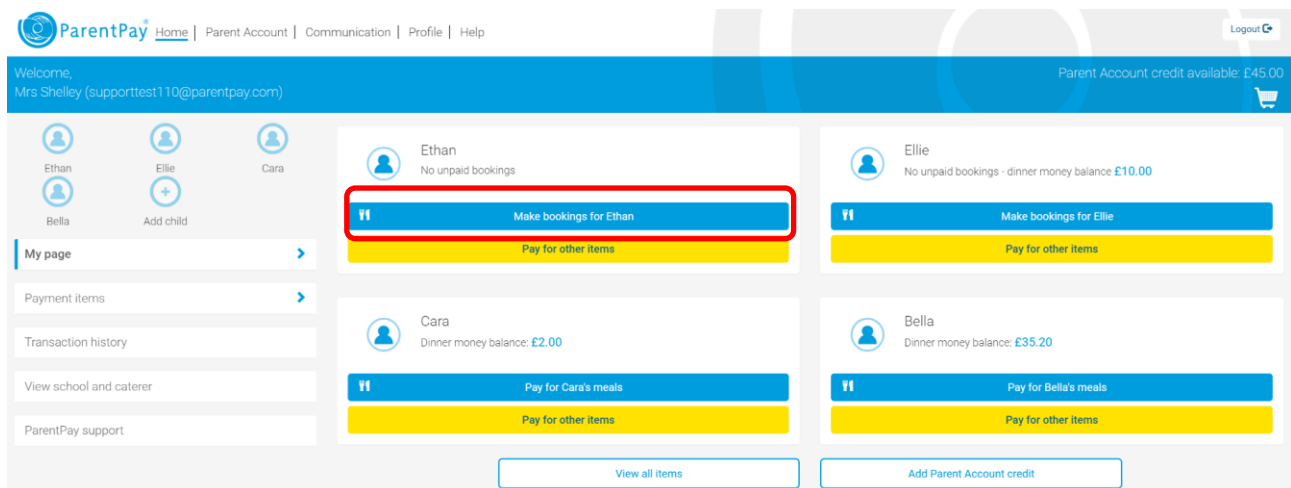


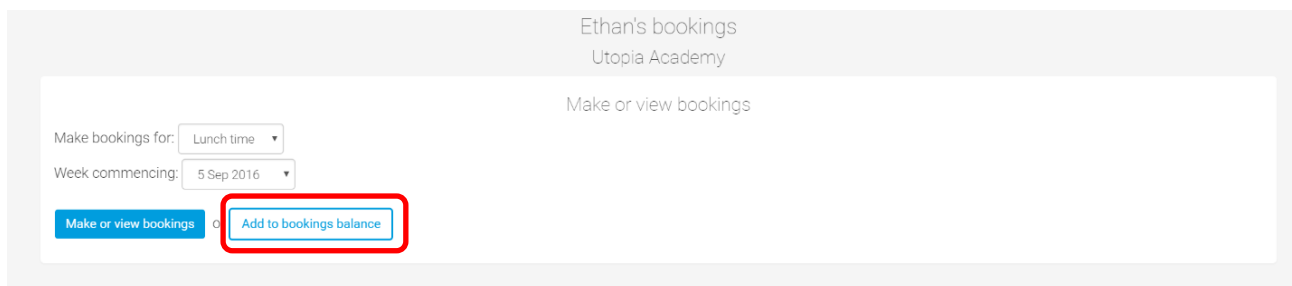
How to credit a child's meal booking balance

It is preferable for parents to pre-order their meals as they are required to pay for meals at the time of booking and this reduces the administrative burden in school however if meals are being recorded manually in school, opposed to payers booking online, it will be necessary to make payment.


1. From your home page, select **Make bookings for...** for the child you wish to pay for.



2. Select **Add to Booking balance**



3. Enter the amount you wish to credit (between the minimum and maximum amount set by the school) and then you can select to **Pay by Parent Account** (if you have sufficient credit in your Parent Account) or **Add to Basket** (to make payment with a credit/debit card)
4. Review the cost, and select **Pay now**.
5. If you have a stored card(s) on your account you may select and pay with this card, entering only the Security code/CVV and selecting **Review Payment**


 Secure checkout

Select your payment card

Please enter your card security code or add a new card.

Type	Nickname	Card number	Cardholder name	Select
VISA	Shelley Debit Card	x0211	D Shelley	<input type="radio"/>

Security code


[Get help with this?](#)[Edit card / Use different card](#)[Review payment](#)[Cancel](#)

6. If you have no stored cards, or you wish to use a card not currently saved on your account, select **Edit card / Use different card**. You can now enter your card details into the secure payment page. Select **Review payment**
7. Review the amount then select **Make Payment** to complete the process.