



**Lucy Cavendish College**  
University of Cambridge

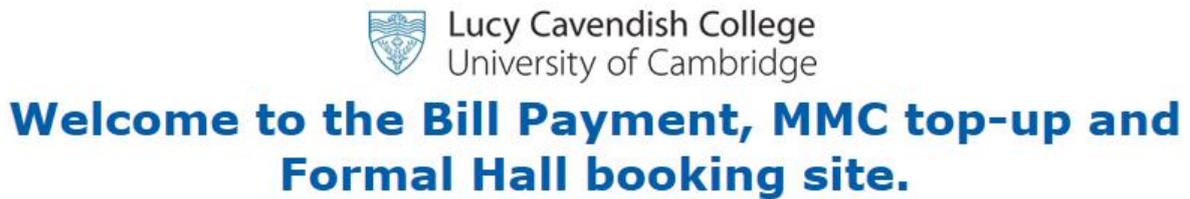
## Formal hall payment and booking guide



## Login

Use the following link to access the formal hall system - <https://www.lucy.cam.ac.uk/formalhall>

The following screen will display:



If you have a Raven login click on the **Cambridge Users – Login using Raven** button on the left. The **Visitors** button on the right is for booking formal halls for those without a **Raven** login. If you don't have a **Raven** login please contact the Finance Office ([financeoffice@lucy.cam.ac.uk](mailto:financeoffice@lucy.cam.ac.uk))

For those not using a **Raven** login the following screen will display:

## Lucy Cavendish Formal Hall and Payments/MMC top up

### Meal Booking and Bill Payments

Welcome to the bill payment, MMC top-up and formal hall booking site.

From here you can pay your bills, top up your meals account and manage your formal hall bookings.

Please note, formal halls for the new academic year (2017-18) will be made available on this site at the beginning of September for booking.

If you have accessed this site as a Visitor please contact the Bursary, using the details below, for a password.

Please contact the Bursary on 01223 764014 or e-mail [lcc-bursary@lucy-cav.cam.ac.uk](mailto:lcc-bursary@lucy-cav.cam.ac.uk) if you need any further information.

Log In	
E-mail Address:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Log In"/>	

Once you have received your login details from the Bursary, you can then access your formal hall account. To put money on your account please see **MMC top ups** below, if you do have money on your account, skip the **MMC top ups** part below and move on to **Formal Hall Booking** a couple of pages further on.

## MMC top ups

To top up your meals account with more money, which will enable you to buy meals in the restaurant or book formal halls for your guests, please click on the **EPOS** tab from the top toolbar:

The screenshot displays the MMC EPOS interface. At the top, a blue navigation bar contains the following tabs: Meal Booking, Change My Normal Meals, Block Book/Cancel, Change Password, **EPOS** (highlighted with an arrow), and Log Out. Below the navigation bar, the interface is divided into three main sections:

- Available Funds:** Shows a balance of 34.89 for Meals.
- Payments:** A form for making payments with the following fields:
  - Card Top Up/Deposit (dropdown menu)
  - Item: Top-Up (dropdown menu)
  - Card: Debit Card (dropdown menu)
  - Amount: [input field] GBP
  - I Accept All Terms and Conditions (checkbox)
  - [View](#) (link)
  - Make Payment** (button)
- Transaction History:** A section for viewing transactions with the following fields:
  - Meals (radio button)
  - Date from: 10/08/2017 (input field)
  - Date to: 10/09/2017 (input field)
  - Get Transactions** (button)
  - Print** (button)

This screen will allow you to see what money you have on your account. It will also allow you to view what you have purchased in the Buttery dining hall and what formal halls you have paid for. As soon as you have made bookings for formal hall, the money will be deducted from your **Available Funds** balance and similarly, if you cancel a formal hall your **Available Funds** will be refunded immediately.

## To top up

Leave the **Card Top Up/Deposit** as is

Leave **Item** as Top Up

Input the **Amount** you wish to pay, **View** the Terms and Conditions and if you agree, click in the box to signify you agree

Once complete, click on the **Make Payment** button. This will take you through to the next screen to input your credit or debit card details as below:

## Secure Payment Form

### Lucy Cavendish College, Cambridge

#### Your Payment :

Top-Up	10.10 GBP
Transaction Charge	0.00 GBP
Total	10.10 GBP

#### Card Holder Details - \* indicates a required field.

Name:	<input type="text"/>	*
Email address:	<input type="text"/>	*
Phone number:	<input type="text"/>	*
Street:	<input type="text"/>	*
City/Town:	<input type="text"/>	*
County:	<input type="text"/>	*
Postcode:	<input type="text"/>	*
Card type:	<input type="text" value="Credit Card"/>	*
Card number:	<input type="text"/>	*
Issue number:	<input type="text"/> (Switch cards only)	
Start date:	<input type="text" value="01"/> / <input type="text" value="07"/>	
Expiry date:	<input type="text" value="01"/> / <input type="text" value="17"/>	*
CV2 number:	<input type="text"/>	*
<input type="button" value="Complete Payment"/>		

Complete the above fields and then click on the **Complete Payment** button.

If you are successful the next screen will display:

**Lucy Cavendish College, Cambridge - Transaction Completed**

**Your transaction has been authorised and your card will be billed for GBP 10.10 GBP.**

**Please note your transaction reference number: 104090311 and print or save this page for your records.**

**[Return To Lucy Cavendish College](#)**

Additionally, you will get an email from our on-line bank confirming your payment.

Please note, once the secure payment process has taken place, you will be taken back out to the main login screen. This is to make the process as secure as possible.

### Formal Hall Booking

There are several tabs at the top of your portal site, the first four/five relating to booking a formal hall or topping up your account. The fifth/sixth tab will be visible if you have been invoiced for fees and/or charges. You will only be able to see the **Change Password** tab if you have logged in as a visitor (if you have logged in via Raven, you cannot change your password). If you have logged in with a password from the Finance Office, please change it immediately using this **Change Password** tab.

Click on the **Meal Booking** tab to book/look at your formal hall. The system will automatically put you on today's date.

[Meal Booking](#) [Change My Normal Meals](#) [Block Book/Cancel](#) [Change Password](#) [EPOS](#) [Fees and Charges](#) [Log Out](#)

**Tuesday 18 Apr 2017**

April 2017						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Booking is not available On Tuesday 18 Apr 2017

Formal hall booked and Formal hall not booked

Any formal halls you have booked will appear as a blue box on the relevant date. Any formal halls you haven't yet booked will appear as a green box. Click on each green or blue highlighted date to see the detail of each formal hall.

Use the black arrows at the top of the calendar to scroll between months.

To look at all formal halls you have already booked or to book several, click on the **Block Book/Cancel** tab. You can block book all your formal halls in one go and then **Cancel** any you don't want, set your dietary requirements which will default through to your formal hall bookings and see what you have booked already.



**Meals To Book**

Dinner ▾ Formal Hall ▾ \*Standard meal ▾  Sun  Mon  Tue  Wed  Thurs  Fri  Sat

Only meal types prefixed with an asterisk(\*) can have special dietary requirements applied

**Dietary Requirements**

<input type="checkbox"/> No Celery	<input type="checkbox"/> No Lupin	<input type="checkbox"/> No Peanuts
<input type="checkbox"/> No Crustaceans	<input type="checkbox"/> No Milk	<input type="checkbox"/> No Sesame Seeds
<input type="checkbox"/> No Egg	<input type="checkbox"/> No Molluscs	<input type="checkbox"/> No Soya
<input type="checkbox"/> No Fish	<input type="checkbox"/> No Mustard	<input type="checkbox"/> No Sulphur Dioxide
<input type="checkbox"/> No Gluten	<input type="checkbox"/> No Nuts	<input checked="" type="checkbox"/> Other

Additional dietary information

**Date from**  **Date to**

Block book process has completed, please check booked meals.

**Block Book Between Dates Selected**

**Please note**, if you do not have any or enough money on your account, the system will not allow you to block book nor will it display any formal halls. There will be no error messages it just won't book them. As soon as you have enough money on your account, the system will allow you to start booking.

Input the range of dates over which you want to make your formal hall bookings using the **Date from** and **Date to** fields and click on the relevant days of the week – usually **Thurs** and **Fri**. Once done click on the **Block Book Between Dates Selected**.

Click on the adjacent **Cancel** button if you then decide you don't want to go. Please note, you will not be able to cancel a formal hall that has passed its deadline for booking, usually by 12.00 on the Tuesday before a Thursday formal hall and by 12.00 on the Wednesday before a Friday formal hall.

If you want to change your booking, click on the **Meal Booking** tab at the top left of the screen, scroll to the month the formal hall is, click on the date and then click **Change**.

If you want to add a guest, click on the **Meal Booking** tab at the top left of the screen, scroll to the month the formal is, click on the date and then click **Guest**. See below for more detail.

# Guest Bookings

Meal Booking | Change My Normal Meals | Block Book/Cancel | Change Password | EPOS | Fees and Charges | Log Out

**Meals To Book**  
Dinner | Formal Hall | \*Standard meal |  Sun  Mon  Tue  Wed  Thurs  Fri  Sat

Only meal types prefixed with an asterisk(\*) can have special dietary requirements applied

**Dietary Requirements**

No cheese  Gluten free  Nut Free  
 No dairy produce  Please list diet  No Shellfish  
 No fish  No Alcohol

Additional dietary information:

Date from: 27/04/2017 Date to: 01/06/2017

Block Book Between Dates Selected

**Meals Currently Booked**

Date	Session	Sitting	Qty	
Thursday 01 Jun 2017	Dinner	Formal Hall	1	<a href="#">Cancel</a>
Thursday 25 May 2017	Dinner	Formal Hall	1	<a href="#">Cancel</a>
Thursday 18 May 2017	Dinner	Formal Hall	1	<a href="#">Cancel</a>
Thursday 11 May 2017	Dinner	Formal Hall	1	<a href="#">Cancel</a>
Thursday 04 May 2017	Dinner	Formal Hall	1	<a href="#">Cancel</a>

Click on the **Meal Booking** tab, top left of the screen.

Click on the blue box which is the date of the formal hall you wish to book your guest(s) on to (you need to be booked on first – you cannot book your guest without you). Click on the **Book Guest** button

Meal Booking | Change My Normal Meals | Block Book/Cancel | Change Password | EPOS | Log Out

**Thursday 12 Oct 2017**

**October 2017**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

**Sittings available on Thursday 12 Oct 2017**  
Dinner - Formal Hall (Fellow E)

**Matriculation Formal Hall 1**  
7pm for 7.30pm  
Booking closes on Tuesday 10 Oct 2017 @ 12:00

You have 1 meal booked  
59 spaces available, 5 guests allowed

[Book Guest](#) [Remove Bookings](#)

**Meals booked**  
Standard meal [Change](#) [Remove](#)

Complete the fields on the screen (example below)

**Meal To Book (Thursday 12 Oct 2017 - Dinner - Formal Hall (Fellow E))**

Available Meals

Dietary Requirements

<input type="checkbox"/> No Celery	<input type="checkbox"/> No Mustard
<input type="checkbox"/> No Crustaceans	<input type="checkbox"/> No Nuts
<input type="checkbox"/> No Egg	<input type="checkbox"/> No Peanuts
<input checked="" type="checkbox"/> No Fish	<input type="checkbox"/> No Sesame Seeds
<input type="checkbox"/> No Gluten	<input type="checkbox"/> No Soya
<input type="checkbox"/> No Lupin	<input type="checkbox"/> No Sulphur Dioxide
<input type="checkbox"/> No Milk	<input checked="" type="checkbox"/> Other
<input type="checkbox"/> No Molluscs	

Additional dietary information

Additional booking information

Guest Name

Guest Type

Matriculation Formal Hall 1

Vegetarian meal 25.15

**Points to note:**

**Available Meals:** choose from Standard Meal, Vegetarian Meal, Vegan Meal or Halal

**Dietary Requirements:** tick any that you wish. If you want to put in any **Additional dietary information** you must tick the **Other** box first and then the system will allow you to type in your extra information in the **Additional dietary information** box.

**Additional booking information:** your guest will always be seated next to you so you don't need to add in this request. Any other requests can be put here.

**Guest Name:** You must put in a **Guest Name** – the system will give you a warning message and won't let you proceed unless you do.

Once happy, click on the **Click Here to Book** button.

If you need to book more guests on, repeat the process as above. You can have five guests as a maximum. If you want to book more please contact the formal hall team

[formalhall@lucy.cam.ac.uk](mailto:formalhall@lucy.cam.ac.uk)