



GUIDE FOR PARENTS

BOOKING SESSIONS ON SCOPAY

This Guide provides help with the following

- View the Club calendar
- Book sessions
- Change booked sessions

Other Guides for Parents

All parents:

How to **Manage your SCOPAY Account**

How to **Make Payments** on SCOPAY

How to Set up **Alerts** (for low balances, new trips and products, Parents' Evening Meetings)

Parents should check with their school to see which of the following options are available to you:

How to **Order Dinners** Online

How to **Book a Parents' Evening Meeting**

How to **Save Card Details / Recurring Payments**



You might see slight variations to the SCOPAY layout depending on the type and size of screen display you are using.

HOW DO I VIEW THE CLUB CALENDAR?

Step 1

Go to the www.scopay.com website and login with your email address and password



LOGIN

Email Address

Password

LOGIN

MARC ACKROYD ▾

SCOPAY School

French For Beginners - SCOPAY School

Marc Ackroyd - SCOPAY School

Mary Ackroyd - SCOPAY School

Step 2

Select the child you wish to view

Step 3

Next to the Club select **ORDER SESSIONS** or **VIEW CALENDAR**

Breakfast Club ⓘ

-£8.00

VIEW HISTORY

ORDER SESSIONS

MAKE PAYMENT

The calendar will be displayed showing sessions ordered.
Note the **Key** on the left hand side.

MARC ACKROYD
BREAKFAST CLUB

Key

Sessions
B Breakfast

Codes
Unavailable
Bookable
X Closed
B Incl Breakfast
N No Breakfast
A Absent

MAY 2019 TODAY < >

	MON	TUE	WED	THU	FRI	SAT	SUN
1			1	2	3	4	5
6	6	7	8	9	10	11	12
13	13	14	15	16	17	18	19
20	20	21	22	23	24	25	26
27	27	28	29	30	31		

HOW DO I BOOK SESSIONS?

Note that depending on the options selected by your school, you may need to make a payment for clubs before you can book them online

The system will prompt you to top up

Select the day you wish to book the club
The options available to you will be displayed

Tap the required option

Tap OK

Breakfast Club
Breakfast
21 May 2019

B: Incl Breakfast - (£4.00)

N: No Breakfast - (£2.00)

OK

CANCEL

HOW DO I CHANGE A SESSION?

Refer to the steps above to View the Calendar.

Step 1

Tap on the session for the day you wish to change

MAY 2019	
MON	TUE
6 x	7 B
13	14
20	21 B

Breakfast Club
Breakfast
21 May 2019

B: Incl Breakfast - (£4.00)

N: No Breakfast - (£2.00)

OK

CANCEL

Step 2

Select your new session choice
Tap OK

① If you need help with SCOPAY or for further enquiries, please contact the School Office at your child's school.