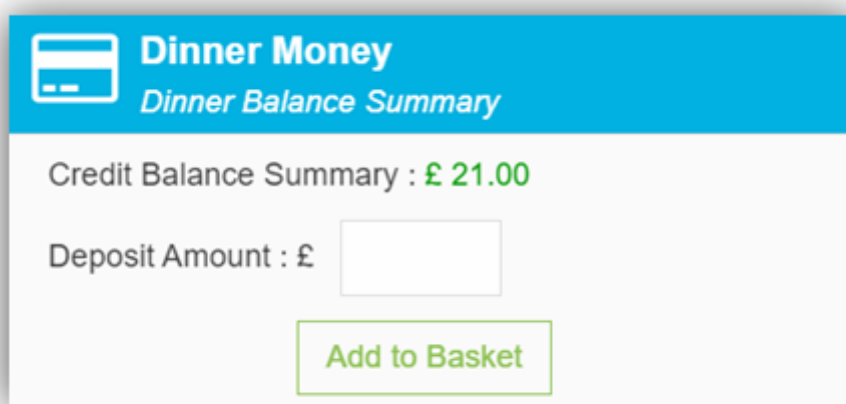
Parents can use this guide to **View and add Dinner Money** to their child's account via the desktop version of **MCAS (MyChildAtSchool)**

The example screenshots in this guide are for illustration purposes only and may differ from your view. **Your school will configure how your MCAS dashboard looks**, in the example a parent does not see the Dinner Money widget please contact your school for advise.

See also [How to use the MCAS Parent Portal](#) and [How to reset MCAS Password](#)

From your MCAS Dashboard the **Dinner Money** option is accessible only as a **Widget**.

The **Widget** displays the current **Credit Balance Summary** and gives the option to top-up the **Balance**.



The screenshot shows a widget titled "Dinner Money" with a sub-header "Dinner Balance Summary". It displays a "Credit Balance Summary : £ 21.00" in green. Below this is a "Deposit Amount : £" label followed by an empty input box. At the bottom is a green button labeled "Add to Basket".

Widget Example

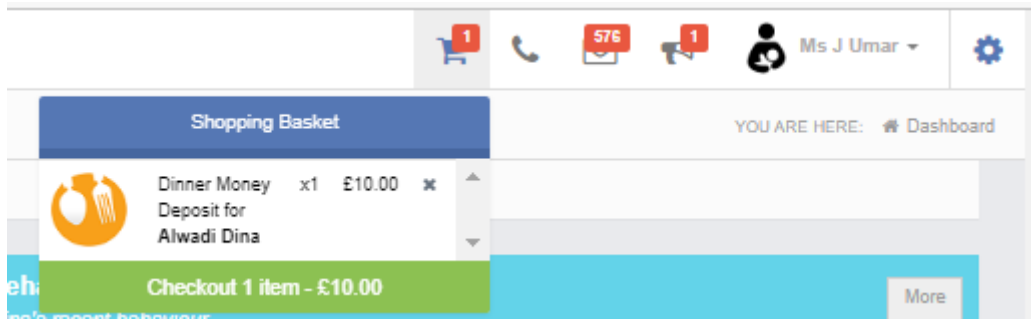
To do this enter the amount in the **Deposit Amount** box and click the **Add to Basket** button.

The **Shopping Basket** (trolley) icon on the top bar will now display that you have 1 item in the **Basket**, click here to open the **Basket** and view the contents, the item can be removed by clicking on the **X** to the right.



The screenshot shows a "Shopping Basket" window. It contains one item: "Dinner Money Deposit for Adesiyan Emma" with a quantity of "x1" and a price of "£10.00". There is an "X" icon to the right of the price to remove the item. At the bottom, a green bar displays "Checkout 1 item - £10.00".

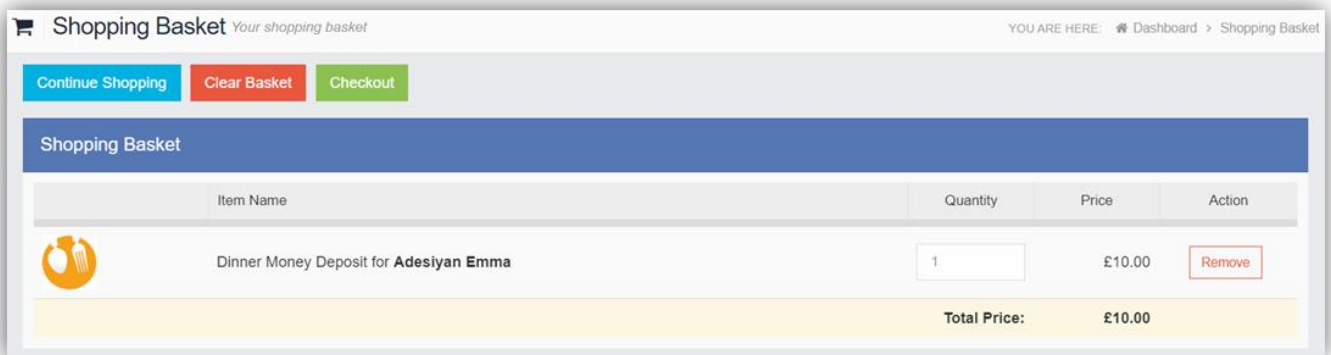
Shopping Basket



Basket

To continue click on the green **Checkout** bar which will open the **Shopping Basket**.

Here you can click the **Continue Shopping** button to open the **School Shop** and add more items, the **Clear Basket** button to empty the **Basket** or the **Checkout** button to continue and make your payment.



Enter your **Payment Details** on the following page, once verified and paid a **Confirmation** message will be given and the **Credit Balance Summary** updated on the **Widget**.

Checkout