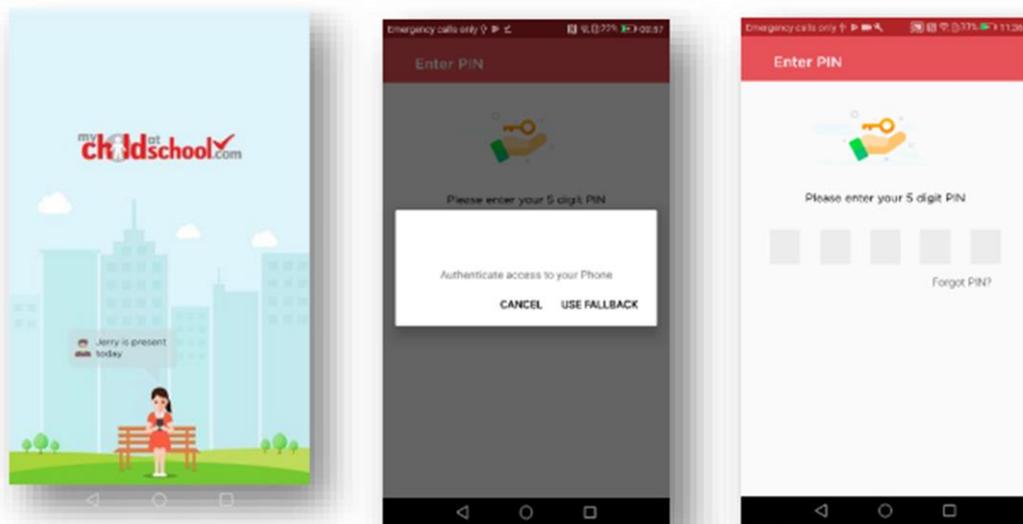


MCAS Parent App

Making Payments for Trips and Events via the MyChildatSchool Parent App

1. Sign in to the MCAS App.

When logging in to your account through the app you only require your PIN/biometric authentication to save having to login with full details each time.



If you have forgotten your password you can reset it by following the “Forgotten Login Details” link on the MCAS App and/or Website, and then selecting “I need to reset my password”.

If you have not yet set up your MCAS Account and require a Username and Invitation Code please request this information via email:

mcas@horburyprimary.accordmat.org

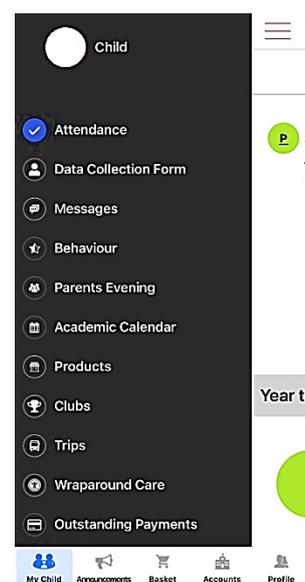
2. Locate the Trips Section

Once you have logged into the App you will need to navigate to the Menu bar.

You can do this by clicking on the three red horizontal lines in the top right corner of the home screen.

The Menu bar should now show down the left side of the screen.

Select “Trips” towards the end of the list.



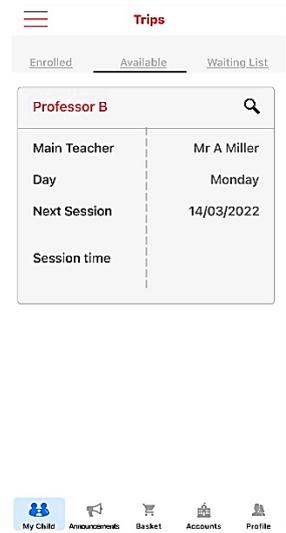
3. Finding Available Trips / Events



Across the top of the Trips screen you will see the words Enrolled, Available and Waiting List.

Please click on “**Available**”. You will then see the trip options available for your child.

Click on the **magnifying glass** (to the right of the Trip name) to view information about the trip.



4. Adding a Trip / Event to your Basket

Once you have clicked on the **magnifying glass** you will be see a pop-up window with details of the Trip or Event.

If you want to purchase a place on this trip you will need to click “**Add to Basket**” to purchase a place.

You will then see a red box appear above the “Basket” at the bottom of the screen.



5. Completing Payment

Click on the “**Basket**” to view your shopping basket to view all of the items/trips which have been added to your shopping basket.

If you are happy with the contents of the basket, click “**Checkout**” to complete payment.

You will then be asked to input your payment details.

