

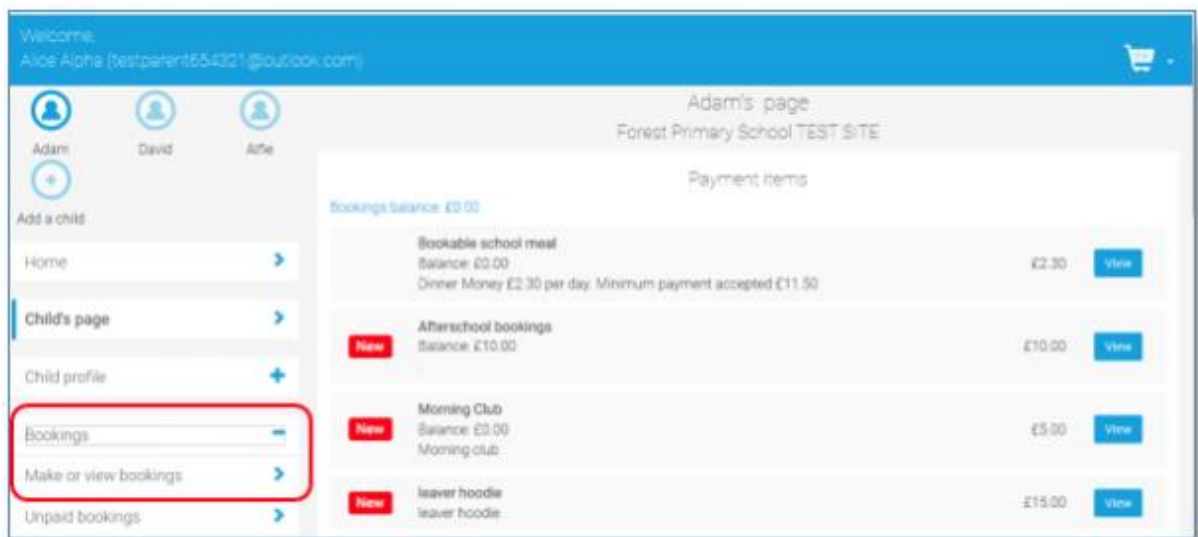


Payer guidance – How to make a meal or event booking.

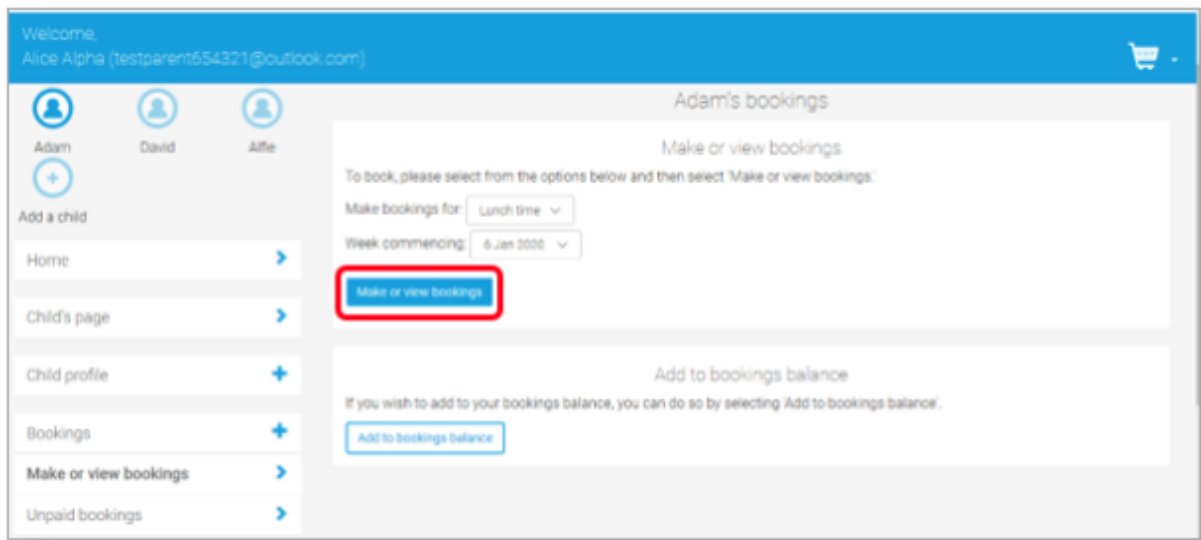
If your child's school makes use of the ParentPay booking service, you will be able to book your child's meals and/or event places in advance of the session.

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**

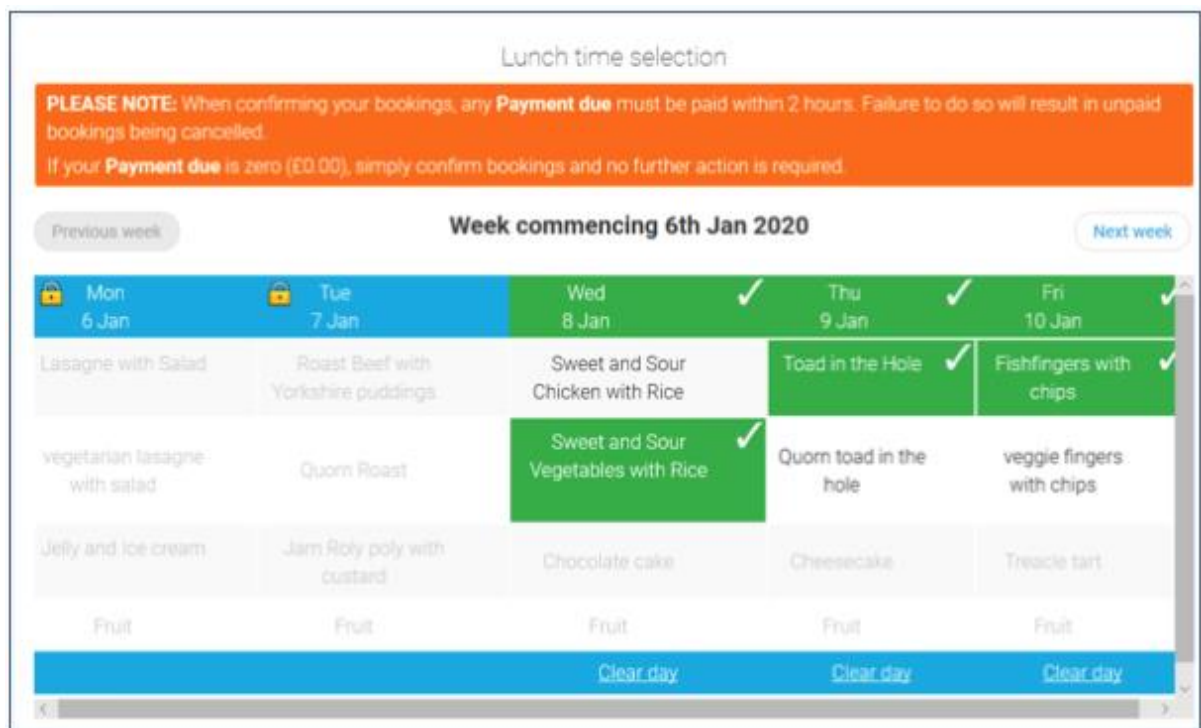


4. Select the time of day that you wish to make a booking for i.e. lunchtime
5. Select the week to view
6. Select **Make or view bookings**



7. You will then be presented with a booking screen.

- Menu selections: Book a meal by selecting from the menu choices shown (please note that some menu's may require you to select dessert also)



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 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

Item	Total cost	Edit	Remove
Adam - Bookable school meal	£9.20		

50p

[Add donation](#)

[Tell me more](#)

Order summary

Items:	£9.20
Total:	£9.20
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](#)