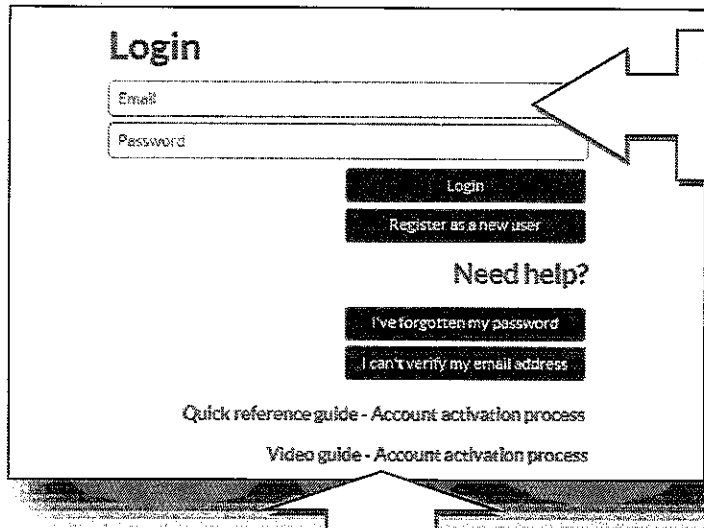


Schools Cash Office
Income Administration Software

How do I view my child's reserved meals?

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



Login

Email

Password

Login

Register as a new user

Need help?

I've forgotten my password

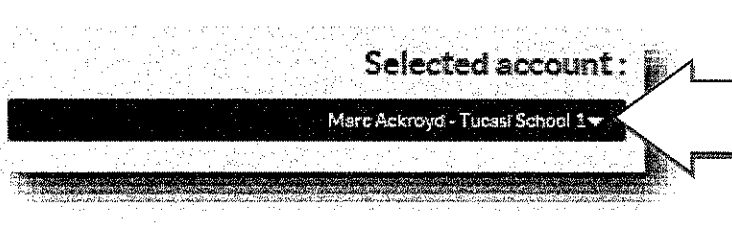
I can't verify my email address

Quick reference guide - Account activation process

Video guide - Account activation process

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.



Selected account:

Marc Ackroyd - Tucasi School

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
Breakfast Club	View history Order sessions	£0.00	
Dinner money	View history Order meals	£0.00	

3. Click **Order meals** against the Dinner money option.

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

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

View calendar

Marc Ackroyd - Dinner money calendar

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

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

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

How do I reserve additional meals?

1. Double check that you have selected the correct child.

Marc Ackroyd - Dinner money calendar

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

3. Click the appropriate meal **choice** for the date and click **OK**.

Select session choice

Dinner money
Dinners
23 March 2016

- None
- M: Meat meal (GBP2.00)
- V: Veg meal (GBP2.00)
- S: Home sandwich (GBP0.00)

OK Cancel

How do I change or cancel a reserved meal?

Marc Ackroyd - Dinner money calendar

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 meal **choice** or select **None** to cancel a reserved meal, and click **OK**.

Select session choice

Dinner money
 Diners
 23 March 2016

None

M: Meat meal (GBP2.00)

V: Veg meal (GBP2.00)

S: Home sandwich (GBP0.00)

OK
Cancel

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