



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**

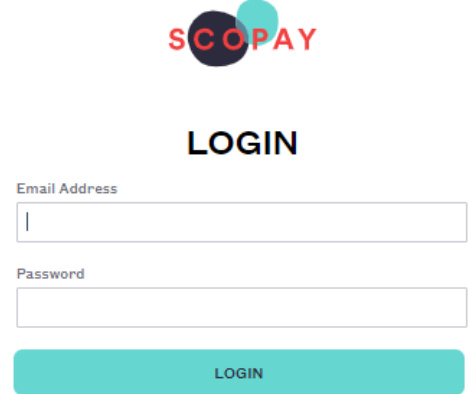
How to Save Card Details / Recurring Payments



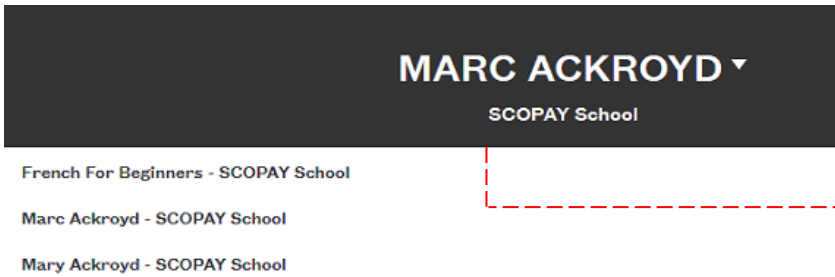
You might see slight variations to the SCOPAY layout depending on the type and size of screen display you are using.

HOW DO I VIEW THE DINNER CALENDAR?

Step 1
Go to the www.scopay.com website and login with your email address and password



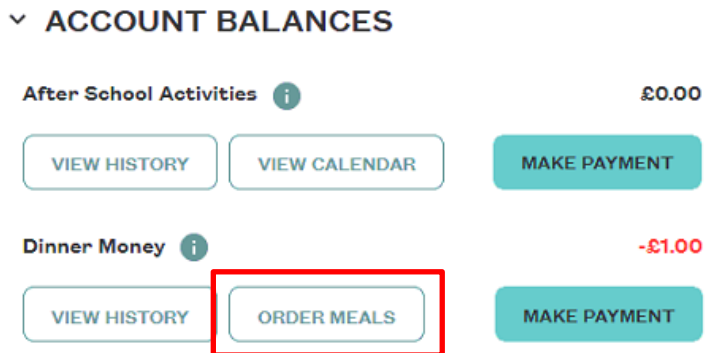
The image shows the SCOPAY login interface. At the top is the SCOPAY logo. Below it is the word "LOGIN" in bold. There are two input fields: "Email Address" and "Password". Below the password field is a teal "LOGIN" button.



A dark grey dropdown menu is shown. The top bar contains the text "MARC ACKROYD" with a downward arrow and "SCOPAY School" below it. Below this bar, three options are listed: "French For Beginners - SCOPAY School", "Marc Ackroyd - SCOPAY School", and "Mary Ackroyd - SCOPAY School". A dashed red line connects the second option to Step 2.

Step 2
Select the child you wish to view

Step 3
Next to Dinner Money select **ORDER MEALS** or **VIEW CALENDAR**



The image shows the "ACCOUNT BALANCES" section of the website. It is expanded with a downward arrow. There are two main categories: "After School Activities" and "Dinner Money". Each category has an information icon (i) and a balance amount. Under "After School Activities" (balance £0.00), there are three buttons: "VIEW HISTORY", "VIEW CALENDAR", and "MAKE PAYMENT". Under "Dinner Money" (balance -£1.00), there are three buttons: "VIEW HISTORY", "ORDER MEALS", and "MAKE PAYMENT". The "ORDER MEALS" button is highlighted with a red box, and a dashed red line connects it to Step 3.

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 M	2 V	3 M	4 x	5 x
6 x	7 M	8 M	9 V	10 V	11 x	12 x
13 M	14 M	15 V	16 V	17 M	18 x	19 x

HOW DO I ORDER MEALS?

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 - (£2.00)
Fish cake, garden peas, potato wedges
Fruit yoghurt

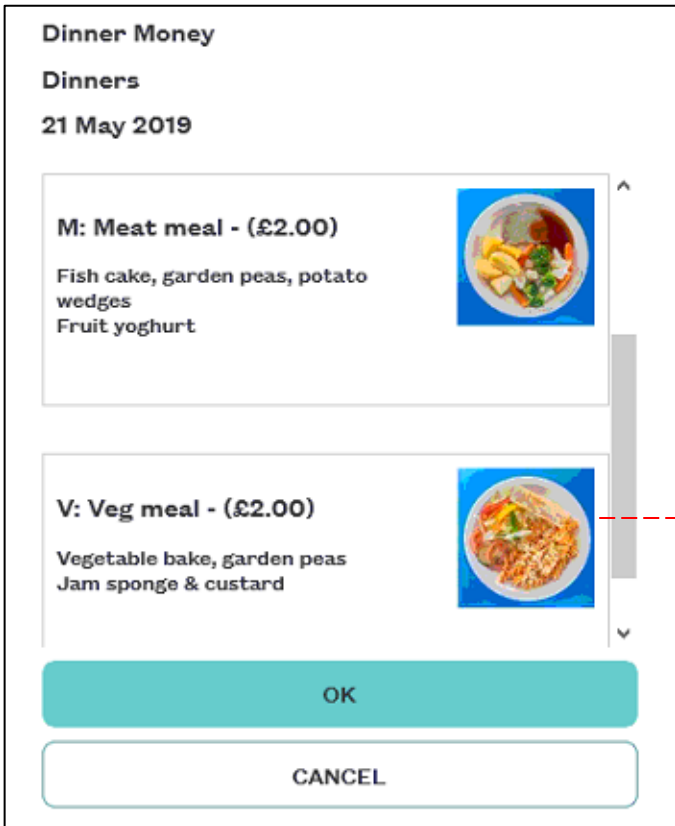
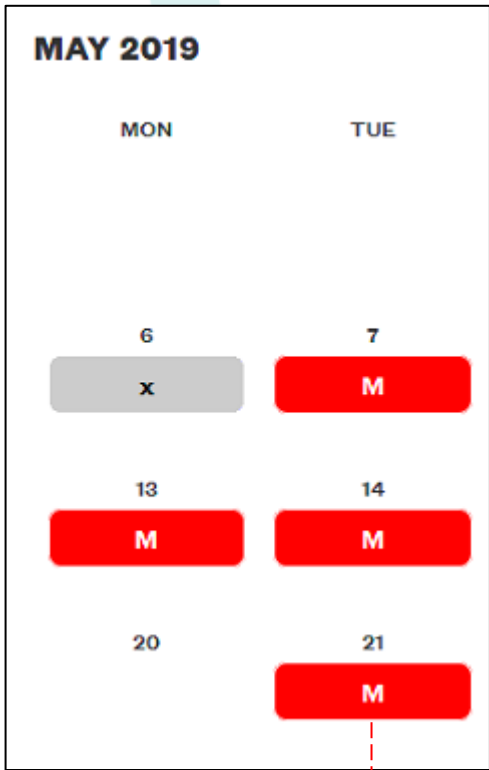
V: Veg meal - (£2.00)
Vegetable bake, garden peas
Jam sponge & custard

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

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