



# 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](http://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

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