Making bookings

- 1. Go to <u>www.parentpay.com</u> and log in.
- 2. Select the child to make bookings for [1].



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

ParentPay	Ø	ø	Logout 🖨
			- ۳
1 Melissa			>
1 Hannah			>
1 Trevor			>
Home			>
Child's page			>
3 details			>
Book meals and places			-
Make bookings			>
Unpaid bookings			>
View taken meals and men	us		>
ParentPay help Pages			>
ParentPay overview			>

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]**.

ParentPay	٥	s.	Ŧ	Logout 🕞
=				. چ
	1	Melissa's booki	ngs	
4	Ma	ake or view boo	kings	
Make bookings for Lunch time				¢
5		Make or view booki	ings	
	Ado	d to bookings b	alance	
If you wish to add to your This will NOT book your o	bookings balance, hild onto a session	you can do so by s n, to do this use the	electing 'Add to booking panel above.	s balance'.
	J	Add to bookings bal	ance	

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]**.

f your Payment due is	zoro (£0.00), simply confirm (bookings and po further action	is required	
Previous week	Wee	ek commencing 6th Jan	2020	Next week
Mon 6 Jan	Tue 7 Jan	Wed 8 Jan	/ Thu 🗸 9 Jan	Fri 10 Jan
Lasagne with Salad	Roast Beef with Yorkshire puddings	Sweet and Sour Chicken with Rice	Toad in the Hole 🗸	Fishfingers with chips
vegetarian lasagne with salad	Quom Roast	Sweet and Sour Vegetables with Rice	Quorn toad in the hole	veggie fingers with chips
		Chocolate cake	Cheeseçake	Treacle tart
Fain	Fruit	Fruit	Foult	Fruit

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]**.

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		Chocolate cake	Cheesecake	Treacle fart	
Point	Fruit	Fruit	Foult	Fruit	

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	En 22 Jan	
Book a meal	Book a meal	Book a meal	Book a meal	Book a meal	
Matamiri Ghérae	Checkers Pin narved with Gravy & Mantied Pollate	Protect Converses nerved with Ensiet Partners	Hammade Bort Ridger aanved with Patala Wedger	Phili Palgers served with Chipe	
Homemula Choses Potato & Orico party served with counted patiets	Propriation Damagenesis mercenti with Maras Profations	Vegetarian Sourage arrend with Maximi Polata & Soury	Devert & Sour Vegetables served with files	County Look & Charges Patients Boots	
Jacket Polary with chains of Bears. Chains or Celeslaw	Jacket Peters with charact of Bears. Cherat to Collector	Jacket Potato with Chicke of Beans Charges or Odestine	Jacket Fistels with character of Benefic. Observes or Onlinebow	dashed Pytata with stance of Beans, Chemist of Ostenboo	
Sessoral Veptimies	Seasonal Vepetation	Seasonal Vepetables	Seasonal Veprintine	Research Vegetalities	
Additional Cronen	Dera Puddieg & Oprimit	Judy & Provagole	Parket Cake	Orange Shortbring	

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
look 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.

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now symbols Help Hide into	
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.

Bas	iket			Order summary	
Item	Total cost	Edit	Remove	Items:	£9.20
Adam - Bookable school meal	£9.20	1	â	Total:	£9.20
				Pay by Parent Account credit:	-£0.00
			_	Amount to pay:	£9.20
Children in Need			50p	Pay by	
Tell me more		A	dd donation	Bank Transfer	
				VISA checkloud Tell Me More	6
				Other payment method	
				Continue shopping	