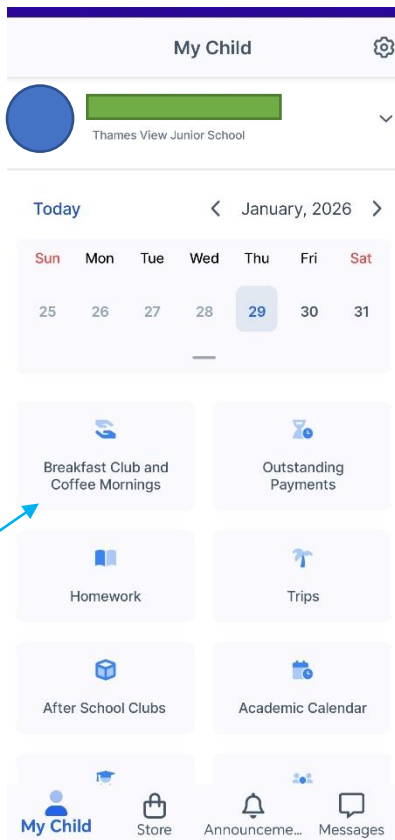


# MCAS User Guide – Trips, Clubs and Coffee Mornings

## Breakfast Club and Coffee Mornings



### 1. Getting Started

When you log in to MCAS, you'll see your homepage.

Normally, your child's name and photo appear at the top. For privacy, these are hidden in this example.

From the homepage, you can see several categories — these are the different areas you can select, such as **Clubs**, **Trips**, or **Bookings**.

### 2. Booking Breakfast Club or Coffee Mornings

The process for booking **Breakfast Club** and **Coffee Mornings** is the same.

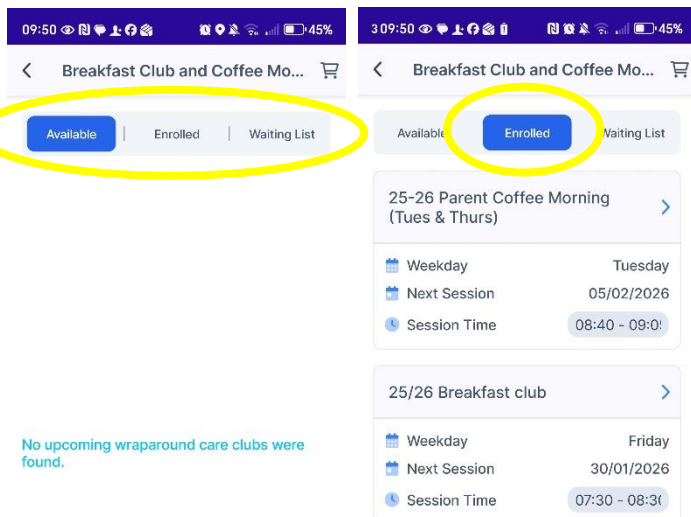
Steps to book:

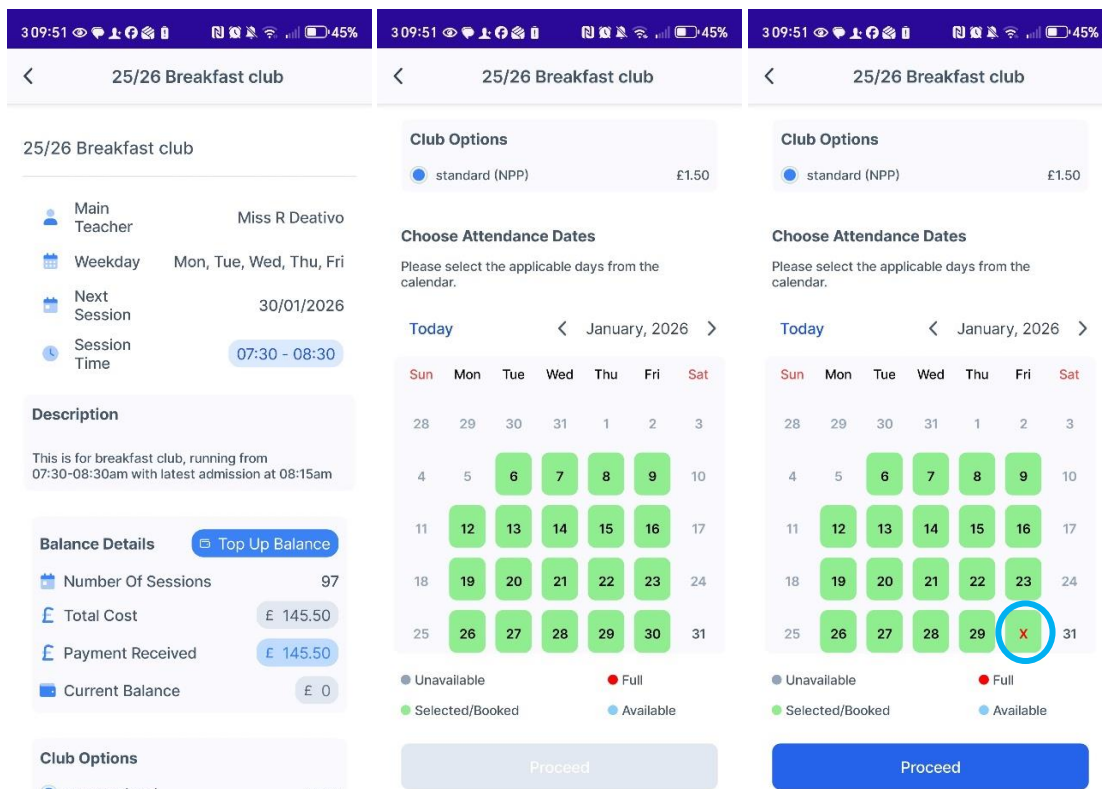
On the homepage, select the **Bookings** button.

If you've never booked before, you'll find the sessions under the **Available** tab.

If you've already enrolled, they'll appear under the **Enrolled** tab.

Choose the item you want to book (Breakfast Club or Coffee Morning).





You'll then see:

- Your **balance**
- A **calendar** showing available days (in blue)

To book days:

- Click on the days you want — they will turn **green**.
- Add the appropriate code (e.g., PP/NPP/S).
- Click **Proceed**.

You must complete the payment process, even if the session is free (you'll confirm a £0.00 payment).

Once payment is complete, return to the bookings page to confirm your days are booked.

If you don't confirm, you might be charged a **late booking fee**.

To cancel a booking:

1. Go back to the bookings page.
2. Select the day(s) you want to cancel — they'll change to a **red X**.
3. Click **Proceed** to confirm the cancellation.

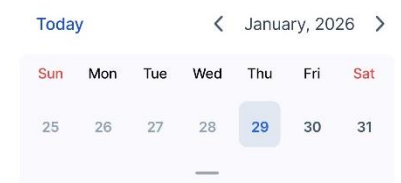
If it was a paid booking, you'll see the updated balance in the balance details box.

### 3. Booking Afterschool Clubs and Trips



To book a club or trip:

1. Select the category you need (Clubs or Trips).
2. Under the Available tab, you'll see a list of options.
3. Click on an item to view more details.

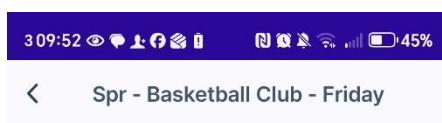
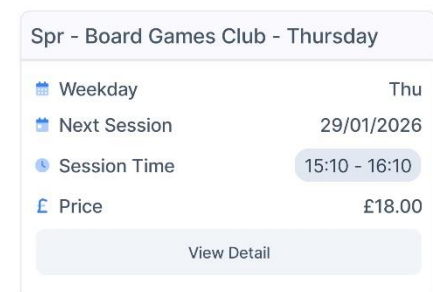
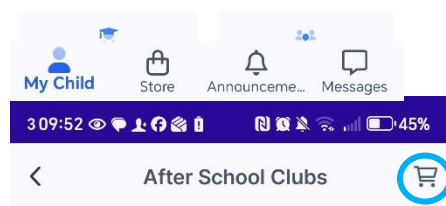
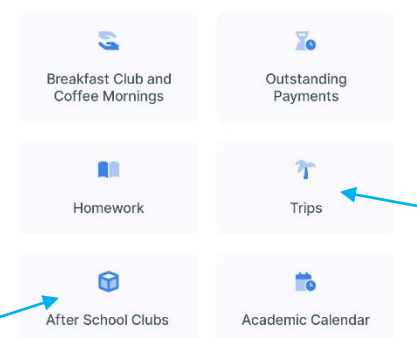


**If the item requires payment:**

- Click **Add to Basket**.
- You can either:
  - Proceed to payment immediately, or
  - Continue browsing (items stay in your basket for 5 minutes).
- When ready, click the **trolley icon** to complete your purchase.

**If the item is free:**

Simply click **Enrol** — no payment is needed.



Spr - Basketball Club - Friday

Main Teacher	Ms J Hye
Weekday	Fri
Next Session	30/01/2026
Session Time	15:10 - 16:10
Total Spaces	24
Spaces Available	5

Spring term's Basketball club, this club runs for 10 weeks. Note: No refunds are given o

Payment Options

Spr - Basketball Club - Friday

£18.00

Add to Basket

## 4. One-off Purchases

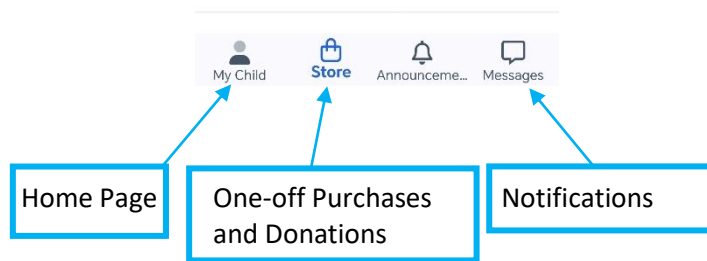


If you need your child to stay for **just one day** (for example, if you have an appointment or clubs haven't started yet):

Go to the **Store** section on your homepage.

Purchase a **one-off club day**.

After purchasing, call the **school reception** to confirm which day your child will stay until 4:10 pm.



## 5. Notifications

If you have **push notifications** turned on, you'll receive messages here about:

- Donations
- Updates
- Other important information

## Tips for Parents

- Always double-check your bookings after payment.
- Keep an eye on your balance and booking confirmations.
- Contact the school office if you have any issues with bookings or payments.