

2017

Guide to Online Meal Booking

Corpus Christi
College Oxford





Booking SCR meals via Upay Chilli

Accessing the System

You can access the meal booking system at:

<http://meals.ccc.ox.ac.uk/>

The system uses the Oxford SSO login.
Your username is probably of the form 'corp1234'.

The Home Page

Once authenticated, you will see various summaries and totals:

The screenshot shows the UPAY HOME page. At the top left is the UPAY logo. At the top right are icons for PROMO, an envelope, and a menu. The user name 'HI SIMON' is displayed in the top right corner. The main heading is 'HOME'. Below this are three main sections: 'MY BALANCE', 'MINI STATEMENT', and 'EVENTS LIST'. At the bottom are 'TOP-UP' and 'PROMOTIONS' buttons.

MY BALANCE	
Refresh icon	£0.00

MINI STATEMENT			
16:20 Tue 3 Oct		UPay.co.uk	
Sale	£0.00	Balance	£0.00
16:20 Tue 3 Oct		UPay.co.uk	
Sale	£0.00	Balance	£0.00
16:04 Mon 2 Oct		UPay.co.uk	
Sale	£0.00	Balance	£0.00
See All			

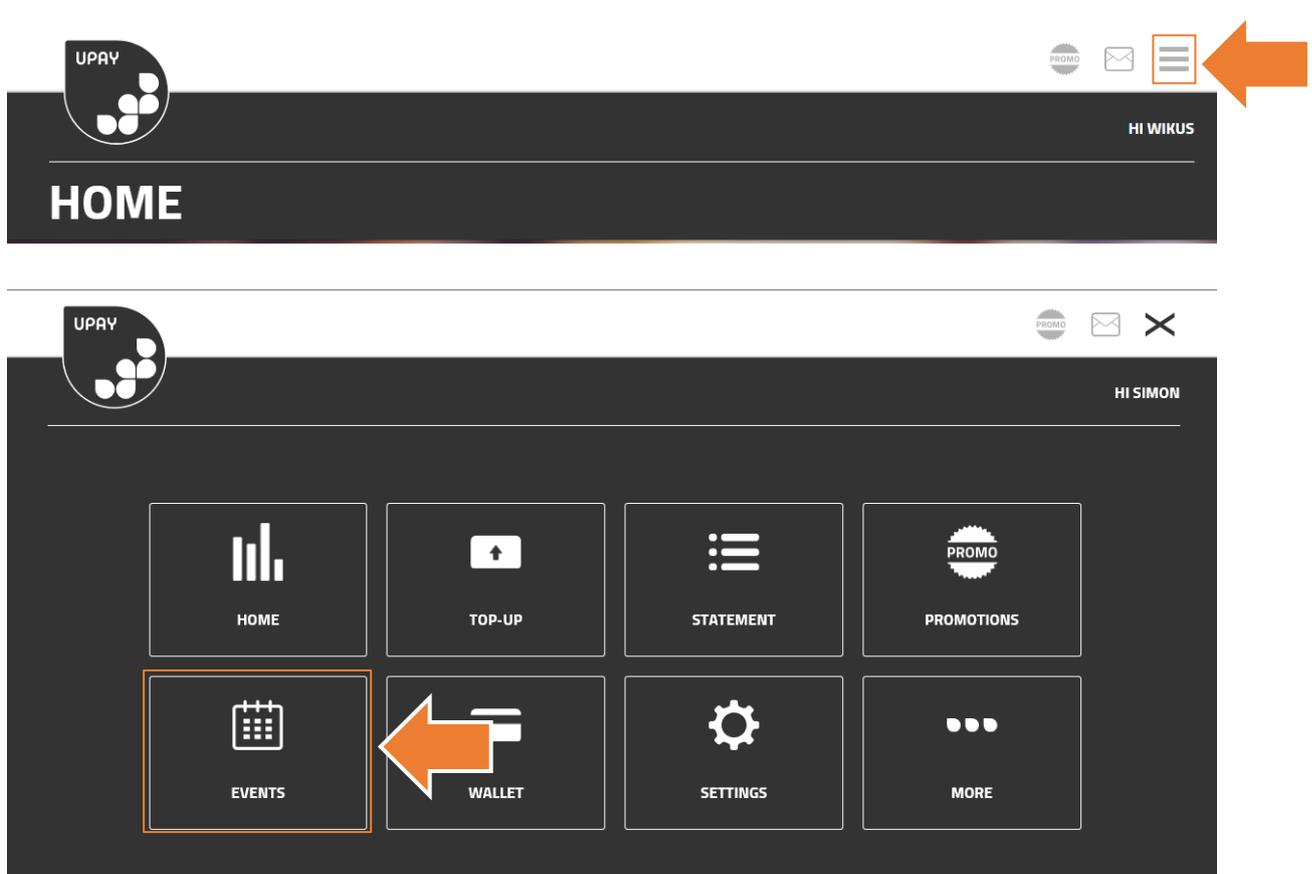
EVENTS LIST		
A SCRD	Hall	Monday Dinner ▶
B SCRD	Hall	Tuesday Dinner ▶
C SCRD	Hall/SCR	Wednesday Guest Night ▶
D SCRD	Hall	Thursday Dinner ▶
E SCRD	Hall/SCR	Friday Guest Night ▶

TOP-UP ▶ **PROMOTIONS** ▶

IMPORTANT NOTE: for most SCR members, **please ignore 'Balance' wherever mentioned** – this system is also used by Junior members to efficiently pay for meals; for SCR members, any billing is completed manually where appropriate. Likewise, there is no requirement for SCR members to 'Top-Up'.

To Sign-Up for Meals

Click on the 'menu' in the top right corner, and then select 'EVENTS':



You will be presented with a screen showing all of the 'events' that are available for you:

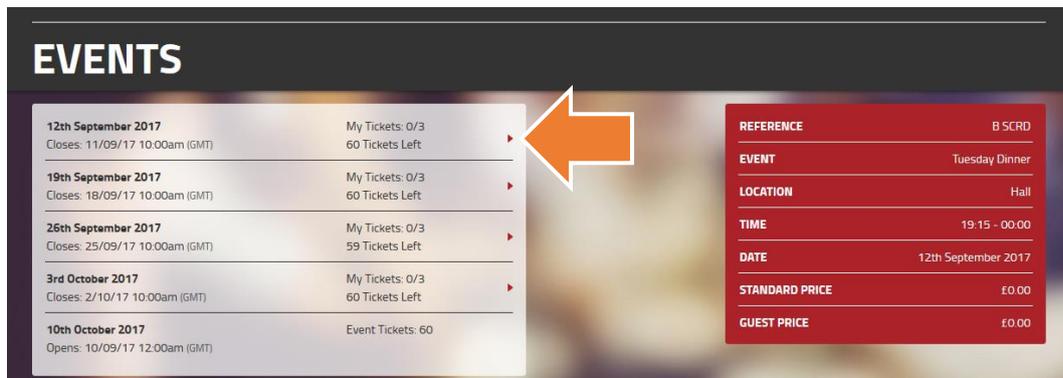
EVENTS

Code	Description	Location	Next Event Date	
D SCRD	Thursday Dinner	Hall	Thu Sep 07 2017	▶
D SCRL	Thursday Lunch	SCR	Thu Sep 07 2017	▶
E SCRD	Friday Guest Night	Hall/SCR	Fri Sep 08 2017	▶
E SCRL	Friday Lunch	SCR	Fri Sep 08 2017	▶
A SCRD	Monday Dinner	Hall	Mon Sep 11 2017	▶
A SCRL	Monday Lunch	SCR	Mon Sep 11 2017	▶
B SCRD	Tuesday Dinner	Hall	Tue Sep 12 2017	▶
B SCRL	Tuesday Lunch	SCR	Tue Sep 12 2017	▶
C SCRD	Wednesday Guest Night	Hall/SCR	Wed Sep 13 2017	▶
C SCRL	Wednesday Lunch	SCR	Wed Sep 13 2017	▶

VIEW ACTIVE BOOKINGS ▶ BOOKINGS STATEMENT ▶

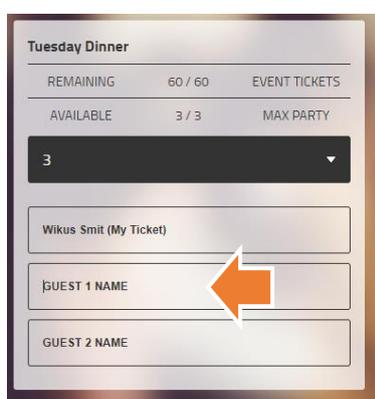
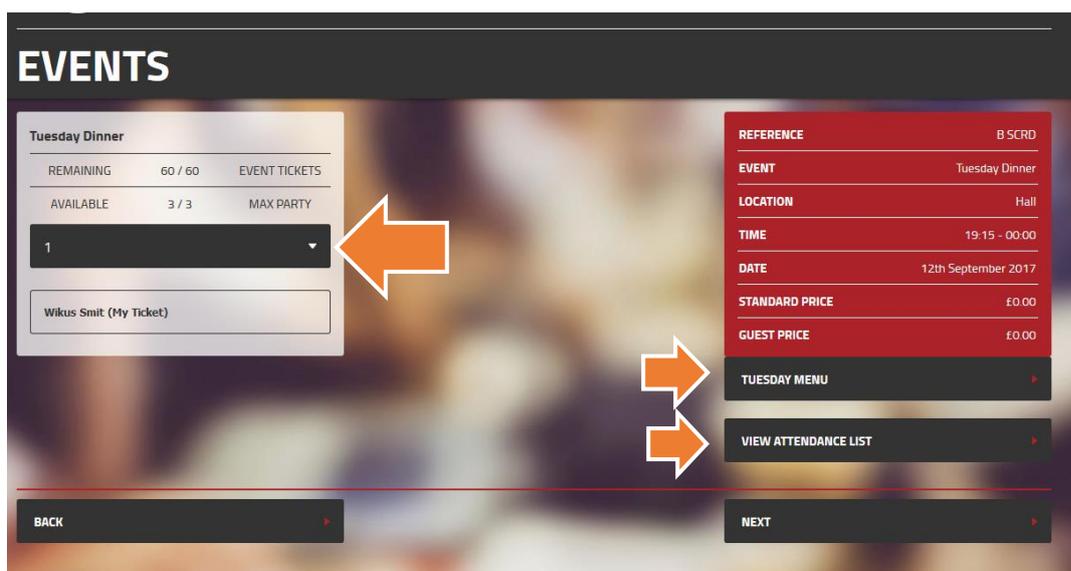
Select the event you wish to see more details about: in this case 'Tuesday Dinner':

This will show you the different dates that may be available to book, as well as basic information about the event.



Clicking one of the 'dates' (above) will take you to information for that function:

- You may view the **menu** and **current attendance list** to the RIGHT.
- Select the number of places you require on the LEFT.



If you are bringing guests:

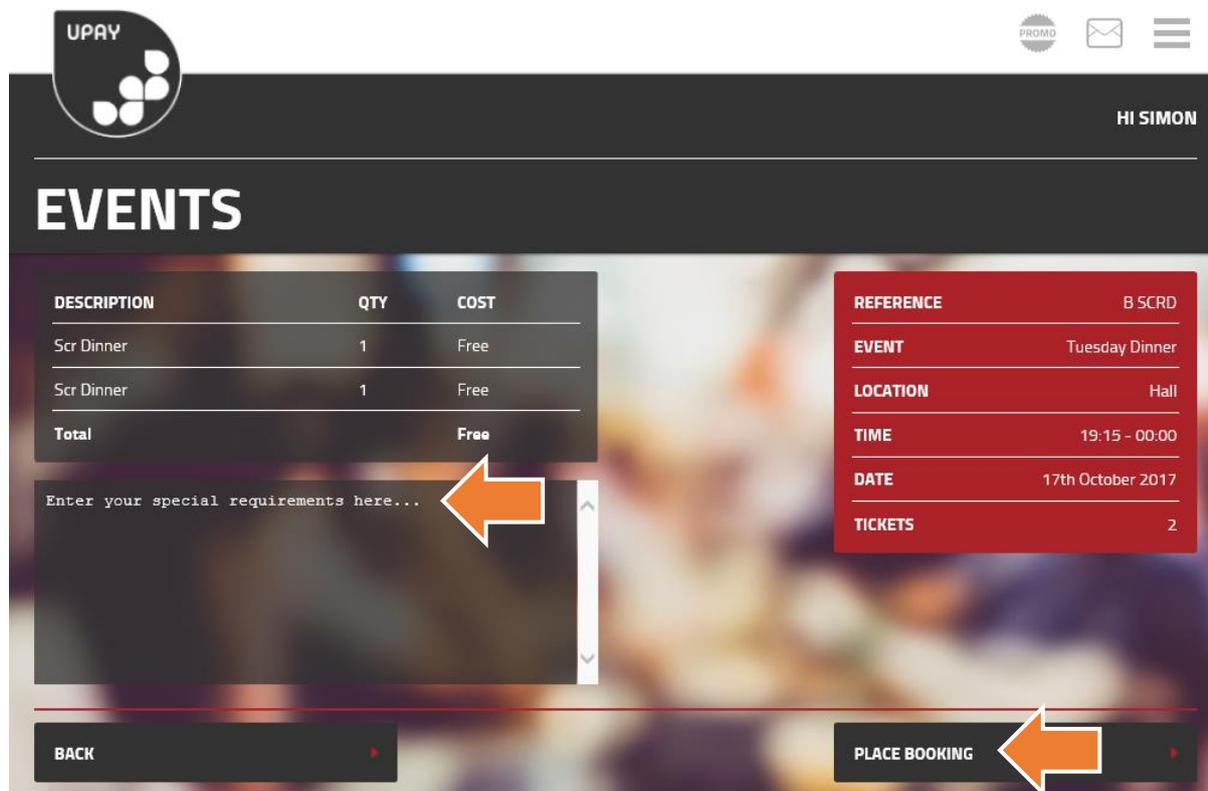
- Choose the total number in your party
- Enter the name(s) of your guest(s)

Finally, click 'Next' in the bottom-right (not pictured)

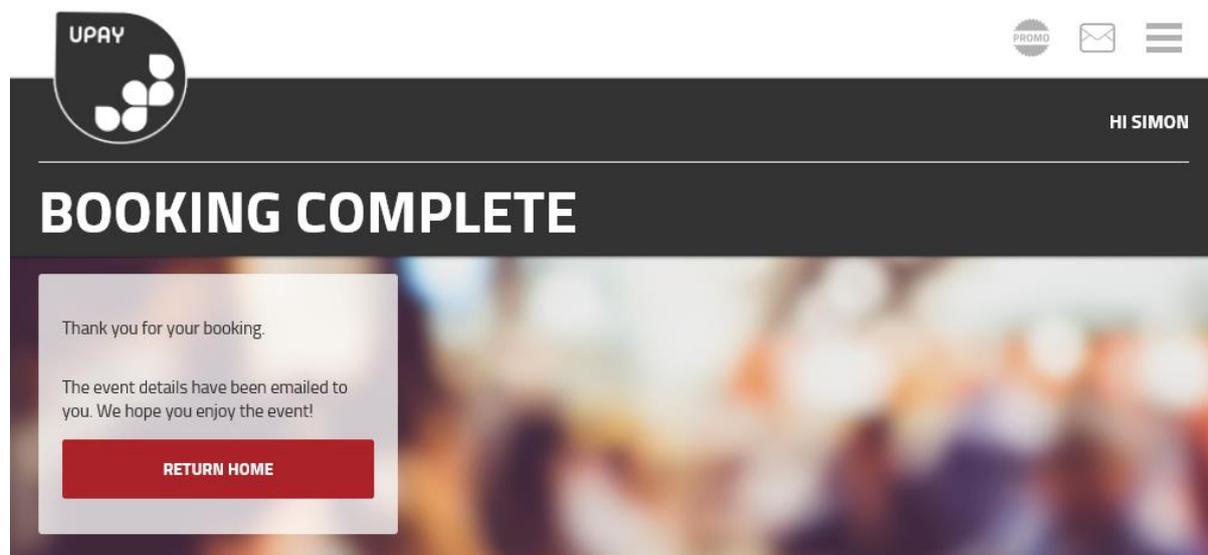
IMPORTANT: In the following step you may add any special requirements in relation to diets of yourself and or your guests. You can add other information if needed in this section too.

IMPORTANT: Please be sure to add:

- Any special or dietary requirements for you and / or your guests
- Charging information, if suitable, for example Domus or Battels
- Any other special information relating to your booking



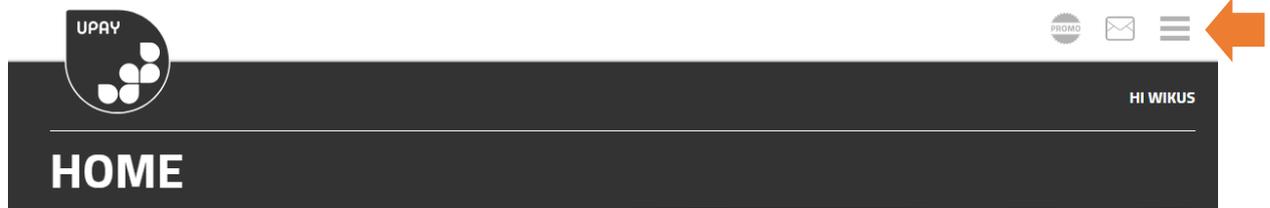
Finally, check all details are correct and then select “Place Booking” at the bottom right of the screen (pictured above):



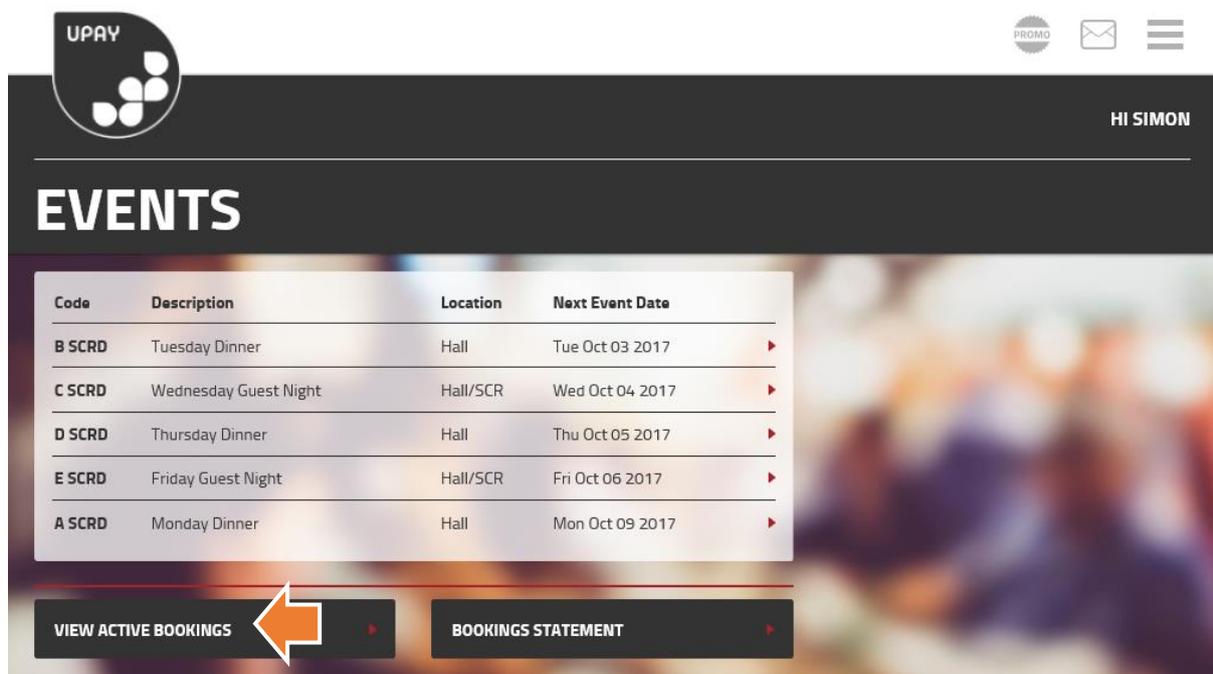
Once your booking is completed, you will also receive an email confirmation. Please note the ‘Special Requirements’ may not appear on your e-mail.

To View Existing Bookings

To view any of your active bookings, select the menu at the top-right and choose 'EVENTS' (not pictured):



Select the button "VIEW ACTIVE BOOKINGS":



You will get a screen displaying any events you have currently booked (not pictured). Note you may also view other information such as the attendance list of others who have signed-up, together with menus and dress codes, if available (not pictured).

To CANCEL or CHANGE any bookings, please e-mail: butler@ccc.ox.ac.uk