

PARENTPAY SUPPORT FOR SCHOOLS



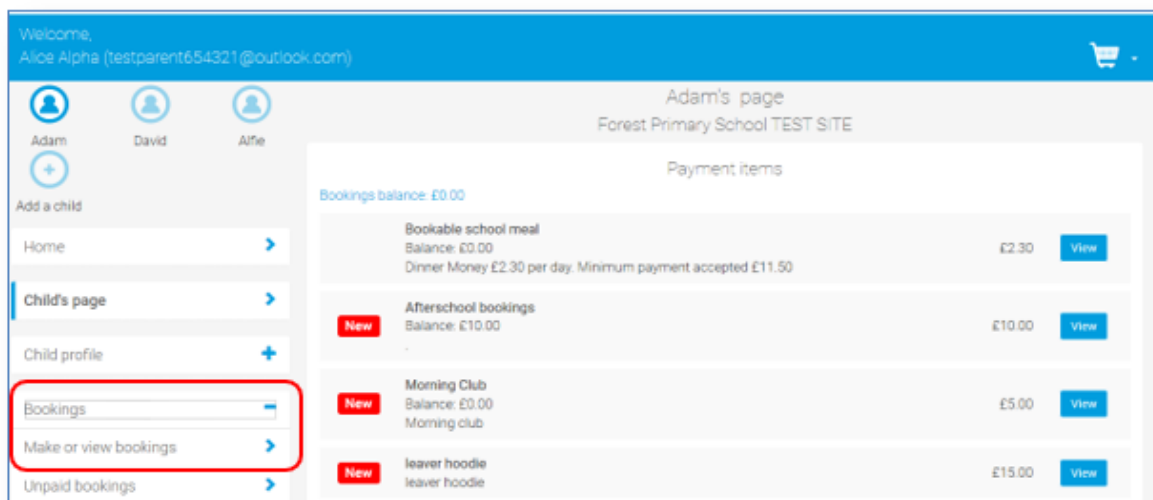
How To Make Bookings

If your child's school makes use of the ParentPay booking service, you will be able to book Breakfast Club/Wraparound Care and event places in advance of the session.

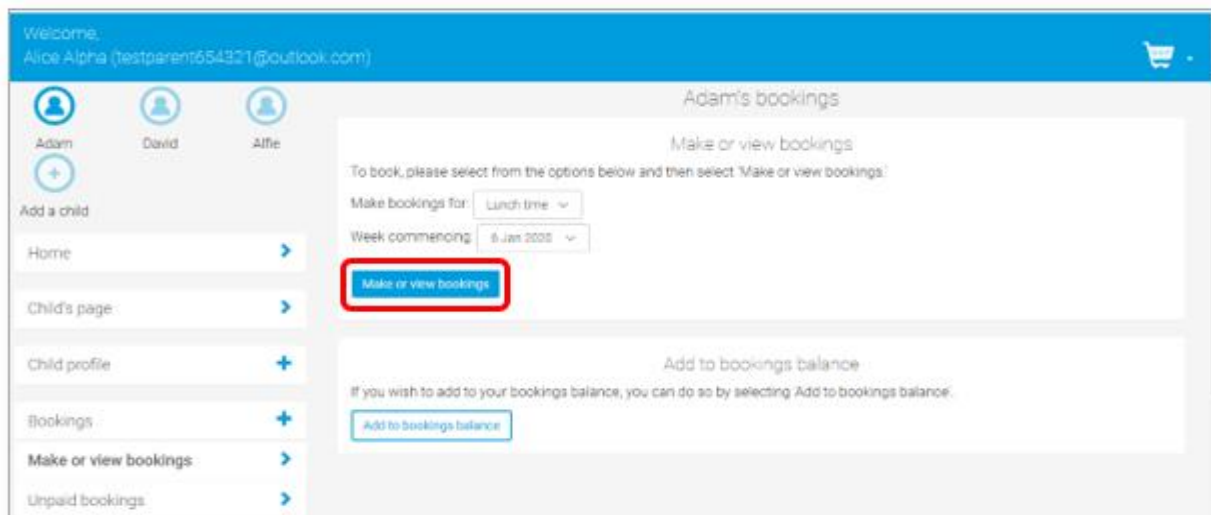
Select the child you wish to view. The bookings option will be available in the left side menu (or in the menu drop down if using a mobile device).

Making bookings

1. Go to www.parentpay.com and log in
2. Select the child to make bookings for
3. Select **Bookings > Make or view bookings**



4. Select the time of day that you wish to make a booking for
5. Select the week to view
6. Select **Make or view bookings**



7. You will then be presented with a booking screen, example below.

Mon 2 Oct	Tue 3 Oct	Wed 4 Oct	Thu 5 Oct	Fri 6 Oct
Book a Session	Book a Session	Book a Session	Book a Session	Book a Session

8. Make the required bookings

9. A summary will be displayed at the bottom of the page with any previous unpaid bookings shown in red

Booking summary	
Show symbols Help Hide info	
Adam Alpha's Lunch time	
Bookings added	3
Bookings cancelled	0
Cost of new bookings	£6.90
Unpaid bookings	£2.30
Payment due	£9.20
Cancel	Confirm bookings

WARNING: Any bookings must be confirmed and (if required) paid for within 2 hours of selecting them. Failure to do so will result in the bookings being automatically cancelled.

10. Review the booking summary, and select **Confirm booking**.

11. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by Bank Transfer (if enabled), Visa Checkout or Other payment method

Basket				Order summary	
Item	Total cost	Edit	Remove	Items:	£9.20
Adam - Bookable school meal	£9.20			Total:	£9.20
50p Tell me more Add donation				Pay by Parent Account credit:	£0.00
				Amount to pay:	£9.20
				Pay by	
				Bank Transfer	
				VISA Checkout	Tell Me More
				Other payment method	
				Continue shopping	