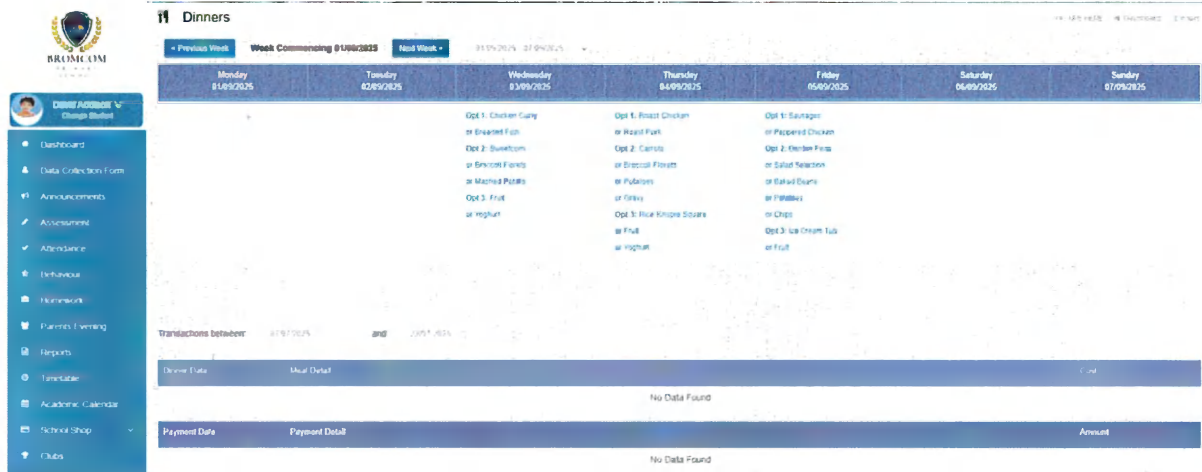


# Begbrook Academy MCAS Parent Payments Guide

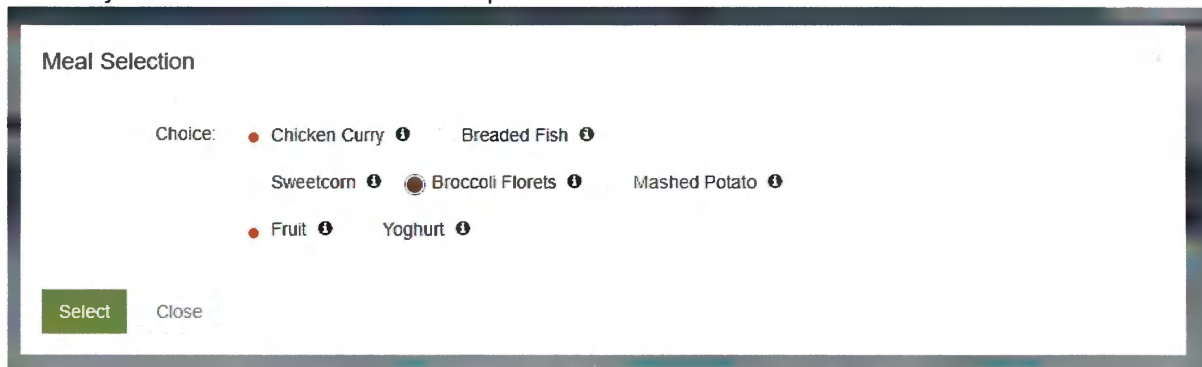
## School Meals-

To Book a school meal, login to your MCAS account and select dinners from the left-hand side menu. You will then see the menu for the week. (This will look slightly different on the MCAS app but is still under the same headings).

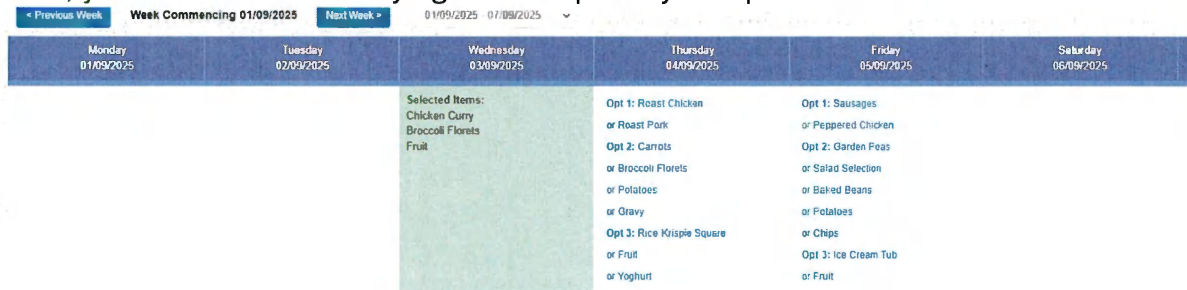
Click onto the day of the week you would like to book a meal.



Select your meal choice from the options available.



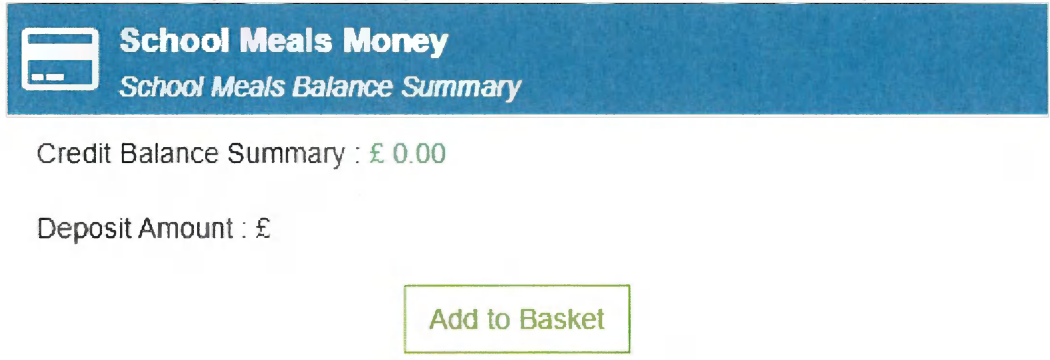
Click on 'select' to confirm your options. That day of the week will then turn green and only show the meal option you have chosen. If you make a mistake or change your mind, you can click on the day again and update your options.



Please note there is a cut off, of 1 day in advance so you will not be able to book or make changes within that period.

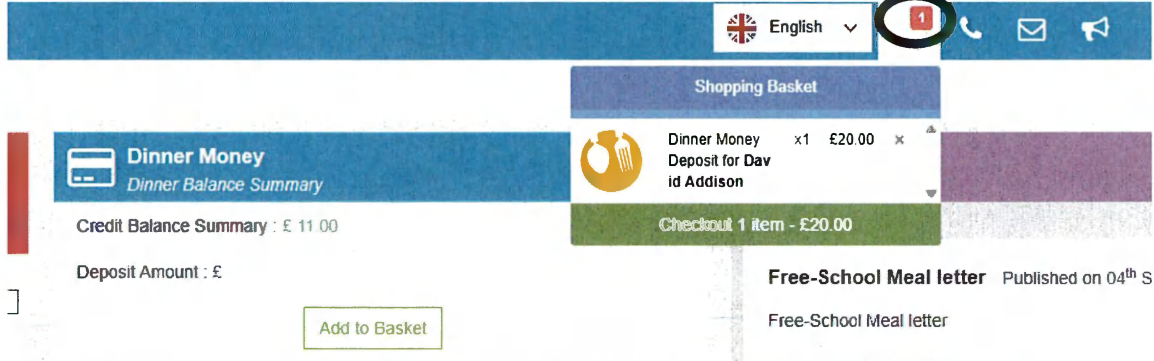
You will also not be able to make any meal choices without credit on the account.

To top up your child's school meals account login to your MCAS account and on the main home page/dashboard you will see a School meals Money box.

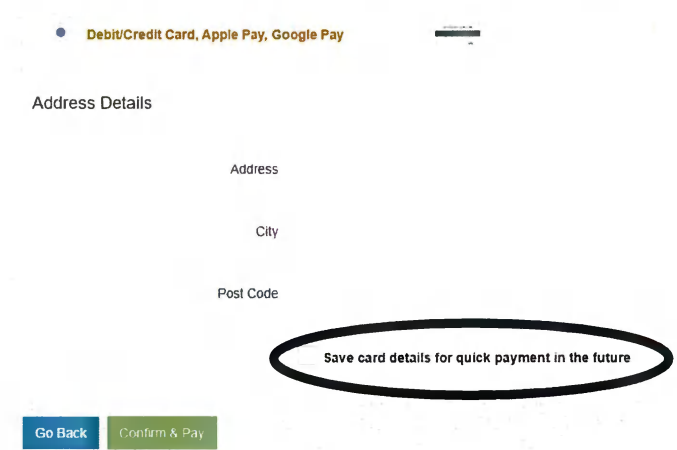


This box will show, your child's current balance at the top. To add credit/top up the balance enter the amount you would like to pay in the deposit amount box. Then add to basket.

This amount will appear in your basket at the top of the page.



To complete the purchase checkout the item and fill in your details (You can save these details on the account for quicker payment in the future, if you wish to do so).



'Confirm & pay'  
Finally add your card details and 'make payment'.