Wolfson College
Cambridge

Dining Portal user guide

The Dining Portal is a single convenient place to top up your University id card for cashless payments in the cafeteria, bar, coffee bar, and Porters' Lodge as well as booking and paying for Formal Halls and other dinners. You can access the Dining Portal here: https://formal.wolfson.cam.ac.uk/DiningPortal/

1. Logging in

Wolfson College
Cambridge

Authenticate using the Raven system

Authenticate using Surname, Date of Birth and Wolfson ID

Wolfson ID

Surname or Organisation

Date Of Birth 01 ⌄ January ⌄ 1993 ⌄

Log In

Log in
Please log into the Dining Portal using the 'Authenticate using the Raven system' button. If you do not have a Raven password, you can log in using your 5 digit Wolfson ID, surname, and date of birth.

Formal Halls
Before making a Formal Hall booking, please ensure you have read the booking and dining information on the College Website: wolfson.cam.ac.uk/formal-halls

For security reasons, anyone with a Raven password is only able to log in using Raven. For College members who do not have Raven, an alternative method has been provided. For Raven users, click on the 'Authenticate using the Raven system' button.

2. Topping up

Home   Meal Booking   My Balances

Balances
Available Funds
Account 6.00 GBP

Payments
Card Top Up/Deposit ⌄
◉ Account Top Up
Method   Credit/Debit Card ⌄
Amount
Make Payment

Transaction History
◉ Account
Date from   05/08/2023
Date to   05/09/2023
Get Transactions
Print

Once you have logged on, click on 'My Balances'. If you would like to top up, enter the amount and select 'Make Payment'. You will then be asked for your card details. Once the payment has been processed, it will appear under 'Available Funds'.

Any balance added through the Dining Portal can be used in the Cafeteria, Bar, Coffee Bar, and Porters' Lodge –just swipe your University id card at the till. It can also be used for paying for Formal Halls, which are booked through the Dining Portal.

3. Saving Dietary Requirements

Home   Meal Booking   My Balances

My Bookings   My Dietary Requirements

You can update your dietary requirements for booked meals below. Please note that for regular cafeteria service you should consult the menu information and speak to Food Services staff if you have any allergies

Dietary Requirements

☐ Celery Allergy   ☐ Lupin Allergy   ☐ Peanut Allergy
☐ Crustacean Allergy   ☐ Milk Allergy   ☐ Sesame Allergy
☐ Egg Allergy   ☐ Molluscs Allergy   ☐ Soya Allergy
☐ No Fish   ☐ Mustard Allergy   ☐ Sulphur Dioxide Allergy
☐ Gluten Allergy   ☐ Nut Allergy   ☐ Other (Details below)

Additional dietary information

Save My Dietary Requirements (Optional)

Under 'Meal Booking' select 'My Dietary Requirements'. Complete the form with the relevant information and choose 'Save My Dietary Requirements (Optional)'.

Next time you book a Formal Hall, your dietary requirements will be saved and will not need to be re-entered. You do not need to save your dietary requirements, if you prefer you can re-enter them each time you book.

4. Booking Dinners

Dinners are paid for at the time of booking. Please ensure that you have sufficient funds under 'My Balances'.

Home   Meal Booking   My Balances

My Bookings   My Dietary Requirements

<	October 2023				>		**Tuesday 05 Sep 2023**
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	

To book a Dinner, select 'Meal Booking' and then 'My Bookings'. Dates with available dinners are marked in green. Select the dinner you would like to book and click on 'Book'.

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Tuesday 03 Oct 2023 - Dinner - FORMAL HALL

Available Meals [*As Menu ▾]

Additional Courses/Items
☐ Formal Hall Wine

Dietary Requirements

☐ Celery Allergy   ☐ Mustard Allergy
☐ Crustacean Allergy ☐ Nut Allergy
☐ Egg Allergy   ☐ Peanut Allergy
☐ No Fish   ☐ Sesame Allergy
☐ Gluten Allergy   ☐ Soya Allergy
☐ Lupin Allergy   ☐ Sulphur Dioxide Allergy
☐ Milk Allergy   ☐ Other (Details below)
☐ Molluscs Allergy

Additional dietary information

[   ]

Additional booking information

[   ]

As Menu	16.20 GBP
Entitlement/Allowance	-16.20 GBP
Total	0.00 GBP

[Cancel] [Click Here To Book]

If you would like wine with your meal, please select 'Formal Hall Wine' under 'Additional Courses/Items'

You can then select any allergies that the Catering team need to be aware of, and provide any additional information in the 'Additional dietary information' box.

When you are ready, select 'Click Here to Book'.

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Tuesday 03 Oct 2023

Dinner - FORMAL HALL

Booking closes on Monday 02 Oct 2023 @ 12:00
You have 1 meal booked
138 spaces available, 3 Max guests per member

[Book Guest]   [Remove Bookings]

Meals booked

As Menu   [Change]   [Remove]

You will then return to the 'My Bookings' page. You can manage your booking here by adding guests, changing your selection, or cancelling.

5. Booking Guests

Click on 'Book Guest' which will take you to the booking screen (as seen on page 3) where you can select whether they want wine, any dietary requirements and provide the guest name.

You will need to select a **Guest Type**.
For students the options are:
Private Guest - Select this if the guest is a friend or family member who is not a University student
Student Guest - Select this if the guest is a University student
For other College Members the options are:
Private Guest - Select this if the guest is a friend or family member
Professional Guest - Select this if the guest is a professional colleague as part of your meal allowance

6. Allowances and benefits

Formal Halls

Allowances for Formal Halls are managed via a 'token' system. Members who are also able to bring guests using their allowance should book the guest through the system and a token will be deducted.

Cafeteria

To benefit from your free meal entitlement in the Dining Hall, scan your card at the till and the till operator will put the meal through. If you have not been issued with a University id card, the till operator will find your account.

If you go over your balance, you can either pay the difference with a bank card or your Dining Portal balance. Please remember that you cannot pay with cash.

For members with a free guest entitlement, please swipe your card and pay for your meal first. You should then tell the till operator that you would like to use your guest entitlement to pay for your guest's meal. They will subtract the amount from your guest account. If you have spent your guest entitlement, you can pay any difference as outlined above.

7. Useful links

The Dining Portal: Meal Booking (cam.ac.uk)
Formal Halls: Formal Halls | Wolfson (cam.ac.uk)
Food and dining: Food & Dining | Wolfson (cam.ac.uk)
Cashless payments: Cashless Payments | Wolfson (cam.ac.uk)