

Upay Booking Procedure

Kellogg College



Bookings for Guest Night Dinners and various other College events are made via Upay.

All College members have a Upay account created for them when they join the College. You should have received a welcome email from Upay containing login details. If you have not received or cannot find your welcome email, please contact hospitality@kellogg.ox.ac.uk.

Booking Terms and Conditions

It is essential that you read the Bookings Terms & Conditions document before proceeding with the booking process.

Logging in

As stated above, you will receive a welcome email from Upay with login details. Please use these to log in at www.upay.co.uk. There is also a Upay app available to download if you prefer.

Enter your login details using the 'Email Address' and 'Password' boxes on the login page. Do not click the 'Register for a Upay Account' or 'Single Sign On' buttons.

A screenshot of the Upay login page. The page has a light gray background. At the top center is the Upay logo, which consists of a blue square with a white 'U' and the word 'UPAY' in blue. Below the logo is a white rectangular box containing the login form. The form has two input fields: 'Email Address' and 'Password'. The 'Email Address' field has a blue arrow pointing left. The 'Password' field has a blue arrow pointing left and a 'Forgotten?' link. Below the 'Password' field is a 'LOGIN' button with a blue arrow pointing right. To the right of the 'Email Address' and 'Password' fields are two buttons: 'REGISTER FOR A UPAY ACCOUNT' and 'SINGLE SIGN ON', both with blue arrows pointing right. Below the 'LOGIN' button is a checkbox labeled 'Remember my username'. To the right of the login form is a section titled 'WHAT IS UPAY?' with a brief description of the service.

If you are asked for an affiliate ID, it means you have incorrectly tried to register for an account instead of logging in. Please return to the login page and follow the steps above.

Changing your Password

Before making your first booking, you should change your password to something personal and memorable. You can do this by clicking on the three lines at the top of the homepage:



Then click on 'Account Management' > 'Change Password' and follow the instructions on screen.

Adding Money to your Account

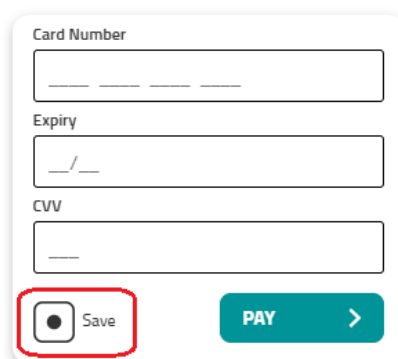
To pay for events, you will need to load money onto your Upay account.

From the homepage, click 'Top Up' and select the amount you would like to top up your account by.



Then follow the instructions on the screen to input your card details and process the transaction.

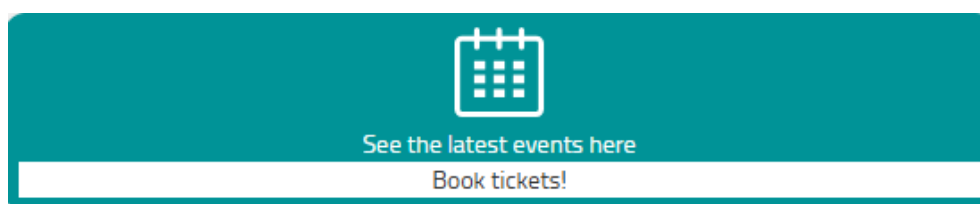
You can save your card to your Upay Wallet for future use, by selecting the 'Save' button:

A card payment form with three input fields: 'Card Number' (with a dashed line), 'Expiry' (with a slash), and 'CVV' (with a dashed line). Below the fields are two buttons: a 'Save' button with a radio button icon and a 'PAY' button with a right arrow icon. The 'Save' button is highlighted with a red border.

If you need further assistance with topping up your Upay balance, please contact hospitality@kellogg.ox.ac.uk.

Booking an Event

After logging into your account, you will see a 'Book tickets!' button on the homepage – clicking on this shows you a list of upcoming events.



Select the event you would like to book and follow the on-screen instructions which will prompt you to:

- Select the number of tickets you would like to purchase – this number varies depending on the event and availability
- Enter your guests' names (if applicable)
- Enter any special requirements – use this box to include any dietary requirements, seating requests, and other information you would like to share with the Events team.

DESCRIPTION	QTY	COST
FamilyDay Member	1	Free
FamilyDay Member	1	Free
Total		Free

I am vegetarian and my guest is allergic to peanuts.

Please sit us with other students from the Master of Uniware Studies course.

REFERENCE	1907FAM0TH
EVENT	19.07 Kellogg Family Day
LOCATION	Hub and Gardens
DRESS CODE	Casual
TIME	12:30 - 15:00
DATE	19th July 2025
TICKETS	2

BACK >

PLACE BOOKING >

Once you have placed your booking, you will receive a confirmation email from Upay.

Viewing your Bookings

Click the 'Book tickets' button on the homepage. You can view future events for which you have booked by clicking 'View Active Bookings', or see a statement of all previous events for which you have booked by clicking 'Bookings Statement'.

