Online Meal Booking System
A Booking Guide
Welcome to the GTC online meals booking system. This new system will enable you to book in directly for College dinners over the internet. The previous web form has been removed from the College website.

If you have any problems using the system please notify dinner@gtc.ox.ac.uk with your name and any error messages or issues, and we will resolve these for you as soon as possible.

To use this system, you need a University email account (SSO) and an account on the College Battels system. If you do not possess both of these, you will need to contact dinner@gtc.ox.ac.uk to have them to book a place at dinner. Please specify full details of guests, dietary requirements and wine in your email.

Dinners booked this way will be charged directly to your Battels account and this system will also allow you to book places for your guests, along with any dietary requirements.

College Dinners take place on Wednesday and Thursday evenings. Wednesday dinners run from Weeks 1-8 each term and Thursday dinners run throughout the year, except for short breaks during summer and at Christmas. Dinners are 7.30 for 8.00, dress code is smart

You will be able to book dinners up to 42 days in advance and book the appropriate number of guests for that dinner, which will be indicated within the booking area. Please note that at Governing Body nights (Thursday's weeks 2 & 8) only one guest is permitted.

1. In order to reduce food wastage, dinner bookings will close at 10.30 am **ONE WEEK** before the date of the dinner.

2. Please clearly state any **dietary requirements and seating requests** at the time of booking. We cannot meet requests made on the night. Please do not swap places as this causes difficulties for waiting staff and may result in diners being served inappropriate foods.

3. If you need to make changes to your booking, please do so before the EPOS system has closed **ONE WEEK** prior to the dinner. If bringing a replacement guest to a dinner without this prior notification, the original name and dietary requirement booked will remain the same.

4. Cancellations after this time will incur the loss of free meals or a charge to battels as appropriate.

5. We have a system of allocating places to different categories of college members to give everyone a fair chance to book. Two weeks before a dinner any spare places will be released to the pool. If you have not managed to secure a place, do check again two weeks beforehand.

6. Please only book confirmed, named guests, not Guest 1,2,3 etc. When places are pooled two weeks before the dinner, any spaces not reserved for named guests will be deleted from the EPOS system without notification.

7. You may only use a maximum of 2 meals of your free meal allocation at any one dinner. One of these must be for yourself.

If you have received a direct invitation to a dinner at GTC please do not use this form but RSVP as requested on your invitation.

Booking Procedure.
1. Click the following link, or type **https://mealsonline.gtc.ox.ac.uk** in to your web browser (Explorer) address bar.
This will bring up the login page**.**
2. Enter your email account (SSO) details and password in the appropriate fields.

3. Click '**Login**'

4. Click '**continue to mealsonline.gtc.ox.ac.uk**' if you are happy that the details correspond to yourself.

You will see the list of dinners that are available to you.

The dinners with the buttons '**book**', '**view**' and '**info**' are open for bookings

5. Select the date of the Dinner you wish to book by clicking on the '**book**' button.

You will then be directed to the booking page for that Dinner.

6. Fill in the required fields, adding any further information in the appropriate fields. If you would like wine with your meal, please select it from the **Additional Items** menu - so wine is now opt in. Select any dietary preferences from the **Special Dietary Requirements** drop down box, any further dietary information in the **Additional Diet Information** box, and any information you'd like us to know about in the A**dditional Information** section. Please do let us know if there are people you would like to be seated with as additional information.

7. Click the '**click here to book**' button.

8. You will then be returned to the list of available Dinners.

9. You have now booked yourself in for dinner.

(To book guests follow the instructions below before logging out)

10. Click '**Log out**' and close your web browser.

Adding a Guest to Your Booking

Once you have booked yourself in for Dinner, you can then book in your guests, typically up to a maximum of three.

1. From the available dinners list, the dinners with the buttons ' **guest** ', '**change**', '**cancel**', '**view**' and '**info**' are open for making changes.

2. Select the date of the Dinner you wish to add a guest to by clicking on the '**guest**' button on the corresponding date.

3. You will then be directed to the booking details page for that Dinner.

4. Fill in all the required fields; please ensure you add your guest's name and guest type.

5. Click the '**click here to book**' button.

You will then be returned to the list of available Dinners.

You have now added your dinner guest booking.

(To add more guests follow steps 1 through 5**,** up to the maximum allotted guests for that dinner.)

6. Click '**Log out**' and close your web browser.

Changing Your Booking

1. Login to http://mealsonline.gtc.ox.ac.uk as per Initial Booking Procedure.

You will see the list of dinners that are available to you.

The dinners with the buttons '**guest**', '**change**', '**cancel**', '**view**' and '**info**' are open for making changes.

2. Select the date of the Dinner you wish to change by clicking on the '**change**' button on the corresponding date.

You will then be directed to the booking page for that Dinner.

3. Change the appropriate fields.

4. Click '**click here to book**' button.

5. You will then be returned to the list of available Dinners.

You have now changed your dinner booking.

6. Click '**Log out**' and close your web browser.

Cancelling Your Booking

Note. You MUST ensure that you cancel any guest bookings before you can cancel your own.

1. Login to http://mealsonline.gtc.ox.ac.uk as per Initial Booking Procedure.

2. You will see the list of dinners that are available to you.

The dinners with the buttons ' **guest** ', '**change**', '**cancel**', '**view**' and '**info**' are open for making changes.

3. Select the date of the Dinner you wish to cancel by clicking on the '**cancel**' button on the corresponding date.

You will then be directed to the booking page for that Dinner.

4. Click the '**cancel**' button.

5. You will then be returned to the list of available Dinners.

6. You have now cancelled your dinner booking.

7. Click '**Log out**' and close your web browser.

Additional Buttons

View

Use this button to view who has booked for the selected dinner.

Info

Use this button to view information on the selected dinner.

I.e. Menu, dress code etc.

Change My Normal Meals

This function has not yet been implemented.

Purchases & Payments

Use this button to view the transaction history of either your EPOS charges or your Battels charges.

The EPOS charges will show you any charges to your account for lunch purchases and meals booked online.

The Fees & Charges option will show you the transactions applied to your battels account, including the current balance.

Problems logging in to the system

We expect that in some cases you will have issues logging in to this online meal booking system.

1. The likely issue at the login page is the error message "Incorrect Oxford username or password or both".

This indicates you are not using the correct email (SSO) username and password. The username for this will typically take the format grte1234, but will be the account you use to login to the nexus email system.

2. The likely issue you may encounter if you manage to successfully login, is the error message "Unauthorised Login: Access Denied".

This indicates that you have a valid SSO account, but may not have a battels account with the College, or the account is not configured for meal bookings.

In either case, or with any other problems, please contact dinners@gtc.ox.ac.uk with your name, username, and any error messages and we will try and resolve these as quickly as possible