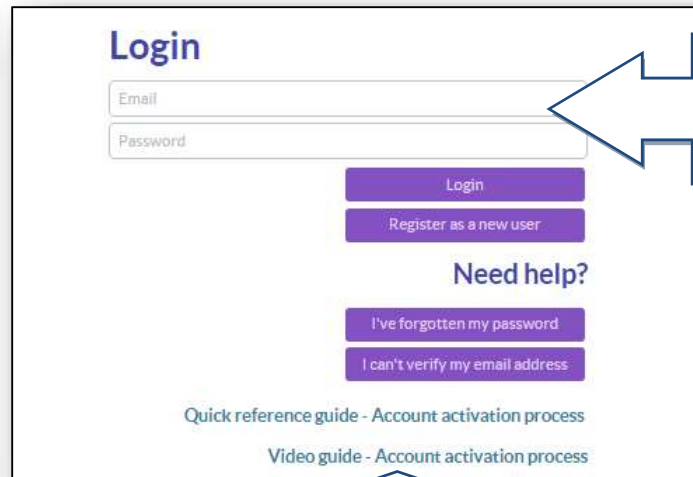


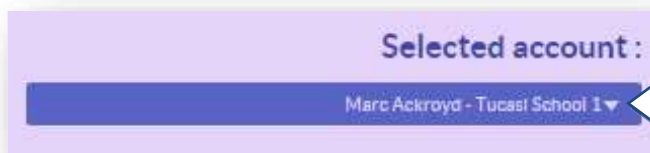
How do I view my child's reserved sessions?

Go to the Online Account Website address provided by your school, or visit **www.scopay.com**



1. Login with your **Email** and **password**

Important: if you haven't yet registered your online account, then refer to the separate Quick Reference Guide or Video Guide, or contact the school for further details.



2. Select the correct **account name** using the dropdown arrow.

NB if you only have one child linked to your account, then this option will not be available.

Account balances

4 items in Account balances
Collapse all | Expand all

— € Account balances

Name	Actions	Balance	Enter top-up a
Breakfast Club	View history Order sessions	£0.00	£
Dinner money	View history	£0.00	£

3. Click **Order sessions** against the relevant Club.

IMPORTANT: You will only see the **Order sessions** option if your child's school have opted for parents to reserve sessions online.

If this facility is not available, you will instead see the option to **view** the session **calendar**

View calendar

Marc Ackroyd - Breakfast Club calendar

March 2016						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
B	B	B	B	B		
	1	2	3	4	5	6
		B	B		x	x
7	8	9	10	11	12	13
B	B				x	x
14	15	17	18	19	20	
				x	x	
				26	27	
				x	x	

4. Use the arrows to scroll back or forward through the calendar.

5. Use the calendar to view the session type assigned to each day.

Note: the calendar may show a number of possible sessions per day, depending on the club/activity set up

Key

Sessions	Codes
B Breakfast	N No Breakfast
B Incl Breakfast	x Closed

6. A key to session codes used in school is provided at the bottom of the screen.

Mon	Tue	Wed	Thu	Fri
A P L	A P L	A P L	A P L	A P L
	1	2	3	4
7	8	9	10	11
14	15	16	17	18

How do I reserve additional sessions?

1. Double check that you have selected the correct child and club/activity

Marc Ackroyd - Breakfast Club calendar

March 2016

Select session choice

Breakfast Club
Breakfast
15 March 2016

- None
- N - No Breakfast (GBP2.00)
- B - Incl Breakfast (GBP4.00)

OK Cancel

2. Click the appropriate future date slot.
NB only dates bordered in red are editable.

3. Click the appropriate session choice for the date and click OK.

How do I change or cancel a reserved session?

Marc Ackroyd - Breakfast Club calendar

March 2016						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
B	B	B	B	B		
	1	2	3	4	5	6
		B	B		x	x
	8	9	10	11	12	13
	B			N	x	x
		16	17	18	19	20
		B		N	x	x
		23	24	25	26	27
		B			x	x
	29	30	31			

1. Click the appropriate **future** date slot.
NB only dates bordered in red are editable. Contact the school to amend choices for other dates.

3. Click the new session **choice** or select **None** to cancel a reserved session, and click **OK**.

Select session choice

Breakfast Club
 Breakfast
 16 March 2016

- None
- N : No Breakfast (GBP2.00)
- B : Incl Breakfast (GBP4.00)

OK Cancel

Marc Ackroyd - Breakfast Club calendar

March 2016						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
B	B	B	B	B		
	1	2	3	4	5	6
		B	B		x	x
7	8	9	10	11	12	13
B	B			N	x	x
14	15	16	17	18	19	20
	B			N	x	x
21	22	23	24	25	26	27
					x	x

3. The amended session choice (or a blank if a session was cancelled) will now show in the calendar.