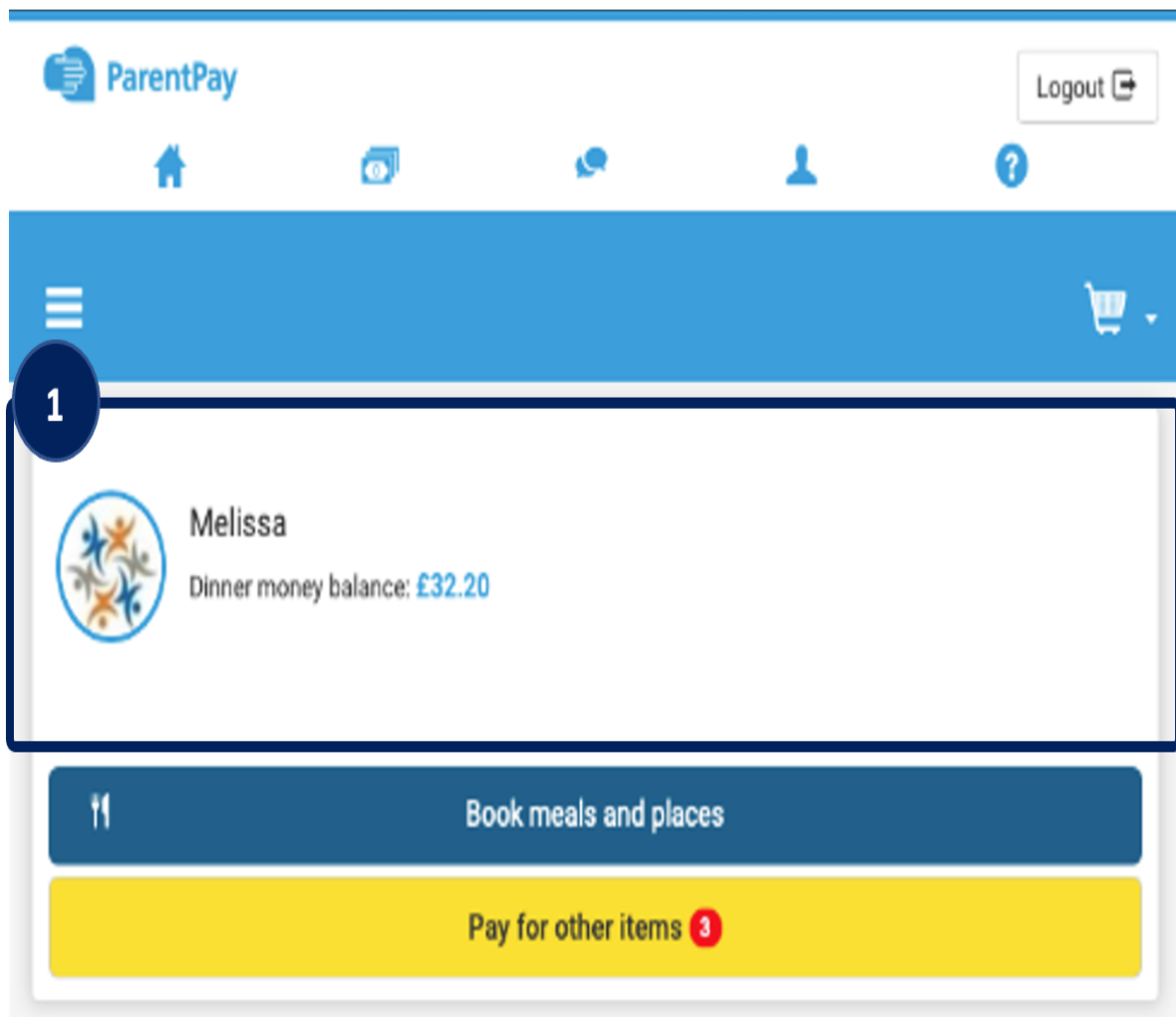
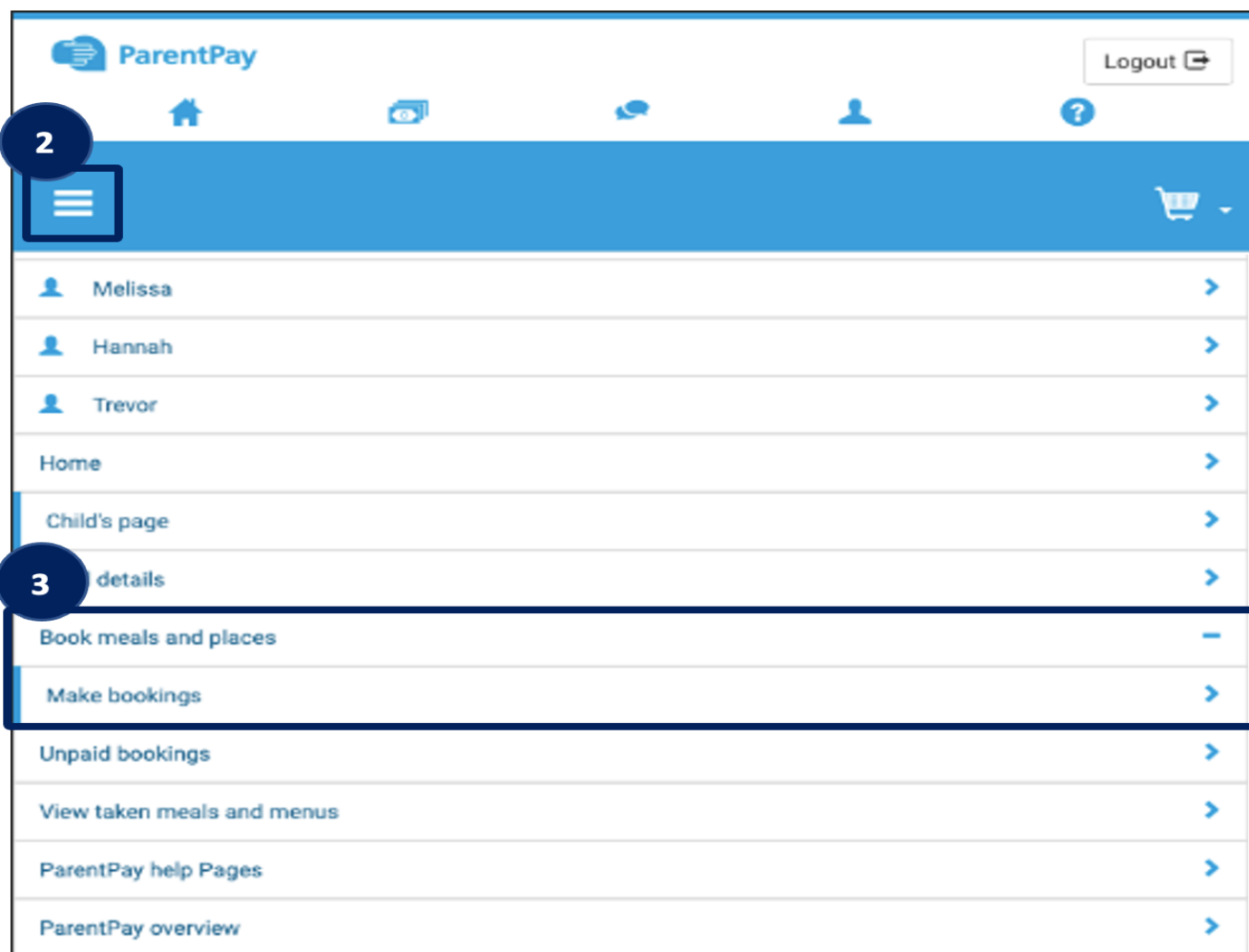


Making bookings

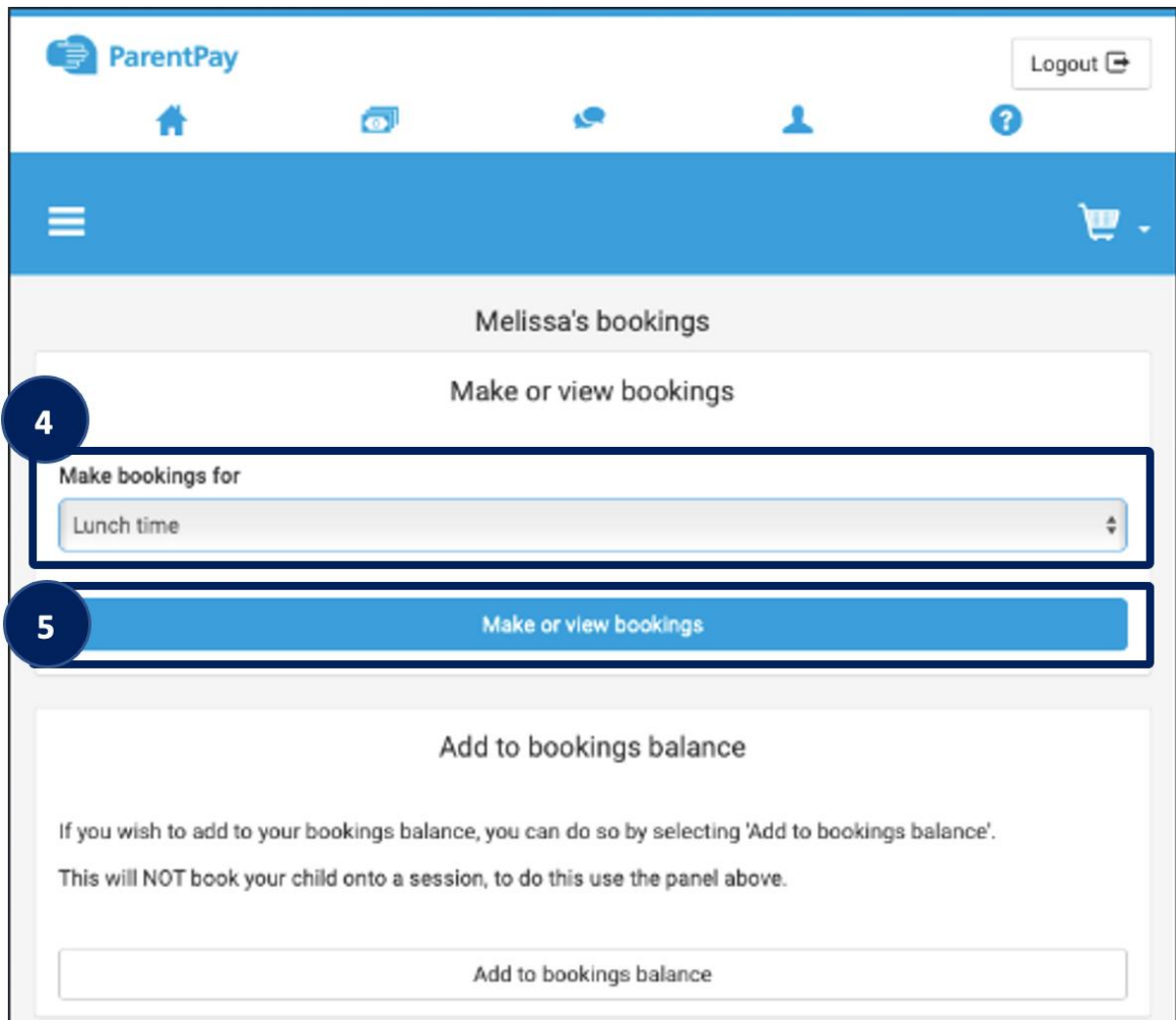
1. Go to www.parentpay.com and log in.
2. Select the child to make bookings for **[1]**.



From the menu [2] select **Book meals and places** > **Make bookings** [3].



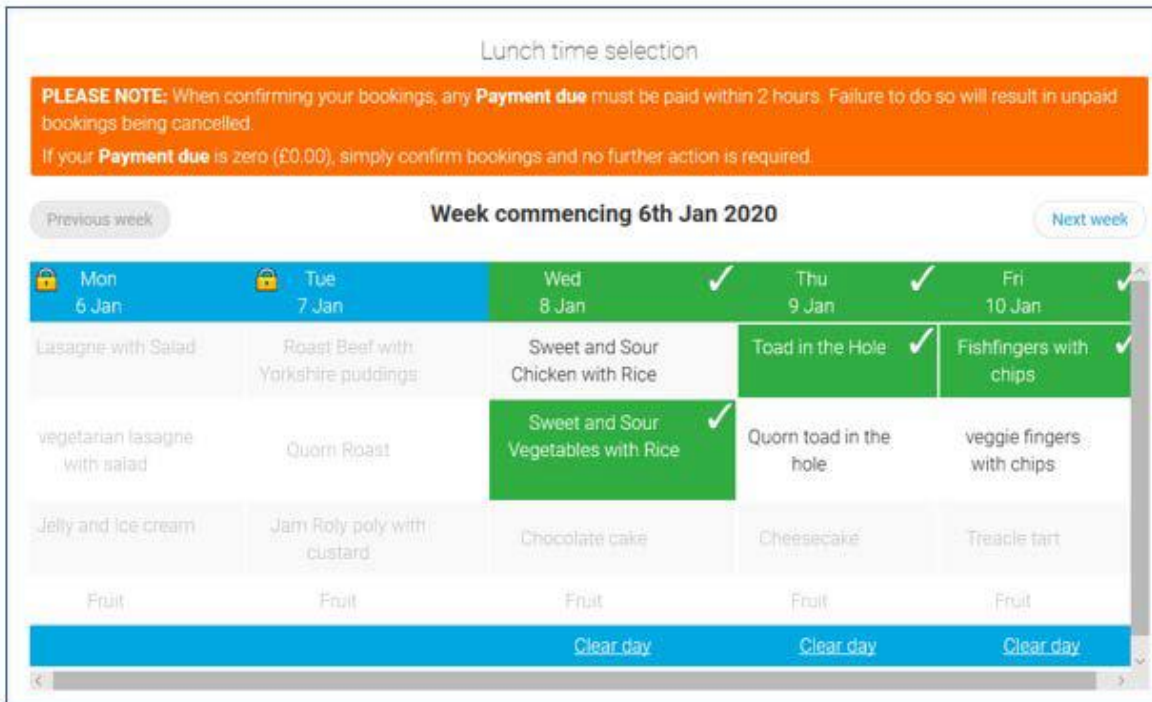
4. Select the **Event** that you wish to make a booking for [4] and If required choose a week. Then select **Make or view bookings** [5].



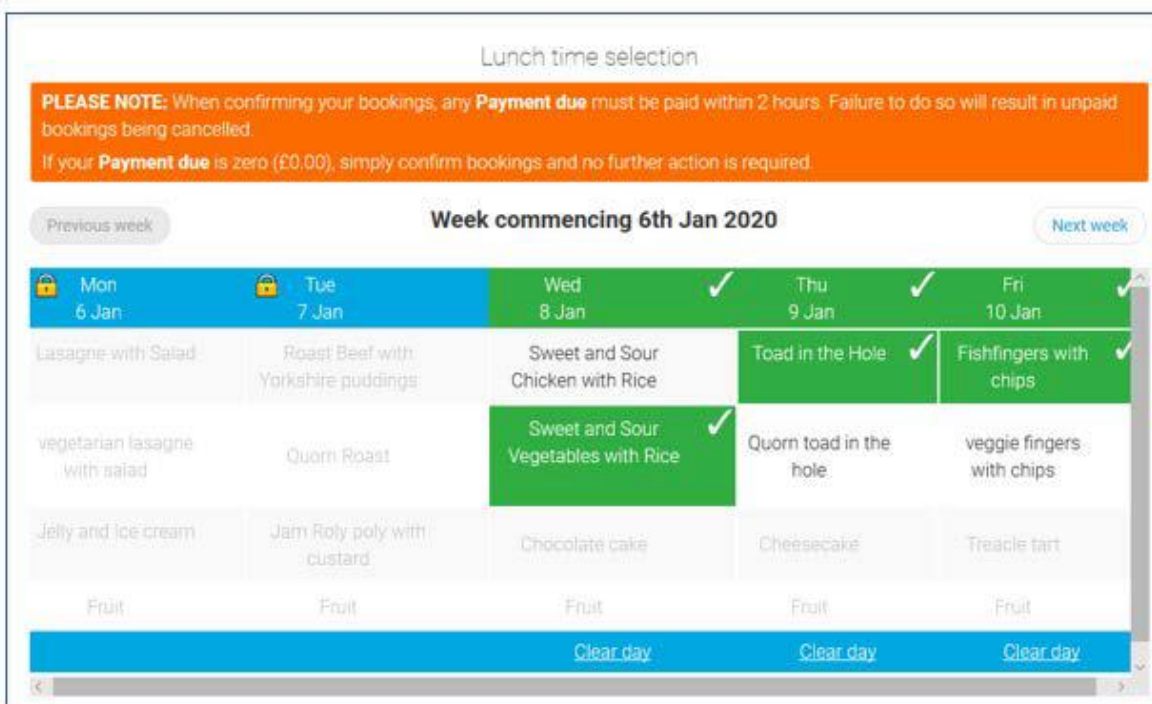
A booking screen will be presented:

NOTE Several possible bookings screens are available based on the options chosen by the child's school setup. Each of these options are displayed below:

- **OPTION 1:** Full menu choices are displayed with images (where available) for each item for each day. Nutritional information may also be available. Additional weeks can be viewed by using the **Next week** button [X].



OPTION 2: Individual choices are available to select for example main, side, and dessert for each day [X]. Additional weeks can be viewed by using the **Next week** button [X].



OPTION 3: View the available options shown on a fixed menu and then book a meal or event for each day. Use the **Next week** button to make further bookings.

Mon 18 Jan	Tue 19 Jan	Wed 20 Jan	Thu 21 Jan	Fri 22 Jan
Book a meal	Book a meal	Book a meal	Book a meal	Book a meal
Masaman Cheese	Chicken Pie served with Gravy & Mashed Potato	Roast Lamb served with Boiled Potatoes	Homemade Beef Burger served with Potato Wedges	Fish Fingers served with Chips
Homemade Cheese Potato & Onion party served with crushed potato	Vegetable Casserole served with New Potatoes	Vegetarian Sausage served with Mashed Potato & Gravy	Sweet & Sour Vegetables served with Rice	Creamy Leek & Cheese Potato Boats
Jacket Potato with choice of Beans, Cheese or Colislaw	Jacket Potato with choice of Beans, Cheese or Colislaw	Jacket Potato with choice of Beans, Cheese or Colislaw	Jacket Potato with choice of Beans, Cheese or Colislaw	Jacket Potato with choice of Beans, Cheese or Colislaw
Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables
Australian Council	Dev's Pudding & Custard	Jelly & Panna Cotta	Panna Cotta	Orange Shortbread
Clear day				

OPTION 4: Book a meal or event with no menu to view. Use the **Next week** button to make further bookings.

Mon 18 Jan	Tue 19 Jan	Wed 20 Jan	Thu 21 Jan	Fri 22 Jan
Book a meal	Book a meal	Book a meal	Book a meal	Book a meal
Clear day				

6. Make all desired bookings.

7. 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 (if required) paid for within 2 hours of selecting them. Failure to do so will result in the

bookings being automatically cancelled.

8. Review the booking summary, and select Confirm booking.

9. 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.

The screenshot displays a shopping basket and order summary. The basket contains one item: 'Adam - Bookable school meal' for £9.20. Below the basket is a yellow banner for 'Children in Need' with a 50p donation button. The order summary shows a total of £9.20, with a credit of -£0.00 from the Parent Account, resulting in an amount to pay of £9.20. Payment options include Bank Transfer, VISA Checkout, and Other payment method. A 'Continue shopping' link is also present.

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

Children in Need 50p
[Tell me more](#) [Add donation](#)

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](#)