Setting up a Upay Account

1. Go to https://www.upay.co.uk to sign up
2. Click on the register button shown

3. Next, you will need to complete the form beneath
   a) The Company Affiliate ID is: PETERHOUSE
   b) Your email address is your @cam address (eg fb112@cam.ac.uk)
   c) Agree to the terms and conditions (you must select the top two as shown) and any of the marketing preferences you wish to receive. – N.B. you will not receive any spam emails by selecting the top two options. These are simply their terms of use and allows them to inform you when the site may be down, owing to updates etc.
   d) Click next
4. You will then be asked to enter your User ID to confirm registration. Your user ID is your CRSid (the first part of your @cam address). If you do not know this, please contact events@pet.cam.ac.uk and we’ll be able to assist. **You do not need to enter a card number**

5. Click the next button and you should see a confirmation page, informing you your account has been created

6. You will now have received a confirmation email, this email will contain a link which you need to click on, in order to activate your account.

   **This must be done before you can sign in and purchase tickets.**

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Once you have set up your account, you will be able to access it either via the website, or via the Upay mobile phone app.

Further information, including where to download the app for your mobile phone, is provided on the website.
Purchasing/reserving tickets on Upay

Desktop version of Upay

- Type: https://www.upay.co.uk into browser and press enter
- Click on the white ‘login’ box at the top right of the page
- Enter your email address (the address you used to set-up your account) and your chosen password
- Once logged in, the home page below will appear
- Click on EVENTS

You will see the following page

There are four events set-up for each week (in the picture below, SL006-SL009 are for the week 13th – 19th July). These events are divided into 30 minute time slots (ranging from 12.00pm – 2.00pm)

The description will outline the date range of the booking

The location will outline the time slot. Please be sure you have selected the correct time, as this will be the time your items will be available for collection

Using both of these details, please click on the event you wish to book for
- You will then see the next screen where all the available / bookable slots will be listed
- Select the day you wish to attend / book a place for

- Once you have selected the day you wish to book, you will see the following page
- To view the menu for the event you are booking, please click on the menu button
- A new tab will open in the browser and display the menu. There will be two options for salads, main courses and desserts.

<table>
<thead>
<tr>
<th>Date</th>
<th>Hot Main 1</th>
<th>Hot Main 2</th>
<th>Dessert 1</th>
<th>Dessert 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 6th July</td>
<td>Falafel, hummus, pickled red cabbage, rice, quinoa, potatoes, chickpeas, brussel sprouts, green beans</td>
<td>Grilled chicken, pickled radish, Sticky rice, broccoli, katsu sauce</td>
<td>Fruit salad</td>
<td>Eclair</td>
</tr>
<tr>
<td>Tuesday 7th July</td>
<td>Falafel, lettuce, hummus, toasted seeds and beetroot salad, garlic vinagrette</td>
<td>Turkey parmesana, marinara sauce, fries, green beans</td>
<td>Fruit salad</td>
<td>Leaves meringue pie, whipped cream</td>
</tr>
<tr>
<td>Wednesday 8th July</td>
<td>Green bean, tomato, and brussel lentil salad, parsley, garlic vinagrette</td>
<td>Chorizo-style beef meatballs, cranberry sauce, and potatoes, peas</td>
<td>Fruit salad</td>
<td>Triple chocolate brownie, chocolate cream</td>
</tr>
<tr>
<td>Thursday 9th July</td>
<td>Roasted Mediterranean vegetable, oreos, lentil and cherry tomato salad, quiche, olive oil</td>
<td>Pan-fried pork steak, cider sauce, mashed potatoes, cabbage, roasted red pepper</td>
<td>Fruit salad</td>
<td>Carrot cake</td>
</tr>
<tr>
<td>Friday 10th July</td>
<td>Caramelized squash, avocado and roasted almond salad, harissa dressing</td>
<td>Smoked trout, sour cream, gherkin, chive, potato and dill sauce</td>
<td>Fruit salad</td>
<td>Strawberry cheesecake</td>
</tr>
</tbody>
</table>
After viewing the menu, you can also view the current attendance list if you wish to do so. If not, click the ‘next’ button.

You will see the following this screen:

- Please list the items from the menu you would like to order in the special requirements box (as indicated by the green arrow), alongside any dietary requirements you have.
- Once you have listed your choices from the menu (along with any special dietary needs), click ‘place booking’.

Once you have placed your booking, you will see the confirmation screen and receive a confirmation email.