



**Take fancy dress donations
for BBC Children in Need
with ParentPay**

Want to encourage a small donation via ParentPay to wear fancy dress for BBC Children in Need?

Here's how:

By using a **Fixed cost for one-time payment**. Once payment has been made the item is removed from the payer's account.

Here's a quick example:

- BBC Children in Need 2020 Donation - Non-uniform day / Fancy Dress
 - Please always preface any BBC Children in Need payment items with 'BBC Children in Need 2020 Donation'.
 - The payer can pay a suggested amount.

How to create a New Payment Item:

In ParentPay, navigate to **Payment Items** and follow these instructions:

1. Select **Create a New Payment Item**
2. Select the **Activity** category & click **Next**
3. Select **Once Only**, fixed amount payment item
4. Click **Next**

Please complete the required fields for the type of payment item you are setting up. To help you with this, please see a list of fields and specific information you should be inputting next.

Field Name	Description
Item Name	<p>Make sure your payment item name is relevant and clear. It will be visible to parents and in all of your reports.</p> <p>(Please always preface any BBC Children in Need payments with 'BBC Children in Need 2020 Donation')</p>
Short Name	You can enter your own short name or the system will generate one for you if you choose to leave the field blank.
Description	<p>The description enables you to provide detailed information to payers about the payment item. You can include hyperlinks to relevant websites to provide further information if you want to.</p> <p>Here's a suggested BBC Children in Need description: "We are proud to be raising money for BBC Children in Need. If you would like to make a contribution, your generosity really will be used to help change the lives of disadvantaged children and young people. Thank you."</p>
Notes	This field is optional. If you choose to include a mandatory notes field, the payer cannot continue to payment until they have filled in this field. Ensure to specify any required information in your description.
Due Date	This field is optional. Input a payment due date for payers here.
Use Due Date	Tick this box if you want the payer to see the due date.
Quantity	Please don't use this field.
Limited Availability	Please don't use this field.
Costs Default Minimum/Maximum	The default amount that will appear in the payer account against the payment item. The default, minimum & maximum will have the same value.
Consent	Tick this box if you require payer consent when making a payment. It is up to your school if you wish to use it.
Allow New Item Alert	Tick this box if you want to send automated text or email alerts to payers that have opted in to receive alerts about new payment items assigned to their child.
PayPoint Enabled	Tick this box to be able to generate barcoded letters for this payment item.

You will then need to select the relevant bank account you want to credit payment to for the new payment item.

The system also allows you to use up to six different reporting codes. You can enter these in the **Account Code** and **Description** boxes or you can select from the pre-populated drop-down menus. The reporting codes will be included in your reports and settlement statements.

Please note: Use Account Code 'BBC Children in Need 2020'

Accounting codes are used for centralised bank accounts. If you have been told by a caterer or MAT to use these you will need to enter them here

Group code 1	Other	Account code	
		Description	
Group code 2	Other	Account code	
		Description	
Group code 3	Other	Account code	
		Description	
CFR Code	Other	Account code	
		Description	
Management code 2	Other	Account code	
		Description	

How to assign relevant people to a New payment item:

1. Click **Save Payment Item** to create your new payment item.
2. Scroll to the bottom of the saved details and select **Assign People**.
3. Select your filters and select **Search**.
4. Assign your pupils by populating the **Add** column. To assign every pupil in the list, select **Add** in the heading.
5. Click **Save Settings**.

Charges

Please note: The standard ParentPay Payment Service Fee applies.