



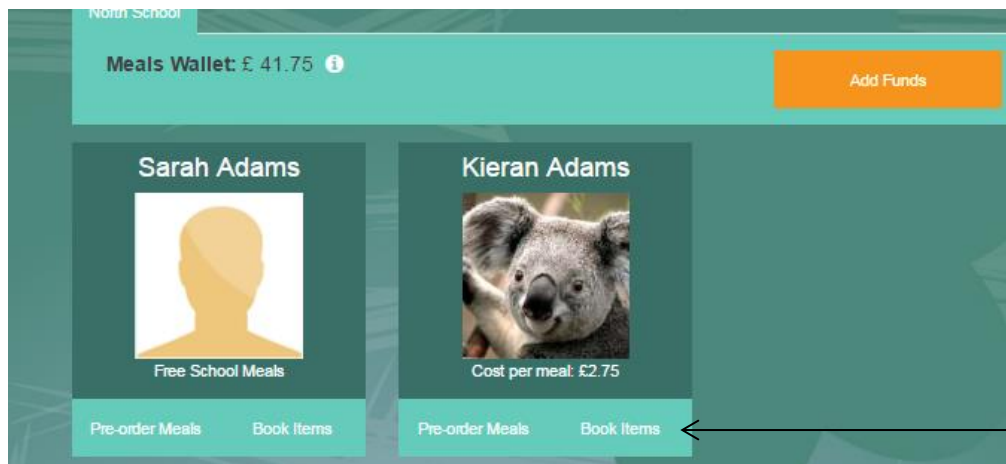
HOW TO ORDER OTHER ITEMS ON LUNCH SHOP

Good news! You are now able to book and pay for other items on Lunch Shop eg. Breakfast clubs, Tea Time clubs, after school clubs, and trips, depending on what your school would like you to pay for online. **The cut off point for pre-booking items is 3 days before the date you require at 12.00 noon. You will not be able to book after this point. This is so that we can plan our staffing numbers required to run the clubs.**

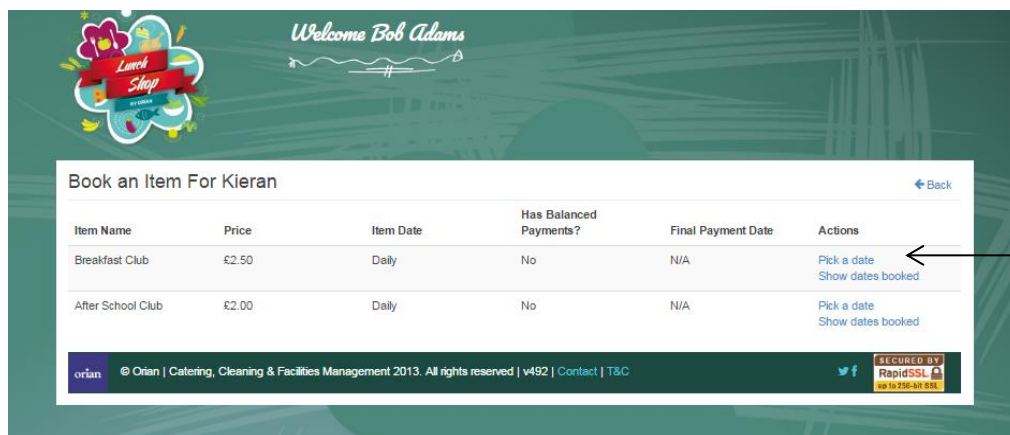
To order and pay for other items on Lunch Shop, please:-

CLUBS

- Log into Lunch Shop using your existing log in details **(the same as for ordering a lunch)**
- **Add funds in the normal way – you will only be able to book for items if you have a credit balance**
- Under your child/children there is another option for booking other items

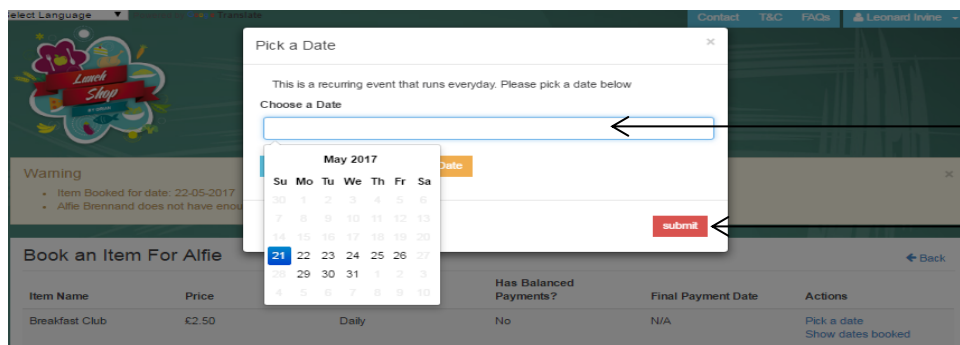


- Click on 'book items'. A list of items will be displayed as below relevant to each child



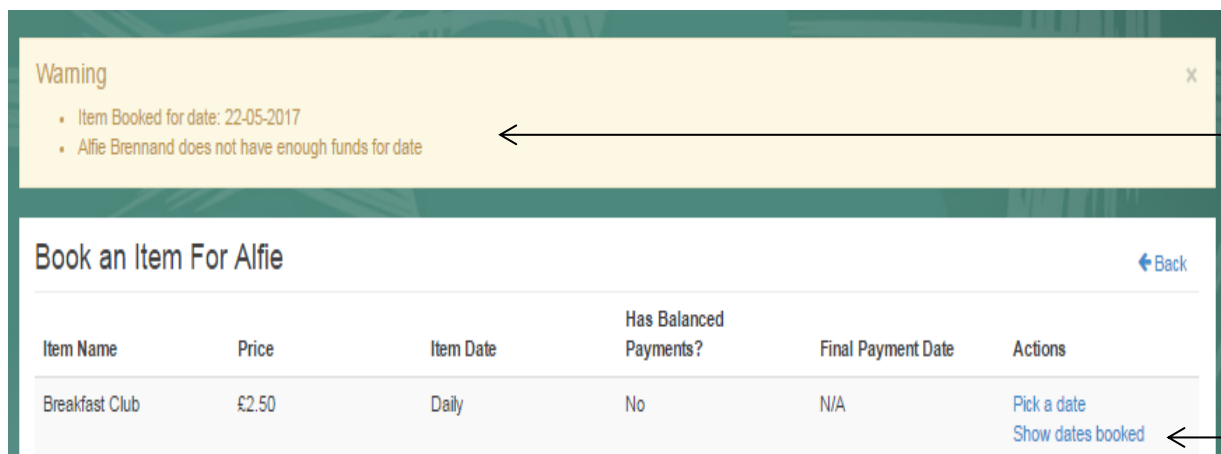
- Click on the 'pick a date' for the relevant item

- Click on the 'choose a date' box – a calendar will appear



- Choose the date you wish to book for. You can keep adding dates by clicking anywhere by clicking on 'add another date'
- When all dates are chosen, click on 'submit'

There will be a box appear at the top of the screen to confirm if your dates have been booked. If all places have already been booked or you do not have enough funds, the message will let you know



You can also check the dates that you have booked by clicking on the 'show dates booked'

This will confirm the dates that you have booked for that named child. **If you wish to cancel an item you have booked, please contact the school office preferably via email at:**

admin@stcolumbas.cumbria.sch.uk

How to order Trips

- Log in to Lunch Shop
- Click on 'book items'
- Find the Trip item
- Click on 'book now'

ITEM TO BE PAID IN FULL - If the trip is to be paid in full, if you have **sufficient funds**, you will just be taken back to the items screen. In the actions column it will either say 'refund now' or ask you to contact school admin for a refund.

If you have **insufficient funds**, a warning will appear at the top of the page.

ITEM TO BE PAID IN INSTALMENTS – after clicking 'book now', the following box will appear confirming the total amount the trip will cost together with the final payment date. Click in 'amount you want to pay now' and click 'pay'.

The screenshot shows a web form titled "Pay For the Item." with a "Back" link in the top right. The form contains the following fields:

- Item Price:** A text box containing "30.00".
- Final Payment Date:** A date picker showing "2018-04-26".
- Outstanding:** A text box showing "£ 30.00".
- Amount You want to pay now:** A text box showing "£ 0.00".

At the bottom left of the form is a green "Pay" button. The footer of the page includes the "orian" logo, copyright information "© Orian | Catering, Cleaning & Facilities Management 2016. All rights reserved | v764 | Contact | T&C", social media icons for Twitter and Facebook, and a "SECURED BY RapidSSL" badge.

You can keep logging in to pay off the balance. The outstanding balance can be seen in the above screen or on your item page.

Trip - yellow	Outstanding: £28 Total Price: £30.00	2018-05-01	Yes	26-04-2018	Pay Now. Refund Paid Amounts
---------------	---	------------	-----	------------	---