



WORCESTER  
COLLEGE  
OXFORD

# Booking College meals with UPay

You can access UPay by  
downloading the iOS or Android  
app or via the College website  
[www.worc.ox.ac.uk/upay](http://www.worc.ox.ac.uk/upay)





# Log in

First-time users should click the **SINGLE SIGN ON** button then click **SIGN IN**.

You will now be able to log in using your Oxford SSO credentials.

**SINGLE SIGN ON**  
If your organisation is approved to use a 3rd party login provider, you can login using one of the following links.

[MAIN LOGIN](#) >

[SIGN IN](#) >

Microsoft  
**Sign in**  
abcd1234@OX.AC.UK

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Can't access your account?

[Next](#)

# Home page

Once logged in, you'll be able to see the home screen. From here you can see your balance, upcoming menus, and browse the different events currently available. To book meals, click on the **EVENTS** tab.

The screenshot shows the UPay home page. At the top, there's a navigation bar with icons for envelope, home, and menu. Below it is a dark header with the UPAY logo and the word 'HOME'. The main content area has a teal header bar with 'My Balance: £0.00' and 'Token Balance: £19.40', and buttons for 'View All', 'Keep an eye out for amazing offers!', 'Get Deals', 'Add funds to your account', and 'Top Up'. Below this are sections for 'Order Ahead', 'Events' (with a 'View All' button), 'Online Payments' (with a 'View All' button), and 'Your Activity' (with a 'View All' button). The 'Events' section features a thumbnail of people eating, with the word 'EVENTS' overlaid. The 'Online Payments' section features a thumbnail of a hand holding a card, with the word 'PAYMENTS' overlaid. The 'Your Activity' section shows a transaction: '£4.45 spent at Upay App 13 Apr 21 16:10PM'.

The screenshot shows the UPay mobile home page. It has a similar layout to the desktop version, with a teal header bar showing 'My Balance: £0.00' and 'Token Balance: £19.40', and buttons for 'View All', 'Keep an eye out for amazing offers!', 'Get Deals', 'Add funds to your account', and 'Top Up'. Below this are sections for 'Order Ahead', 'Events' (with a 'View All' button), 'Online Payments' (with a 'View All' button), and 'Your Activity' (with a 'View All' button). The 'Events' section features a thumbnail of people eating, with the word 'EVENTS' overlaid. The 'Online Payments' section features a thumbnail of a hand holding a card, with the word 'PAYMENTS' overlaid. The 'Your Activity' section shows a transaction: '£4.45 spent at Upay App 13 Apr 21 16:10PM'.



# Making a booking

On the **EVENTS** tab you'll be able to see all upcoming meals and special events which you are eligible to attend. Click on the event you would like to make a booking for. Some event types will have more than one date available once you click through – on this screen you'll also be able to see the location, timings, dress code and price.

See the last page of this document for details of available meals and booking deadlines.

The screenshot shows the UPay booking interface. At the top, there is a logo for UPay and a navigation bar with icons for QR code, envelope, home, and menu. The main header is 'EVENTS'. Below this, there is a list of events with details like date, closing time, and ticket availability. To the right, there is a detailed view for the 'First Hall Dinner' event, showing its reference, location, dress code, time, booking dates, and standard/guest prices. At the bottom, there is a 'BACK' button with a right-pointing arrow.

REFERENCE	MTFH23
EVENT	First Hall Dinner
LOCATION	Hall
DRESS CODE	Informal/Casual
TIME	17:30 - 18:45
BOOKING DATE(S)	2nd Oct 2023 - 6th Oct 2023
STANDARD PRICE	£4.99
GUEST PRICE	£5.99



## Choosing your guests and diets

Once you've clicked on your chosen date you'll be asked to choose how many places you would like to book. Next you'll be asked to select dietary options for you (and your guests if applicable). If you have no dietary requirements, choose the top option (in this example 'First Hall').

First Hall £4.99 (Guest: £5.99)	-	+	<input type="checkbox"/> MY CHOICE
First Hall Vegetaria £4.99 (Guest: £5.99)	-	+	<input type="checkbox"/> MY CHOICE
First Hall - Vegan £4.99 (Guest: £5.99)	-	+	<input type="checkbox"/> MY CHOICE
First Hall - Pescata £4.99 (Guest: £5.99)	-	+	<input type="checkbox"/> MY CHOICE
First Hall - Halal £4.99 (Guest: £5.99)	-	+	<input type="checkbox"/> MY CHOICE
First Hall Sp Diet £4.99 (Guest: £5.99)	-	+	<input type="checkbox"/> MY CHOICE

If you have a diet not listed, choose the 'Special Diet' option and enter your requirements on the next page. Once you have entered any extra details, click **PLACE BOOKING**.

DESCRIPTION	QTY	COST
First Hall	1	£4.99
Total		£4.99

PLACE BOOKING >

Enter your special requirements here...



# Choosing your payment method

On this page you must click the white box to activate your payment and confirm your booking. You have two separate balances within UPay:

- **MY BALANCE** which is money you have paid into your UPay account.
- **TOKEN BALANCE** which represents staff/fellow meal entitlements and are used for internal recharging. Tokens cannot be carried forward, redeemed as cash, or used for guest meals. Staff token balances reset at the start of each working week.

Meals and guest places will not be able to be booked unless there are sufficient funds in **MY BALANCE**. You can view and top up **MY BALANCE** from the home page.



Once you click the white box, UPay will automatically deduct the total from your **TOKEN BALANCE** (if redeemable) and any remaining funds will be taken from **MY BALANCE**. You will then receive a confirmation message and a confirmation email.

The left screenshot shows a 'Select Payment Option' dialog. It displays 'Pay £4.99 with your cashless balance' and two balance amounts: '£0.29 My Balance' and '£12.45 Token Balance'. A large white rectangular box is overlaid on the bottom right of the dialog, obscuring the 'NEXT' button. At the bottom of the dialog is a 'CANCEL BOOKING' button.

The right screenshot shows a 'BOOKING COMPLETE' confirmation message. It includes a 'UPAY' logo, the text 'BOOKING COMPLETE', 'Thank you for your booking.', and 'The event details have been emailed to you. We hope you enjoy the event!'. At the bottom is a 'RETURN HOME' button.



# Catering schedule and booking requirements

	BREAKFAST	BRUNCH	NASH CAFÉ	LUNCH	FIRST HALL	FORMAL	CELLAR BAR
	Every day	Sundays	Monday to Friday	Every day	Every day	Wednesdays, Thursdays and Sundays	Every day
	08:00 - 10:00	11:00 - 13:00	09:30 - 15:30	12:00 - 14:00	17:30 - 18:45	19:30 - 21:15	18:00 - 23:30
From Monday of 0th Week	✓	✗	✓	✓	✓	✗	✓
From Sunday of 1st Week	✓	✓	✓	✓	✓	✓	✓
From Sunday of 2nd Week	✓	✓	✓	✓	✓	✓	✓
From Sunday of 3rd Week	✓	✓	✓	✓	✓	✓	✓
From Sunday of 4th Week	✓	✓	✓	✓	✓	✓	✓
From Sunday of 5th Week	✓	✓	✓	✓	✓	✓	✓
From Sunday of 6th Week	✓	✓	✓	✓	✓	✓	✓
From Sunday of 7th Week	✓	✓	✓	✓	✓	✓	✓
From Sunday of 8th Week	✓	✓	✓	✓	✓	✓	✓
From Sunday of 9th Week	✓	✗	✓	✓	✓	✗	✗
	No booking required. Large parties to be agreed with Catering Manager.				Book by 16:00 on the day of the meal.	Book by 12:00 on the preceding weekday (i.e. 12:00 on Friday for Sunday formals).	Special events to be agreed with Assistant Dean and Bar Manager.