

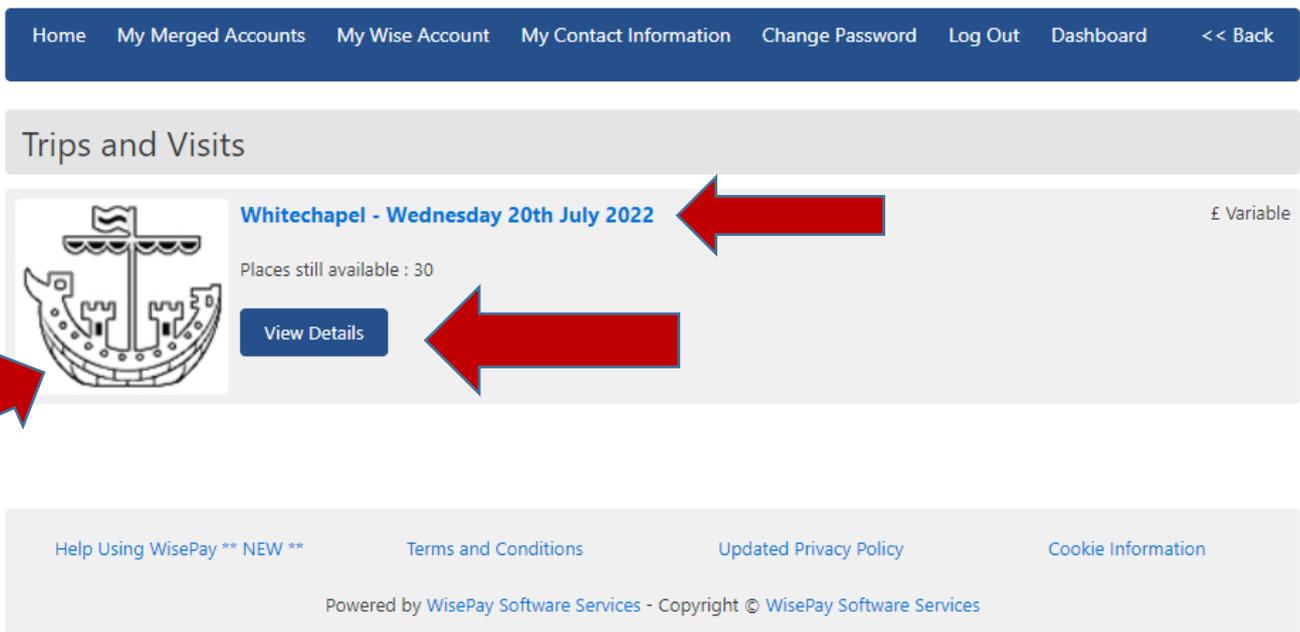
## Wisepay User Guide – Trips and Visits

Please note that the images used in this guide show what Wisepay looks like when accessed via an internet browser, these pages may look slightly different on the Wisepay App.

**Step one** – log in to Wisepay and click on ‘Trip and Visit Payments’.



**Step 2** – Select the trip that you want. You can click on the picture, the title of the trip or select ‘View Details’, these will all take you through to the trip payment page.



**Step 3** – You are now on the trip payment page, please read all of the information on this page, there may be extra information attached, for example the trip information letter. Any attached files will be highlighted in blue as you can see below:

Home My Merged Accounts My Wise Account My Contact Information Change Password Log Out Dashboard << Back

### Whitechapel - Wednesday 20th July 2022



A Geography trip to Whitechapel in London will take place on Wednesday 20th July 2022. The aim of this trip is for pupils to experience the culture, developments and environment of Whitechapel to use in the 'Changing Places' topic of their distant place study. The trip will depart from school at 9:00am and will return to school at approximately 5:00pm.

Please ensure that your child either brings a packed lunch with them on the day of the trip, or some money to buy lunch in Whitechapel. This trip will take place outside, so please also ensure that your child brings waterproof clothing with them on the day of the trip and wears shoes appropriate for walking around London.

**Trip permission forms are now electronic, please follow the link below to fill in the permission form for this trip.**

[> Whitechapel - Wednesday 20th July 2022 - Parental Consent Form - PLEASE COMPLETE HERE](#)

[> Download Whitechapel Trip Letter](#)

Places still available : 30

**Step 4** – Check that there are still places available on this trip. The number of places available is shown on the first section of the page under the trip information and any attached files.

Home My Merged Accounts My Wise Account My Contact Information Change Password Log Out Dashboard << Back

### Whitechapel - Wednesday 20th July 2022



A Geography trip to Whitechapel in London will take place on Wednesday 20th July 2022. The aim of this trip is for pupils to experience the culture, developments and environment of Whitechapel to use in the 'Changing Places' topic of their distant place study. The trip will depart from school at 9:00am and will return to school at approximately 5:00pm.

Please ensure that your child either brings a packed lunch with them on the day of the trip, or some money to buy lunch in Whitechapel. This trip will take place outside, so please also ensure that your child brings waterproof clothing with them on the day of the trip and wears shoes appropriate for walking around London.

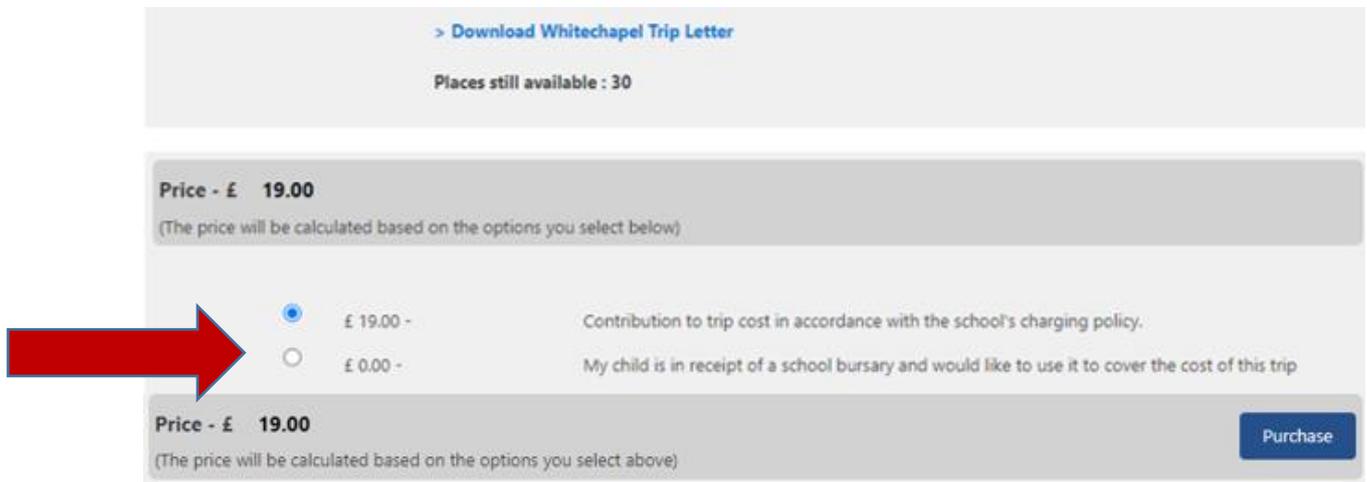
**Trip permission forms are now electronic, please follow the link below to fill in the permission form for this trip.**

[> Whitechapel - Wednesday 20th July 2022 - Parental Consent Form - PLEASE COMPLETE HERE](#)

[> Download Whitechapel Trip Letter](#)

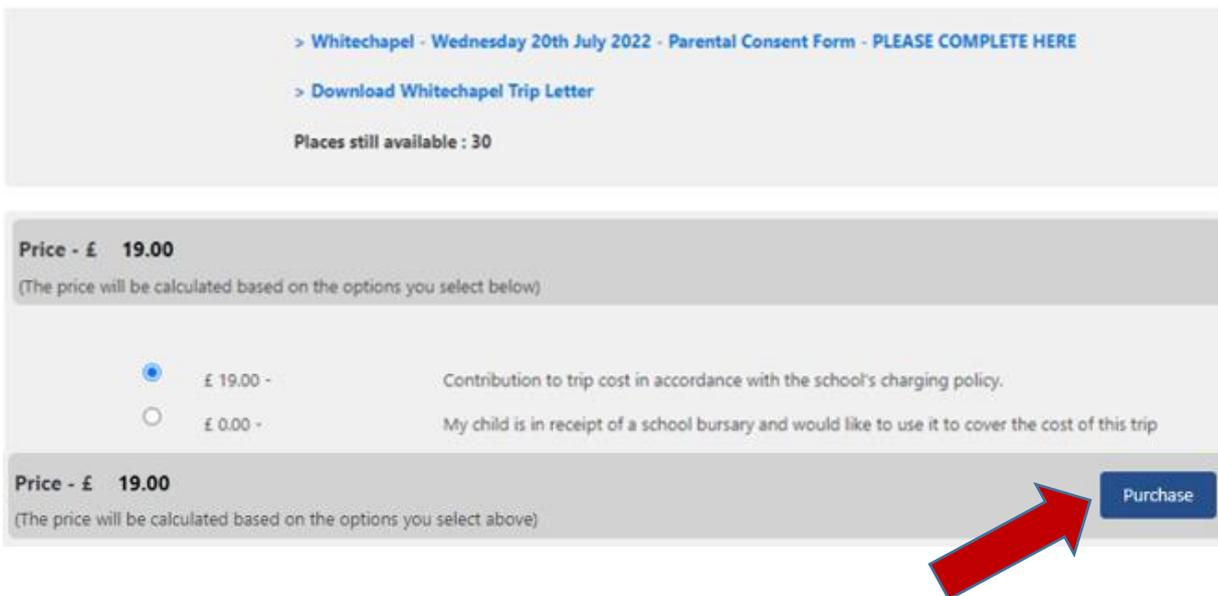
Places still available : 30

**Step 5** – Please scroll down to the second section of the trip payment page and select the relevant cost option for you. Please do this even if the trip is free.



The screenshot shows a payment page with a grey header containing a link '> Download Whitechapel Trip Letter' and the text 'Places still available : 30'. Below this is a section with a grey background for the price, showing 'Price - £ 19.00' and '(The price will be calculated based on the options you select below)'. There are two radio button options: the first is selected (indicated by a blue dot) and is labeled '£ 19.00 - Contribution to trip cost in accordance with the school's charging policy.'; the second is unselected and is labeled '£ 0.00 - My child is in receipt of a school bursary and would like to use it to cover the cost of this trip'. A large red arrow points to the selected radio button. At the bottom of this section, the price is repeated as 'Price - £ 19.00' with the same calculation note, and a blue 'Purchase' button is visible on the right.

**Step 6** – Once you have selected your payment option and agreed to the tick boxes, a purchase button will appear at the bottom right hand side of the page, where it previously said 'Please agree to the required fields.' Please click on this button.



This screenshot is similar to the previous one, showing the same payment options. However, the 'Purchase' button is now highlighted with a blue background and a white border. A large red arrow points to this button. The rest of the page layout, including the header and price information, remains the same.

**Step 7** - The trip should now appear at the top of the page to show that it has been placed in your basket. There will be two buttons below it giving you the options to 'Continue Shopping' and 'Proceed to Checkout'. Please select one of these two options. Regardless of which option you choose please make sure that you go through the checkout process once you have finished shopping even if the trip/items that you are purchasing do not have a cost. This is important because if you do not go through the checkout and complete your purchase, Wisepay will not allocate your child a place on the trip. Once you have gone through the checkout you will receive an email to confirm that your purchase has gone through and that your child has been allocated a place on the trip.

Item(s)	Student	Option	Quantity	Item Price	Shipping	VAT	Subtotal
 <b>Whitechapel - Wednesday 20th July 2022</b>		<b>Contribution to trip cost in accordance with the school</b> I agree that I have filled in the trip permission form via the link above. <b>Yes</b> Protection of Personal Data and GDPR legislation <b>Yes GDPR</b>	1 <a href="#">Delete</a>	£19.00	£0.00	£0.00	£19.00
<b>TOTAL</b>							<b>£19.00</b>

[< Continue Shopping](#)
[Proceed to Checkout >](#)



If you do not receive your confirmation email or if you experience any problems with Wisepay, please contact the Finance Department either by email at [finance@folkestonegirls.kent.sch.uk](mailto:finance@folkestonegirls.kent.sch.uk) or by phone at 01303 251125 ext 251.