



GUIDE FOR PARENTS ORDERING MEALS ON SCOPAY

This Guide provides help with the following

- View the Dinners calendar
- Order meals
- Change ordered meals

Other Guides for Parents

All parents:

How to **Manage your SCOPAY Account**

How to **Make Payments** on SCOPAY

How to Set up **Alerts** (for low balances, new trips and products, Parents' Evening Meetings)

Parents should check with their school to see which of the following options are available to you:

How to **Book Clubs** Online

How to **Book a Parents' Evening Meeting**

How to Save Card Details / Recurring Payments



HOW DO I VIEW THE DINNER CALENDAR?

Step 1

Go to the www.scopay.com website and login with your email address and password

SCOPAY

LOGIN

Email Address

Password

LOGIN

MARC ACKROYD ▾

SCOPAY School

French For Beginners - SCOPAY School

Marc Ackroyd - SCOPAY School

Mary Ackroyd - SCOPAY School

Step 2

Select the child you wish to view

Step 3

Next to Dinner Money select **ORDER MEALS** or **VIEW CALENDAR**

ACCOUNT BALANCES

After School Activities ⓘ £0.00

VIEW HISTORY

VIEW CALENDAR

MAKE PAYMENT

Dinner Money ⓘ

-£1.00

VIEW HISTORY

ORDER MEALS

MAKE PAYMENT

The calendar will be displayed showing meals ordered.
Note the Key on the left hand side.

MARC ACKROYD
DINNER MONEY

Key

Sessions
Dinners

Codes

Bookable

- X School closed
- T On trip
- M Meat meal
- V Veg meal
- S Home sandwich
- A Absent

ATTACHMENTS
Full School Menu for 2018-19 (01 Sep 18 - 31 Jul 19)

MAY 2019 TODAY < >

	MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4	5
			M	V	M	X	X
	6	7	8	9	10	11	12
	X	M	M	V	V	X	X
	13	14	15	16	17	18	19
	M	M	V	V	M	X	X

* For now you only choose "hot meal"

HOW DO I ORDER MEALS?

* Your child chooses the meal in school!

Note that depending on the options selected by your school, you may need to make a payment for school dinners before you can order them online

The system will prompt you to top up

Select the day you wish to order a meal
The options available to you will be displayed


Tap the required option

Tap OK

Dinner Money
Dinners
21 May 2019

M: Meat meal - (£2,40)

Fish cake, garden peas, potato wedges
Fruit yoghurt



V: Veg meal - (£2,40)

Vegetable bake, garden peas
Jam sponge & custard



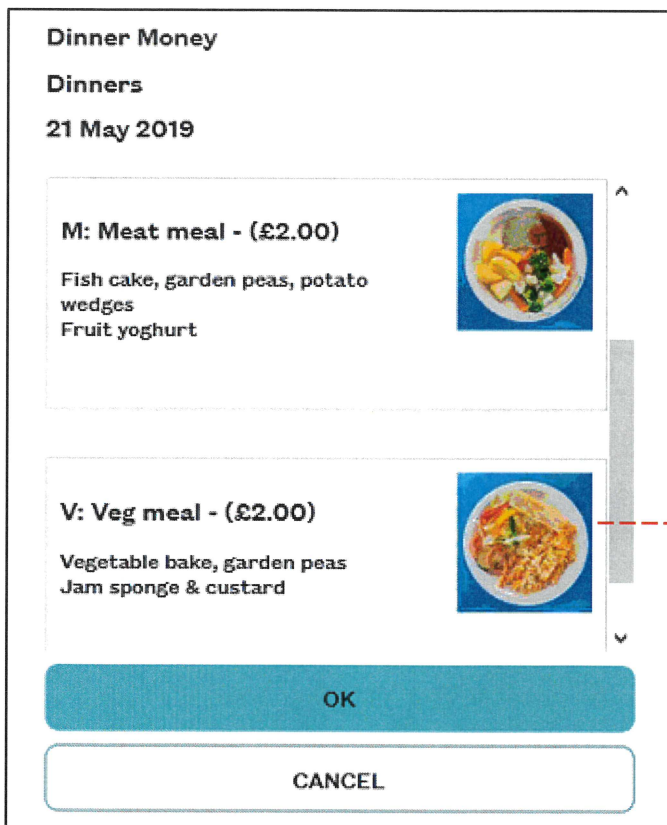
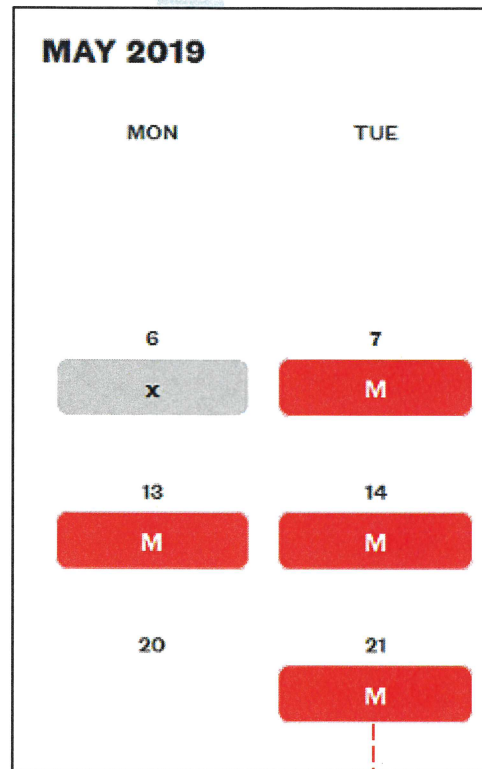
OK

CANCEL

HOW DO I CHANGE A MEAL ORDER?

Refer to the steps above to View the Calendar.

Step 1
Tap on the meal
for the day
you wish to change



Step 2
Select your new meal
choice
Tap OK

i If you need help with SCOPAY or for further enquiries, please contact the School Office at your child's school.