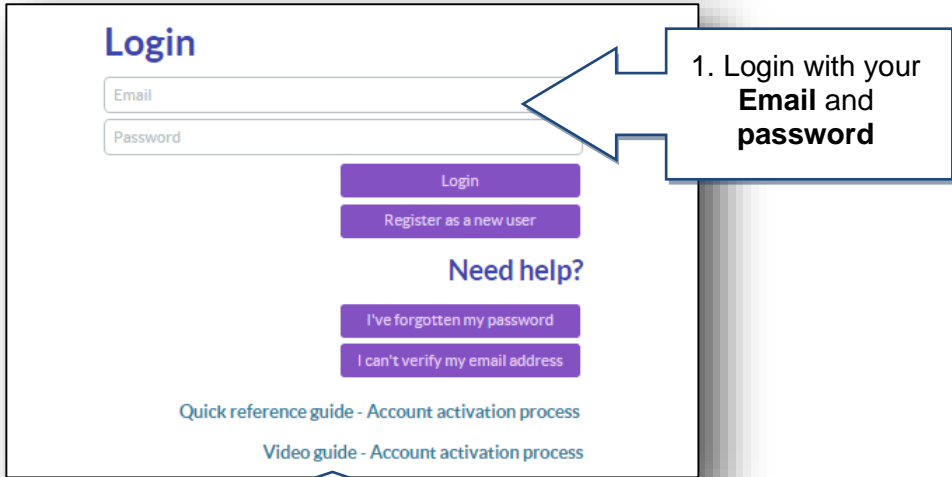


How do I see my current bookings?

Go to the Online Account Website address provided by your school, or visit **www.scopay.com**



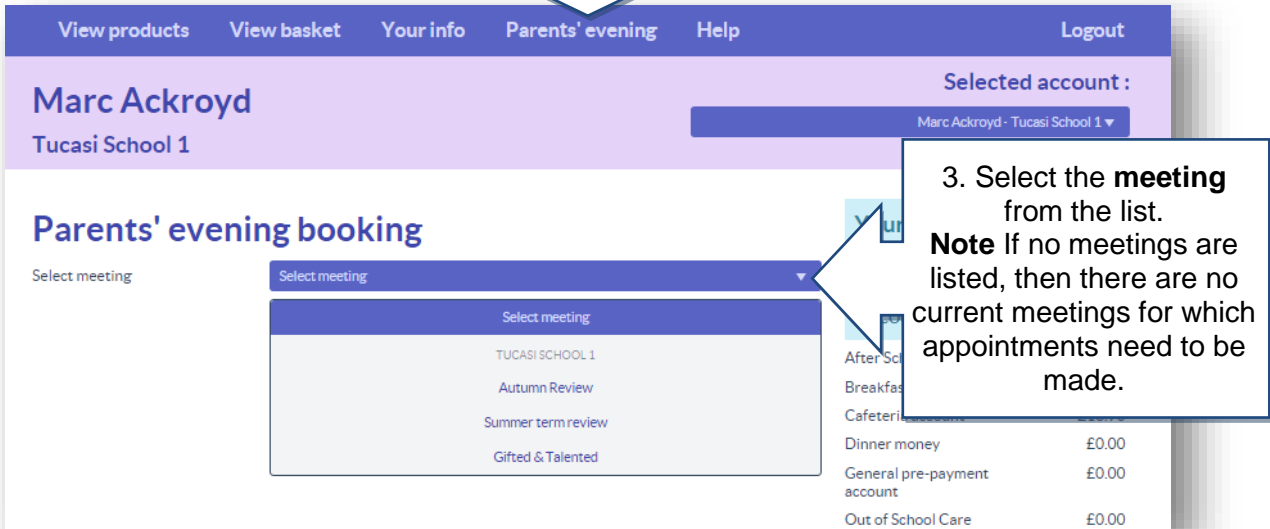
1. Login with your Email and password

The screenshot shows a 'Login' page with the following elements:

- Input fields for 'Email' and 'Password'.
- Buttons for 'Login', 'Register as a new user', 'I've forgotten my password', and 'I can't verify my email address'.
- Links for 'Need help?' and 'Quick reference guide - Account activation process'.
- Link for 'Video guide - Account activation process'.

Important: if you haven't yet registered your online account, then refer to the separate Quick Reference Guide or Video Guide, or contact the school for further details.

2. Select Parents' evening



3. Select the meeting from the list.
Note If no meetings are listed, then there are no current meetings for which appointments need to be made.

The screenshot shows the 'Parents' evening booking' page with the following elements:

- Navigation menu: View products, View basket, Your info, Parents' evening, Help, Logout.
- User profile: Marc Ackroyd, Tucasi School 1.
- Selected account: Marc Ackroyd - Tucasi School 1.
- Meeting selection dropdown: Select meeting (with a list of options: TUCASI SCHOOL 1, Autumn Review, Summer term review, Gifted & Talented).
- Table of items with prices:

After School	
Breakfast	
Cafeteria	
Dinner money	£0.00
General pre-payment account	£0.00
Out of School Care	£0.00


How do I make a new booking online?

Parents' evening booking

Select meeting: Summer term review

[View my schedule](#)
[Download my schedule](#)

Attachments for this meeting

 [School map](#)

Key

- Time slot available
- You have this time slot booked
- Time slot available, but clashes with one of your current bookings
- Time slot unavailable

Quick reference guide - Parents' evening booking system

	Marc Ackroyd Peter Brown Summer term review Main Hall	Mary Ackroyd Miss Chimbani
Wed, May 18		
16:00 - 16:10	Book	Book
16:10 - 16:20	Unavailable	Book
16:20 - 16:30	Book	Book
16:30 - 16:40	Book	Book

1. If you need to make appointments for more than one child at the same meeting, both will be listed

2. Click **Book** on any available slot

3. Click **Yes** to confirm the booking

Confirm booking?

Appointment to see Peter Brown regarding Marc Ackroyd at 16:20 - 16:30

Yes

No

Confirm booking?

Appointment to see Peter Brown regarding Marc Ackroyd at 16:20 - 16:30

Booking successful.

OK

4. Your confirmed booking slot will display in blue

	Marc Ackroyd Peter Brown	Mary Ackroyd Miss Chimbani
Summer term review Main Hall		
Wed, May 18		
16:00 - 16:10	Move here	Book
16:10 - 16:20	Unavailable	Book
16:20 - 16:30	Cancel booking	Book
16:30 - 16:40	Move here	Book
16:40 - 16:50	Move here	Book
16:50 - 17:00	Move here	Book

If you need to make a booking for another child at the same meeting then repeat steps 2 & 3

How do I move my booking to an alternative time?

Parents' evening booking

Select meeting

Select meeting

TUCASI SCHOOL 1

Autumn Review

Gifted & Talented

Summer term review

1. Select the correct **Meeting** from the drop down menu

	Marc Ackroyd Peter Brown	Mary Ackroyd Miss Chimbani
Summer term review Main Hall		
Wed, May 18		
16:00 - 16:10	Move here	Book
16:10 - 16:20	Unavailable	Book
16:20 - 16:30	Cancel booking	Book
16:30 - 16:40	Unavailable	Book
16:40 - 16:50	Move here	Book
16:50 - 17:00	Move here	Book
17:00 - 17:10	Unavailable	Book
17:10 - 17:20	Unavailable	Book
17:20 - 17:30	Unavailable	Book
17:30 - 17:40	Unavailable	Book
17:40 - 17:50	Move here	Book

2. Click **Move here** on any available slot.
NB Amber slots indicate times which clash with your existing bookings for another child.

Move booking?

Please confirm you are moving the following booking

16:20 - 16:30

Replace with:

Appointment to see Peter Brown regarding Marc Ackroyd at
16:40 - 16:50

3. Review the message and click **Yes**, to confirm the new appointment time

How do I cancel a booking online?

Parents' evening booking

Select meeting

Select meeting

- Select meeting
- TUCASI SCHOOL 1
- Autumn Review
- Gifted & Talented
- Summer term review**

1. Select the correct **Meeting** from the drop down menu

	Marc Ackroyd Peter Brown Summer term review Main Hall	Mary Ackroyd Miss Chimbani
Wed, May 18		
16:00 - 16:10	Move here	Book
16:10 - 16:20	Unavailable	Book
16:20 - 16:30	Move here	Book
16:30 - 16:40	Unavailable	Book
16:40 - 16:50	Cancel booking	Book
16:50 - 17:00	Move here	Book
17:00 - 17:10	Unavailable	Book
17:10 - 17:20	Unavailable	Book

2. Click **Cancel booking**

3. Click **Yes** to confirm the cancellation

Cancel booking?

Yes No

Cancel booking?

Booking cancelled.

OK

How do I print out my schedule for a meeting?

Parents' evening booking

Select meeting: Summer term review

View my schedule
Download my schedule

1. Select the appropriate meeting from the drop-down menu

2a. Select **View my schedule** to show the bookings on screen in your web browser window

2b. Select **Download my schedule** either to view or download your schedule as a pdf document viewable with Adobe Acrobat Reader

view.html 1 / 1

Parents' evening meeting schedule

Summer term review

Reported at Tuesday 8 March 2016 18:26

Wednesday 18 May 2016

Time	Pupil	Teacher	Location	Subject
16:50 - 17:00	Marc Ackroyd	Peter Brown	Main Hall	Summer term review

Print button highlighted in browser toolbar

To print your schedule press **CTRL + P** on your keyboard, or use the print button on either the document's tool bar or on your web browser's menu.

Exact instructions for printing will depend on the browser you are using (eg Internet Explorer, Mozilla Firefox or Google Chrome)