

HOW TO MAKE PAYMENT FOR A TRIP/OFFER ON SQUID

There are two steps you need follow in order to pay for any school trip or offer

Step 1 – Select the trip/offer and add it to your basket

Step 2 –Make payment by checking out your basket

1.1 Login into Squid – you will see the following on your home page

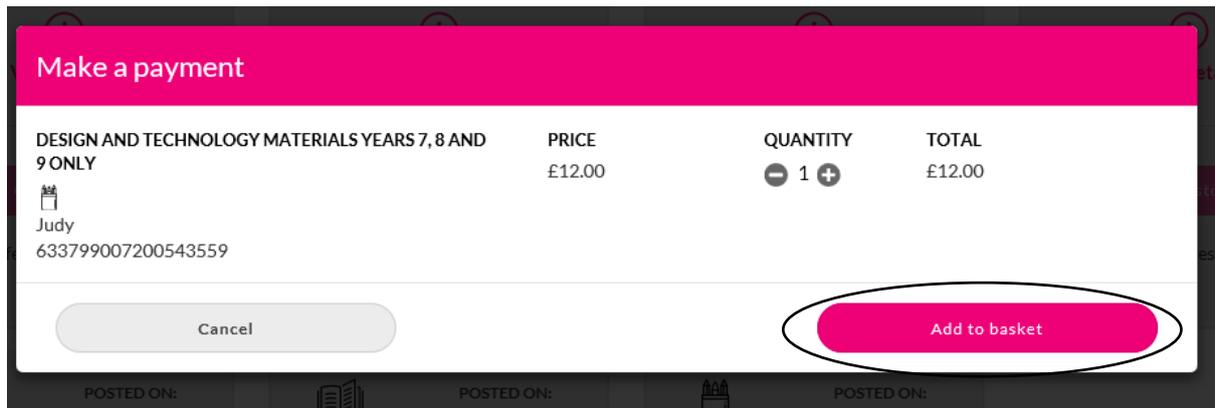
1.2 Click on Offers available within the Trips and Offers purse

The screenshot shows two purse cards side-by-side. The left card is for 'Catering' with a balance of £2.95 and a top-up amount of £0.00. The right card is for 'Trips and Offers' with a balance of £0.00 and a top-up amount of £0.00. Below the 'Trips and Offers' card, there is a list of statistics: '7 offers available' (circled in red), '0 part paid offers available', '0 bookings available', and '0 bookings unpaid'. Both cards have an 'Add to basket' button.

1.3 You will then see all the trips and offers available to you. Please note that some of them may be for a different year group to the one your daughter is in and therefore not relevant.

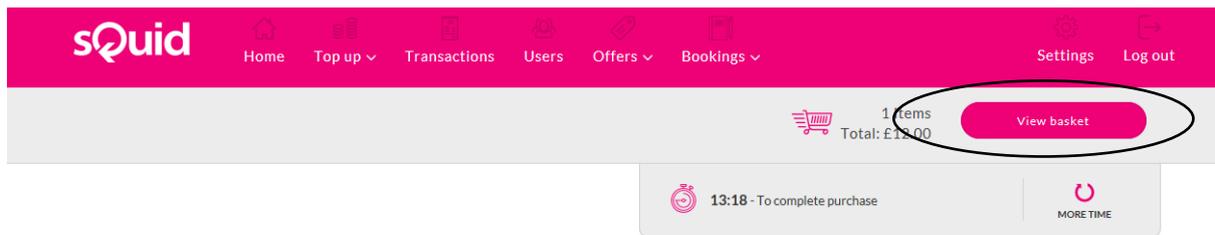
The screenshot displays a grid of seven offer cards. Each card includes an icon, a 'POSTED ON' date, a title, price, quantity available, a 'View details' button, and an 'Add to basket' button. The offers are: 'Year 7 DEF St O...' (18/10/2018, £96.00, 1 available, out of stock), 'Year 7 ABC St O...' (18/10/2018, £96.00, 1 available, out of stock), 'Silver DofE' (17/10/2018, £380.00, 1 available, out of stock), 'Bronze DofE' (17/10/2018, £260.00, 1 available, out of stock), 'Sixth Form Fund...' (03/09/2018, £40.00, 1 available, Add to basket), 'School Fund Con...' (05/09/2018, price specified by user, 1 available, Add to basket), and 'Design and Tech...' (04/09/2018, £12.00, 1 available, Add to basket). The 'Add to basket' button for the 'Design and Tech...' offer is circled in red.

1.4 Choose the trip/offer you wish to pay for by clicking on “Add to basket”, you will then see:



Click “Add to basket” again

1.5 Go to “View basket” at the top right hand side of the screen



1.6 On the next screen click on “Checkout”, you will then see a screen similar to the one below where you will have some mandatory tick boxes to check. After this, click on Finish

Additional Information

Here you can view all of the additional information for this purchase.

1/1

Design and Technology Materials Years 7, 8 and 9 only

Requirements	Details
Is your daughter currently in year 7, 8 or 9? *	<input checked="" type="checkbox"/>
I understand this contribution is non-refundable. *	<input checked="" type="checkbox"/>

At the bottom of the form, there is a pink "Finish" button circled in black.

1.7 On the next page below, now click on “Checkout”



Offer Summary

You are buying:



New Purchase - Design and Technology Materials Years 7, 8 and 9 only - [view details](#)

£12.00

Total to pay £12.00

Back

Checkout

After this stage you will need to enter your payment card details in order to complete the purchase.

Once you have completed the purchase a school trip list will be updated with your daughter's name and surname and this is when the trip leaders see that she has paid.