

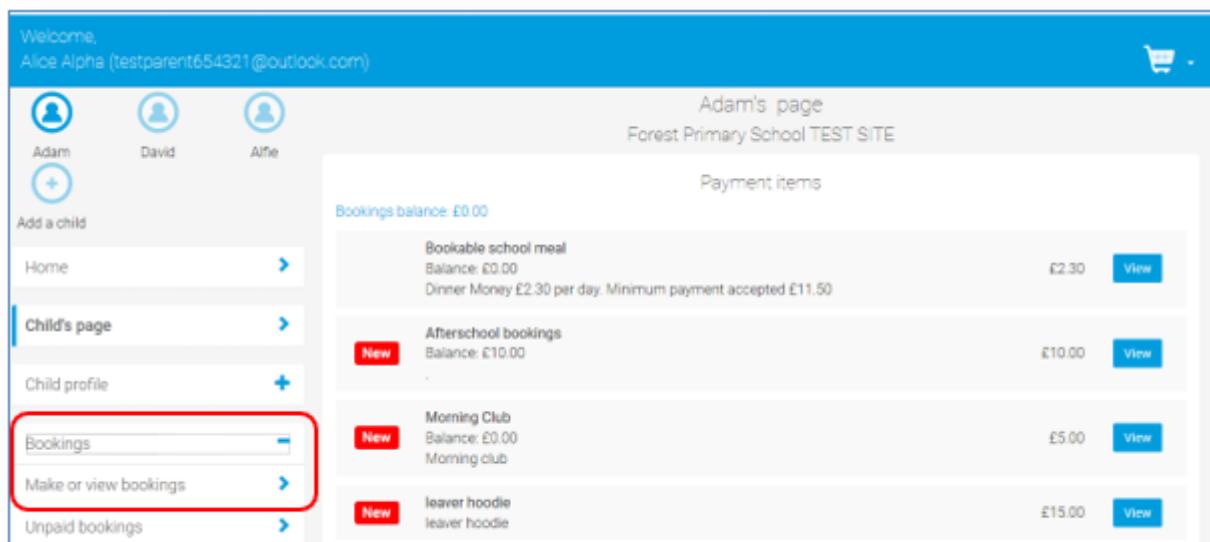
How to make meal or event bookings

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**



The screenshot shows the ParentPay website interface. At the top, it says "Welcome, Alice Alpha (testparent654321@outlook.com)". On the left, there's a sidebar with icons for Adam, David, and Alice, and buttons for "Add a child", "Home", "Child's page", "Child profile", "Bookings" (which is highlighted with a red box), "Make or view bookings" (also highlighted with a red box), and "Unpaid bookings". The main content area is titled "Adam's page" and "Forest Primary School TEST SITE". It shows a "Booking balance: £0.00" and a "Payment items" section with four items:

Description	Balance	Amount	Action
Bookable school meal	£0.00	£2.30	View
Afterschool bookings	£10.00	£10.00	View
Morning Club	£0.00	£5.00	View
leaver hoodie	leaver hoodie	£15.00	View

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**

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

- Menu selections: Book a meal by selecting from the menu choices shown (please note that some menu's may require you to select dessert also)

- Booking with menu to view: Book a meal or event. Menu shown, but choices cannot be selected. You simply book to say that your child would like a meal on that day.

Mon 18 Jan	Tue 19 Jan	Wed 20 Jan	Thu 21 Jan	Fri 22 Jan
Book a meal	Book a meal	Book a meal	Book a meal	Book a meal
Macaroni Cheese	Chicken Pie served with Gravy & Mashed Potato	Roast Gammon served with Baked Potatoes	Homemade Beef Burger served with Potato Wedges	Fish Fingers served with Chips
Homemade Cheese Potato & Onion pasty served with crushed potato	Vegetable Casserole served with New Potatoes	Vegetarian Sausage served with Mashed Potato & Gravy	Sweet & Sour Vegetables served with Rice	Cherry Lick & Cheese Potato Boots
Jacket Potatoes with choice of Beans, Cheese or Coleslaw	Jacket Potatoes with choice of Beans, Cheese or Coleslaw	Jacket Potato with choice of Beans, Cheese or Coleslaw	Jacket Potato with choice of Beans, Cheese or Coleslaw	Jacket Potato with choice of Beans, Cheese or Coleslaw
Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables
Australian Crunch	Eve's Pudding & Custard	Jelly & Pineapple	Pumpkin Cake	Orange Shortbread
Clear day				

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

Mon 18 Jan	Tue 19 Jan	Wed 20 Jan	Thu 21 Jan	Fri 22 Jan
Book a meal	Book a meal	Book a meal	Book a meal	Book a meal
Clear day				

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

Booking summary

[Show symbols](#) | [Help](#) | [Hide info](#)

Adam Alpha's Lunch time	
Bookings added	3
Bookings cancelled	0
Cost of new bookings	£6.90
Unpaid bookings	£2.30
Payment due	£9.20
Cancel Confirm bookings	

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.

10. Review the booking summary, and select **Confirm booking**.

11. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by Bank Transfer (if enabled), Visa Checkout or Other payment method

<p style="text-align: center;">Basket</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Item</th> <th style="width: 15%;">Total cost</th> <th style="width: 15%;">Edit</th> <th style="width: 10%;">Remove</th> </tr> </thead> <tbody> <tr> <td>Adam - Bookable school meal</td> <td style="text-align: right;">£9.20</td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> </tbody> </table> <div style="background-color: #ffd700; padding: 10px; margin-top: 10px;"> 50p <div style="display: flex; justify-content: space-between; align-items: center; width: 100%;"> Tell me more Add donation Pay by <div style="display: flex; justify-content: space-around; align-items: center;"> Bank Transfer VISA Checkout Tell Me More </div> Other payment method </div> </div>	Item	Total cost	Edit	Remove	Adam - Bookable school meal	£9.20			<p style="text-align: center;">Order summary</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 70%;">Items:</td> <td style="width: 30%; text-align: right;">£9.20</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">£9.20</td> </tr> <tr> <td>Pay by Parent Account credit:</td> <td style="text-align: right;">-£0.00</td> </tr> <tr> <td>Amount to pay:</td> <td style="text-align: right;">£9.20</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> Bank Transfer </div> <div style="text-align: center; margin-top: 10px;"> VISA Checkout </div> <div style="text-align: center; margin-top: 10px;"> Tell Me More </div> <div style="text-align: center; margin-top: 10px;"> Other payment method </div> <div style="text-align: center; margin-top: 10px;"> Continue shopping </div>	Items:	£9.20	Total:	£9.20	Pay by Parent Account credit:	-£0.00	Amount to pay:	£9.20
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