



ONLINE PAYMENTS AND CASHLESS LINK SESSION OVERVIEW

This session will provide you with an understanding of how to manage online payments with a link to your cashless catering system and prepare your school ready to go live.

The session will either be delivered over the phone, and will last up to 3 hours, or will be delivered onsite (*depending on the option ordered*).

AGENDA

- Initial consultation
- How to generate the online letter for parents and staff
- How to add items online for payment
- Using parental trip consent online
- How to complete orders
- How to process refunds – WorldPay schools only
- Reports

CUSTOMISATION AND SETUP

- Configure bank accounts for online payments
- Customise the online letters for parents and staff
- Configure account codes – if applicable
- Configure the settings for the cashless link
- Configure SCOPAY
- Configure WorldPay account
- Complete a test payment – debit/credit card will be required