

# St John's College Meal Booking System

The Meal Booking system is currently accessed through the [College Member Portal](#) or through the College Intranet (Catering – Member Portal) with your Single Sign On. Please note that you can only access the Portal from the Oxford network (or VPN).

## St John's College Member Portal

For meal bookings, card top-ups, Battels account and online payments



Click to Enter  
Member Portal



[Meal Bookings](#)



[EPOS \(Till\) receipts](#)



[Battel transactions](#)

Note the new system has replaced the old one and uses SSO, therefore you no longer need the separate meals password.

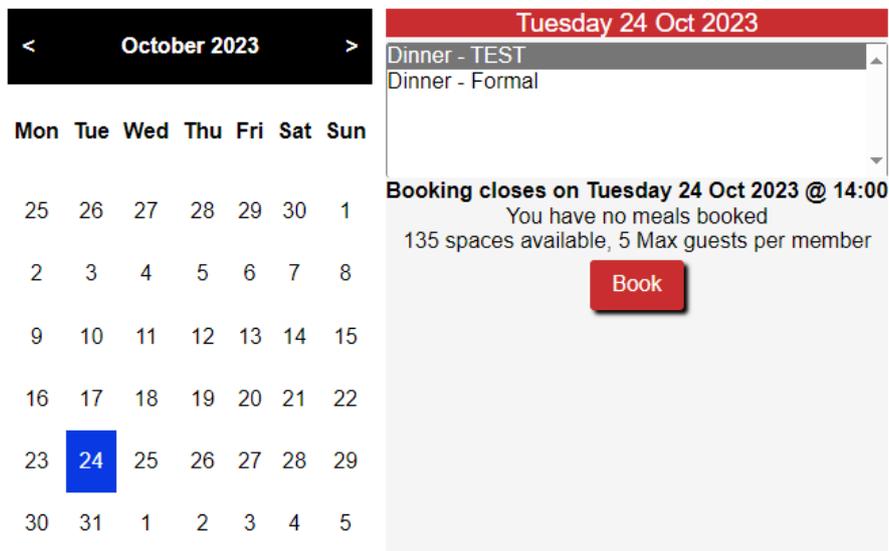
## How to Book a Meal

1. Click to Enter Member Portal.
2. Click Meal Booking

### St Johns College Member Portal

The screenshot shows the St Johns College Member Portal interface. At the top, there are navigation tabs: "Meal Booking" (highlighted in red), "EPOS", and "Battels". Below these, there are links: "Booking" (highlighted in red), "Change My Normal Meals", and "Block Book/Cancel". The main content area features a calendar for "October 2023". The calendar shows days from Monday to Sunday. The date "24" is highlighted in green and circled in red. To the right of the calendar, there is a vertical bar showing the current date: "Tuesday 26 Sep 2023".

3. Select the date of the meal you wish to book and a second menu will appear on the right hand side.



1. Choose the particular sitting on which the meal is to be booked on the right menu and click Book. You will see how many spaces are available and how many guests are permitted.
4. In the next screen select the type of meal, any dietary requirements and then Click Here to Book.
5. In the next screen you will be able to add guests, guest dietary requirements and guest names.

### How to add Dietary Requirements

1. In the Meal Booking system choose Change My Normal Meals
2. Select your dietary requirements
3. Click Update My Dietary Requirements.

### How to exit the Meal Booking System

1. To exit the system., select LogOut from the top rights hand corner.
2. Close your browser window.