# WORCESTER COLLEGE
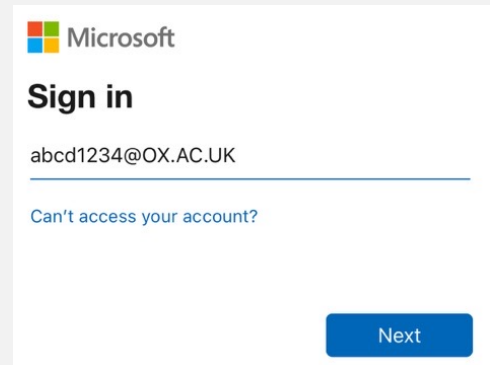## OXFORD

# Booking College meals with UPay
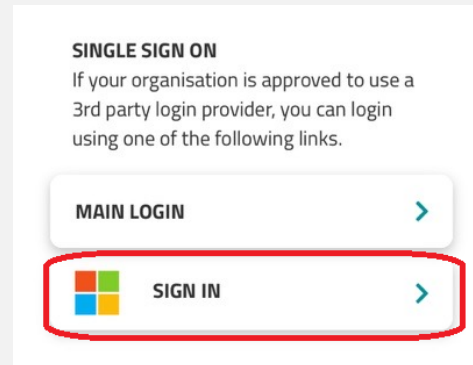
You can access UPay by downloading the iOS or Android app or via the College website www.worc.ox.ac.uk/upay

Download on the **App Store**

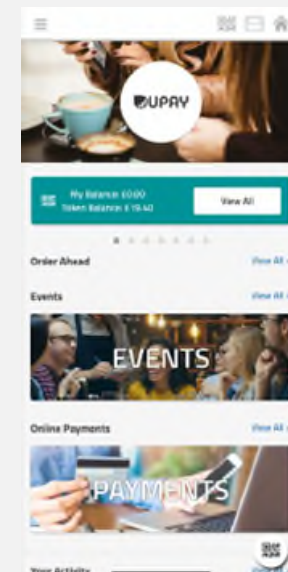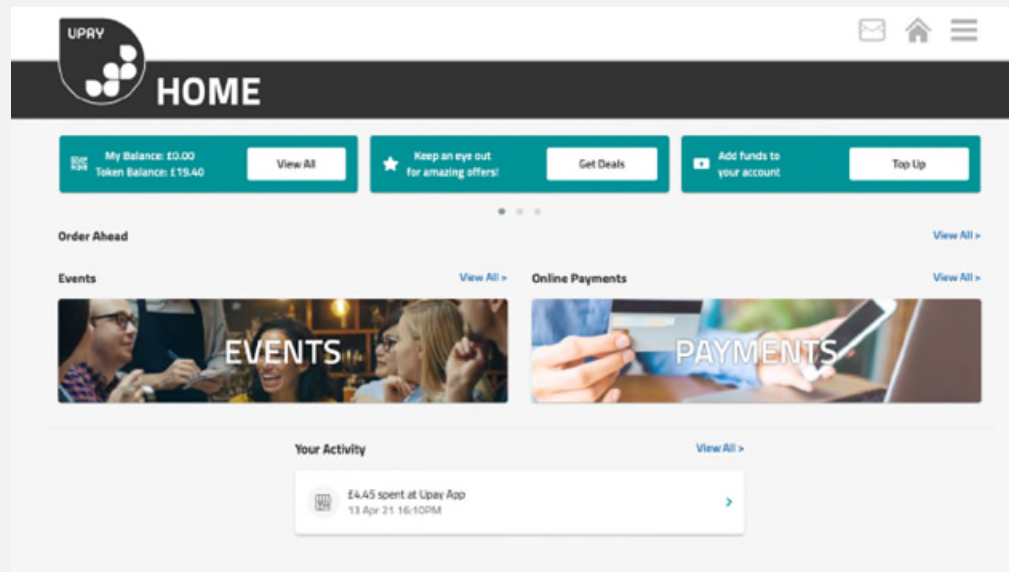GET IT ON **Google Play**

# 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.



# 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.

# 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.

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# 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**<br>£4.99 (Guest: £5.99) | [-] [+] | ☐ MY CHOICE |
| **First Hall Vegetaria**<br>£4.99 (Guest: £5.99) | [-] [+] | ☐ MY CHOICE |
| **First Hall - Vegan**<br>£4.99 (Guest: £5.99) | [-] [+] | ☐ MY CHOICE |
| **First Hall - Pescata**<br>£4.99 (Guest: £5.99) | [-] [+] | ☐ MY CHOICE |
| **First Hall - Halal**<br>£4.99 (Guest: £5.99) | [-] [+] | ☐ MY CHOICE |
| **First Hall Sp Diet**<br>£4.99 (Guest: £5.99) | [-] [+] | ☐ 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, clock **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 re-charging. 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.

# Catering schedule and booking requirements

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| | 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 | ✓ | x | ✓ | ✓ | ✓ | x | ✓ |
| 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 | ✓ | x | ✓ | ✓ | ✓ | x | x |
| | 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. |