

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

Welcome. Alce Alpha (testparent65	4321@0J.00	ccom)		. چ
Adam David Albe		Adam's page Forest Primary School TEST SITE		
		Payment items Bookings tallance 20.00		
Home	•	Bookable school meal Balance: 20:00 Dinner Money £2:30 per day: Minimum payment accepted £11.50	K2.30	view
Child's page	*	New Alteracticol bookings Balance CTO 00	£10.00	Vice
Child profile Bookings	-	New Barance 23.00 Moning club	£5.00	Vine
Make or view bookings Unpaid bookings	>	New leaver hoodie leaver hoodie	£15.00	Vice

- 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

Welcome, Alice Alpha (testparent65-	4321@outloo	k.com) 📜 -
		Adam's bookings
Adam David Add a child Home	Atte	Make or view bookings To book, please select from the options below and then select "Make or view bookings." Make bookings for: Lunch time v Week commencing: 6 Jan 2020 v
Child's page Child profile	+	Add to bookings balance If you wish to add to your bookings balance, you can do so by selecting Add to bookings balance.
Bookings Make or view bookings Unpaid bookings	+	Add to bookings belance

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)

	lled. 1 zero (E0.00), simply confirm	bookings and no further action	n is required.	
Previous week		ek commencing 6th Jan		Next wee
Mon 6 Jan	Tue 7 Jan	Wed 8 Jan	V Thu V 9 Jan	Fri 10 Jan
		Sweet and Sour Chicken with Rice	Toad in the Hole 🗸	Fishfingers with chips
vegetarian tasagne with salad		Sweet and Sour Vegetables with Rice	Quorn toad in the hole	veggie fingers with chips
	Jam Roly poly with Chocolate cake Cheesecake			
		Fruit		

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 Aplha'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.

Bas	:ket			Order summary	1
Item	Total cost	Edit	Remove	Items:	£9.20
Adam - Bookable school meal	£9.20	/	ŵ	Total	£9.20
				Pay by Parent Account credit:	-£0.00
			_	Amount to pay:	£9.20
Children in Need			50p	Pay by	
Tell me more Add donation		dd donation	Bank Transfer		
				> VISA Constant Tel Ma Micro	
				Other payment methos	
				Continue shopping	