

# weduc®

Smart Communication

## Weduc Payments

A Guide for Parent/Carers





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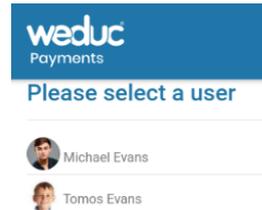
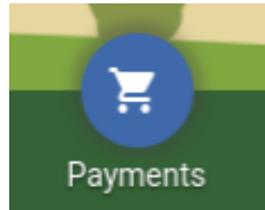


## Section 1: What is Weduc Payments?

Weduc Payments is powered by our partner company, sQuidcard, and has been fully integrated to allow you to quickly and easily make payments to your child's school. Weduc Payments can be used for making payments on school meals, school trips and breakfast/after school clubs, etc.

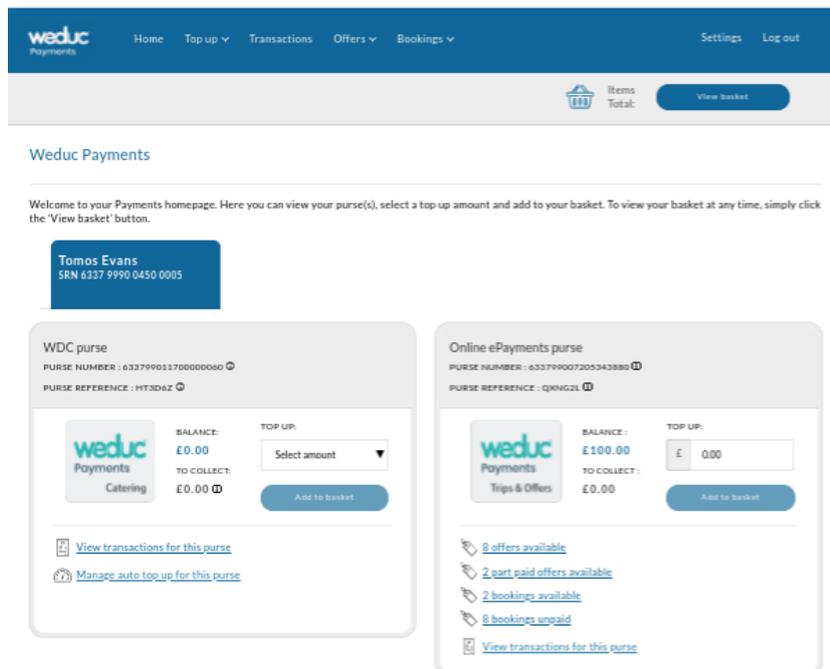
### Accessing Weduc Payments

To access Weduc Payments, select the Payments globe from the navigation banner. **NB:** You will not need to register or activate a new account as this will have been done for you by the school.



Click this icon and select the child you wish to make a payment for. You will be signed into your account automatically.

Once you have logged in, you will be presented with the screen below. You are now signed into Weduc Payments.





## Payments Purses

Depending on how your child's school is using the system will depend on which purses you see.

If the school is taking meal payments through the system you will see the purse on the left, this can be used to add money on to cover the cost of your child's school meals. If they are not, you will not see this part of the system to save any confusion for you.

The second purse on the right is for everything from Trips & Clubs through to Uniform and Stationary (should your child's school charge for this). You can add money onto this purse as a savings account for future trips and clubs if you wish.

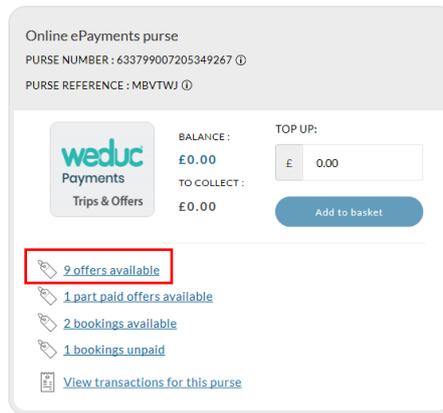
The screenshot shows the Weduc Payments interface. At the top, there is a navigation bar with 'Home', 'Top up', 'Transactions', 'Offers', and 'Bookings'. A 'View basket' button is visible in the top right. Below the navigation bar, the page title is 'Weduc Payments'. A welcome message states: 'Welcome to your Payments homepage. Here you can view your purse(s), select a top up amount and add to your basket. To view your basket at any time, simply click the "View basket" button.' Below this, the user's name 'Tomos Evans' and SRN '6337 9990 0450 0005' are displayed. Two purses are shown side-by-side, each with a red border:

- WDC purse:** PURSE NUMBER: 633799011700000000, PURSE REFERENCE: HT3D62. It shows a balance of £0.00 and a 'TO COLLECT' amount of £0.00. There is a 'TOP UP' dropdown menu set to 'Select amount' and an 'Add to basket' button. Below the purse details are links for 'View transactions for this purse' and 'Manage auto top up for this purse'.
- Online ePayments purse:** PURSE NUMBER: 633799007205343880, PURSE REFERENCE: QKXGZL. It shows a balance of £100.00 and a 'TO COLLECT' amount of £0.00. There is a 'TOP UP' input field set to '£ 0.00' and an 'Add to basket' button. Below the purse details are links for '8 offers available', '2 part paid offers available', '2 bookings available', and '8 bookings unpaid', along with a 'View transactions for this purse' link.

## Section 2: Payment Options

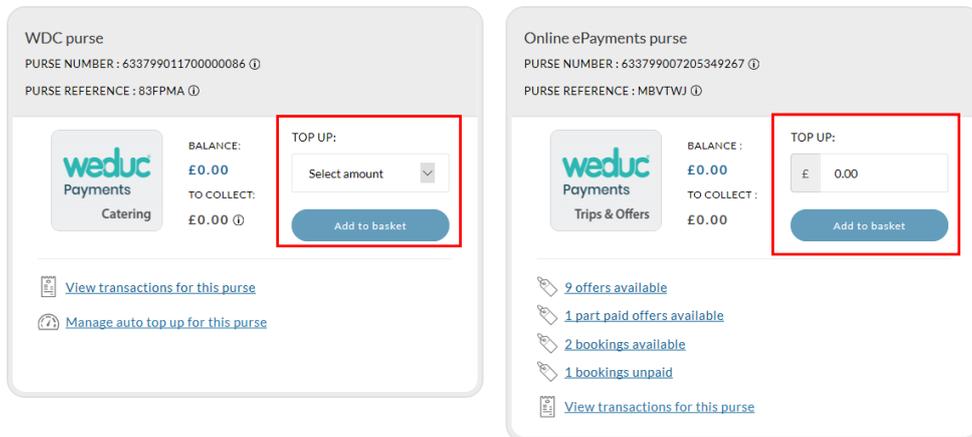
### Debit/Credit Card Payment

Card payments are the most popular form of payment on Weduc. To make a card payment, select 'x' offers available. (see Section 4: Trip/Offer payments for further details) Once a payment is complete, you will be able to view a full payment transactions history (see Section 3: Transactions for further details). NB: All charges to your card will appear on your statement as sQuidcard.



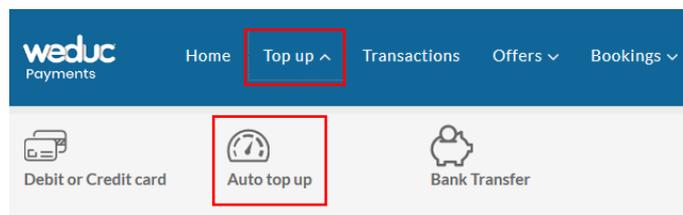
### Top Up

Topping up is a very simple process. Select the drop-down boxes on your payment purses to select how much you wish to top up. Once you've chosen your amount, click on Add to Basket where you will checkout as normal.



### Auto Top Up

This feature is only applicable for school meals however you are able to set your account to automatically debit your payment card by a set amount when a spend cap is reached. This is a sure way to guarantee your child always has money for lunches. To activate this, simply click Top Up at the top of your screen (PC) or in the side menu (Mobile/Tablet) and then Select Auto Top Up.





You will need to select to enable Auto Top Up where you will see further options appear below. Here you can select which card to have funds taken from, minimum balance limit on your account and what to top up by when the balance reaches this limit then select save. To disable this feature, you will need to delete a payment card. **(see Section 6: Deleting a Payment Card for further details).**

WDC purse  
PURSE NUMBER : 63379901170000086  
PURSE REFERENCE : 83FPMA

weduc  
Payments  
Catering

BALANCE: £0.00  
TO COLLECT: £0.00

STATUS: DISABLED

AUTO TOP UP ENABLED

Select your payment card

When balance drops below

Top up with

Save

## Section 3: Transactions

Within transaction viewer you are able to see a history of all purchases made from your account. Your transaction history is never deleted and you can filter between purses by selecting from the drop-down menu.

WDC purse  
PURSE NUMBER : 633799011700000086 ⓘ  
PURSE REFERENCE : 83FPMA ⓘ



BALANCE: £0.00

TO COLLECT: £0.00 ⓘ

TOP UP:

Select amount ▼

Add to basket

 [View transactions for this purse](#)

 [Manage auto top up for this purse](#)

SELECT A PURSE:

WDC ( 633799011700000086 )

**FILTER DATE FROM:**

Select start date

**FILTER DATE TO:**

Select end date

Search

Depending on your school's catering provider, you will be able to see what your child has eaten and how much this has cost you.

For offers such as school trips and clubs etc. you will be able to ensure you have paid for a trip to avoid making additional payments by mistake.

**Tomos Evans**  
SRN 6337 9990 0450 0905

SELECT A PURSE:

Online ePayments ( 633799007205343880 )

**FILTER DATE FROM:**

Select start date

**FILTER DATE TO:**

Select end date

Search

Viewing transactions for Online ePayments purse Download CSV

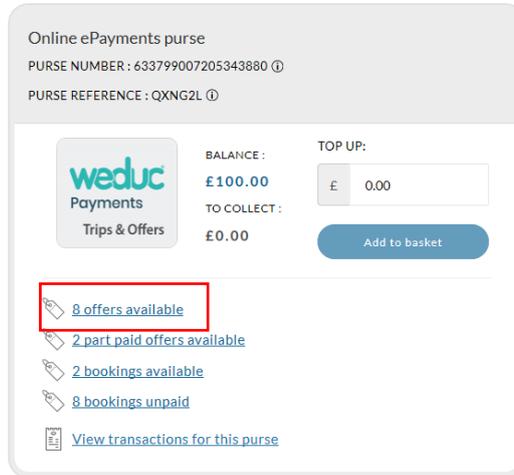
Balance : £100.00
To Collect : £0.00

Transaction	Description	£ +/-	Type
Weduc Academy Test Site Mar 10, 2020 10:53	Breakfast Club - Site 1	+£0.00	Purchase
Weduc Academy Test Site Mar 10, 2020 10:50	Breakfast Club - Site 1	+£0.00	Purchase
Weduc Academy Test Site Mar 4, 2020 16:13	Breakfast Club - Site 1	+£0.00	Purchase

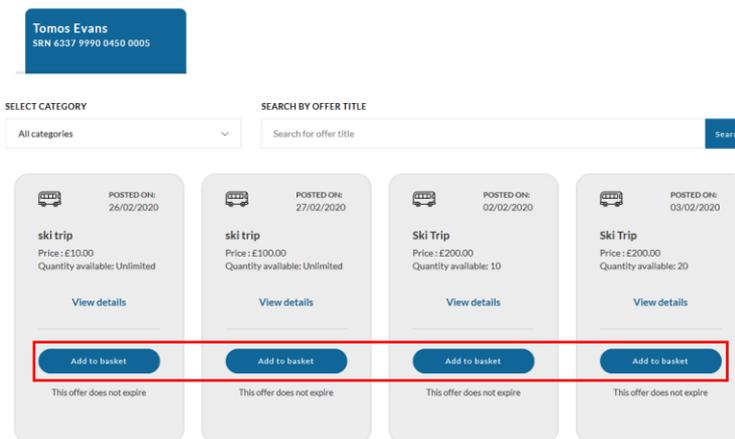
For both of these, you are able to download a CSV with all of the information should you need it. This will work on both mobile and PC but you will need an excel file viewer such as Microsoft Excel or Google Sheets in order to view the file.

## Section 4: Trip/Offer Payments

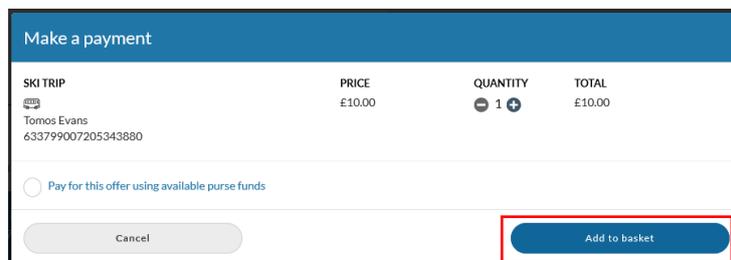
Making payments towards a school trip or for uniform via Weduc Payments is a very simple process. To get started, select 'x' offers available. **(see below).**



Once selected, you will see the screen below which displays all offers available to your child. To pay for an item, select Add to basket on each item.

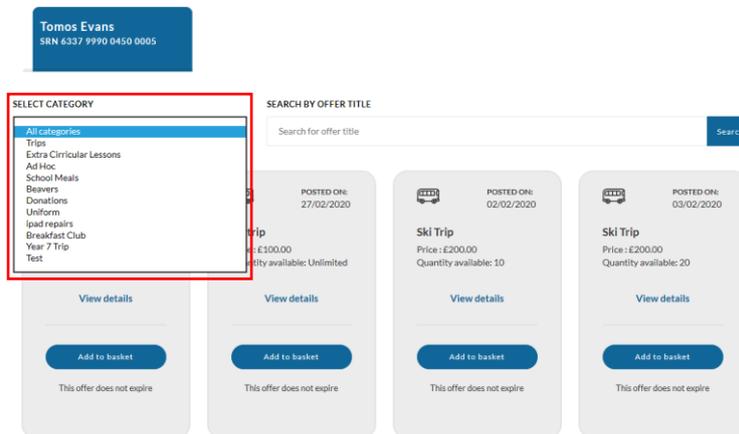


If an item allows payments in installments, such as a school trip, you will be asked to choose whether you wish to make payment for the selected installment or additional installments too. Once chosen option has been selected, click Add to Basket again and check out.





You'll also have the option to filter offers by category. This makes it easier for you to view and select which one you'd like to make a payment for should there be a number of offers available. NB: This usually occurs when uniform is available for purchase.



## Section 5: Club Bookings

### Individual Sessions

If your child's school is accepting breakfast and after school club bookings, you will see a section that says, 'x' bookings available. Click here to access the booking area.

Online ePayments purse  
PURSE NUMBER : 633799007205343880 ⓘ  
PURSE REFERENCE : QXNG2L ⓘ

**weduc**  
Payments  
Trips & Offers

BALANCE : £100.00  
TO COLLECT : £0.00

TOP UP: £ 0.00  
Add to basket

8 offers available  
2 part paid offers available  
**2 bookings available**  
8 bookings unpaid  
View transactions for this purse

Here you will see any clubs that are available for your child. Select View to the right of the club to book this for your child.

Tomos Evans  
SRN 4337 9900 0450 0005

Select category  
All categories

Booking details	Start & end dates	More
Breakfast Club Breakfast Club	30/03/2020 - 17/07/2020	<a href="#">View</a>
Breakfast Club - Site 1 Breakfast Club	04/03/2020 - Ongoing	<a href="#">View</a>

Previous 1 Next

You will be taken to a new page where you can select which days and sessions you would like your child to attend. You can add as many slots to your basket as you like and as far in advance as the school allows. **NB:** Should you need to cancel a slot; you will need to contact the school office.

**Breakfast Club**  
Description: Breakfast Club

Booking Category: Diners | Date range: 30/03/2020 - 17/07/2020 | Total sessions: 37

Book slots individually | Book slots in bulk

Use the slot selector below to select which booking slots you want to add to your basket.

Sunday 07 May	Monday 13 May	Tuesday 19 May	Wednesday 25 May	Thursday 31 May	Friday 07 May	Saturday 23 May
No slots	No slots	No slots	No slots	07:30 - 08:50 £0.00	07:30 - 08:50 £0.00	No slots

Next Week

### Multiple Sessions

You can also bulk book sessions for the entire term etc. in advance. To do this, start by selecting the tab labelled Book Slots in Bulk then select the date range you wish to book between using the date selector. **NB:** If different sessions are available, you will be asked to select which session you wish to book for.



**Breakfast Club**  
Description  
Breakfast Club

Booking Category: Dinners      Date range: 30/03/2020 - 17/07/2020      Total sessions: 37

Book slots individually      **Book slots in bulk**

Select a date range using the date pickers below and click add to basket to add all of the slots in this range to your basket.

20/05/2020 / 20/05/2020 **Add to basket**

After selecting add to basket you will receive a breakdown of which sessions you are about to book and pay for. To confirm your selection, click Add to Basket then checkout as usual.

**Confirm Booking Slots**

**?**

**Are you sure?**

Available booking slots, between the selected dates, will be added to your basket.

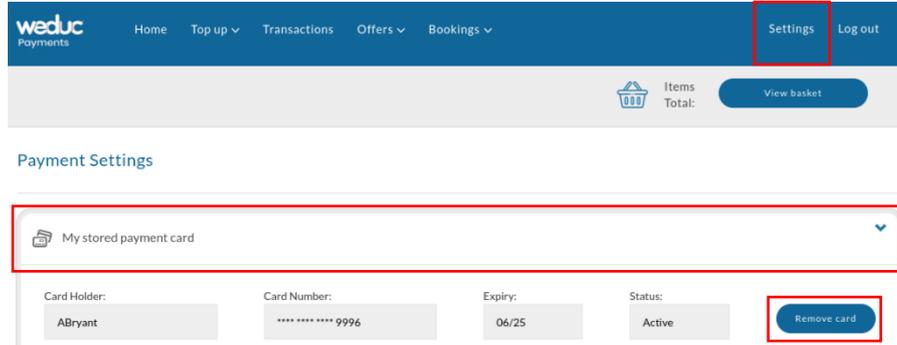
- Total Slots: **8 slots**
- Subtotal: **£ 0.00**

**Cancel**      **Add to Basket**



## Section 6: Deleting a Payment Card

Deleting a card follows a simple process but is only applicable if you have saved cards in the system or set up Auto Top Up. To delete a payment card, select Settings from the top of your screen (PC) or from the side menu (Mobile/Tablet). Select My stored payment card then click Remove card on the right-hand side. This card is now deleted.





## Section 7: Further Support

Should you require any further support outside of what is available in this guide, please feel free to contact the support team on the details below;

Web: [www.weduc.co.uk](http://www.weduc.co.uk)

Email: [support@weduc.co.uk](mailto:support@weduc.co.uk)

Telephone: 01509 221349

Our support lines are available on Monday-Friday between 8am and 5:30pm (excluding Bank Holidays).