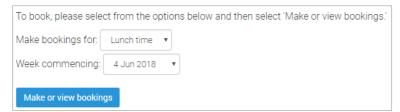
How to make a meal or event bookings

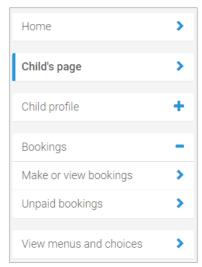
If your child's school makes use of the ParentPay booking service, you will be able to book your child's meals and/or event places in advance of the session. This helps the school minimise food waste, and reduce administrative burden on the school staff.

To check whether your child's school uses the booking feature, select the child you wish to view. The bookings option will be available in the left side menu (or in the menu drop down if using a mobile device).

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
- 5. Select the week to view
- 6. Select Make or view bookings





You will then be presented with a booking screen. Schools can opt for varying functionality, so you will be see one of the following formats:

 Booking only: Book a meal or event for a specific day. No menu shown.



 Booking with menu to view: Book a meal or event. Menu shown, but choices cannot be selected

Lunch time selection PLEASE NOTE: When confirming your booking, if the Payment due value is not £0.00, you will need to credit the account within 2 hours. Failure to do so will result in your booking being cancelled. This will in no way affect free school meal bookings as these are always considered as zero cost. Week commencing 18th Jan 2016 Previous week Tue 19 Jan Thu 21 Jan Book a meal Vegetarian Sausage Creamy Leek & with Flice Seasonal Vegetables Seasonal Vegetables Seasonal Vegetables Seasonal Vegetables Clear day

 Menu selections: Book a meal by selecting from the menu choices shown

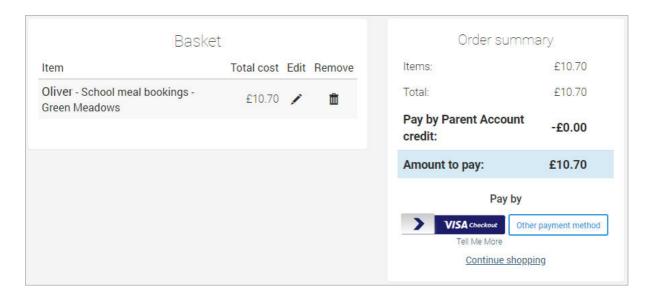


- 7. Make the required bookings
- 8. A summary will be displayed at the bottom of the page with any previous unpaid bookings shown in red



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.

- 9. Review the booking summary, and select **Confirm booking**.
- 10. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by card or Visa Checkout by selecting the appropriate option



NOTE: Free school meals (FSM) and Universal infant free school meals (UIFSM) are automatically calculated and will reduce the value of the payment due where appropriate. In most cases this will be a zero cost.

Bookings must still be confirmed to ensure that they are registered on the school's system