

Supporting the NEW ParentPay for parents

Following extensive customer research and independent usability studies we have developed fresh, simple user-friendly screens for the parent side of ParentPay.

Whilst there are no changes to your school manager ParentPay site, there are huge changes to parent logins, and these will affect the guidance you provide when you need to give support.

Cross-school login

In addition to a new look and feel one of the key features we've introduced is "cross-school login" enabling parents with children at different schools to add up to six children to their account regardless of which school their children attend, providing those schools subscribe to ParentPay.

Don't worry, as a school manager, you will still only have access to information on those pupils at your school.

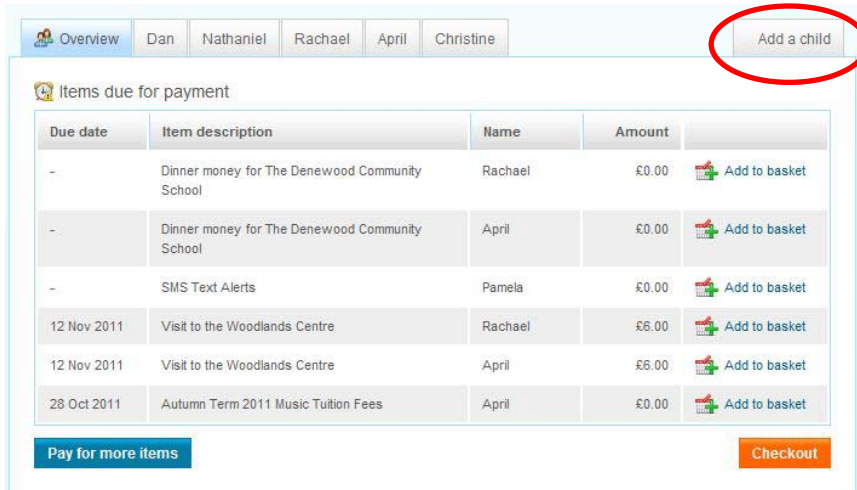
Existing parent user – Add a child

IMPORTANT: the parent must log out of all their ParentPay accounts before proceeding.

They need to choose one account to 'add' the rest of their children to; the username and password for this account will become their single set of login details – giving access to the combined login for all their children.

What they will need to do:

- Go to www.parentpay.com
- Login to the account they wish to have as their future login for all children/schools
- Click on the **Add a child** tab on their home page



Overview Dan Nathaniel Rachael April Christine **Add a child**

Items due for payment

Due date	Item description	Name	Amount	
-	Dinner money for The Denewood Community School	Rachael	£0.00	Add to basket
-	Dinner money for The Denewood Community School	April	£0.00	Add to basket
-	SMS Text Alerts	Pamela	£0.00	Add to basket
12 Nov 2011	Visit to the Woodlands Centre	Rachael	£6.00	Add to basket
12 Nov 2011	Visit to the Woodlands Centre	April	£6.00	Add to basket
28 Oct 2011	Autumn Term 2011 Music Tuition Fees	April	£0.00	Add to basket

Pay for more items **Checkout**

- Enter the **username and password** for the child they wish to add.
- Click **Search**.
- The school, pupil name, year group and class will show on screen.

Adding from account: r2etqluz (paris Foster)

School	Pupil	Year	Reg. group
Sunnyside School	Nathaniel Norman	1	1DC

Add child to your account

Cancel

After you confirm the add, these pupils will be transferred to the account you are logged into and the old account will be disabled.

- Click **Add child to your account** to confirm this is the child they wish to add to their account

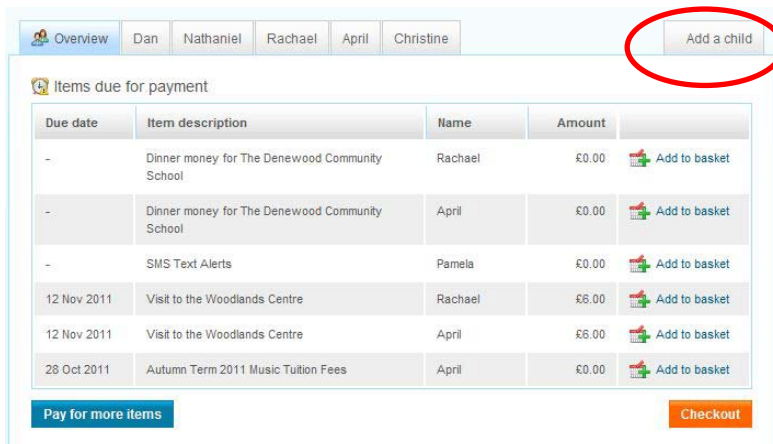
They can repeat the above process until their account has a maximum of six children.

New parent user – Add a child

If they have more than one child at the same school or children at different schools that use ParentPay and have been provided with a username and password (account activation codes) for those children they should choose one child's activation username and password to activate their account. This account will then become their 'main' account (login) for all their children.

What they will need to do:

- Go to www.parentpay.com
- **Enter the username and password** they have received for one of their children in the Account login area
- Click **Activate** and follow the onscreen guidance to activate their account; next
- Click on the **Add a child** tab on their home page



Overview Dan Nathaniel Rachael April Christine **Add a child**

Items due for payment

Due date	Item description	Name	Amount	
-	Dinner money for The Denewood Community School	Rachael	£0.00	Add to basket
-	Dinner money for The Denewood Community School	April	£0.00	Add to basket
-	SMS Text Alerts	Pamela	£0.00	Add to basket
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28 Oct 2011	Autumn Term 2011 Music Tuition Fees	April	£0.00	Add to basket

Pay for more items **Checkout**

- **Enter the username and password (account activation codes)** for the child they want to add
- Click **Search**
- The school, pupil name, year group and class will show on screen

Adding from account: r2etqluz (paris Foster)

School	Pupil	Year	Reg. group
Sunnyside School	Nathaniel Norman	1	1DC

Add child to your account **Cancel**

After you confirm the add, these pupils will be transferred to the account you are logged into and the old account will be disabled.

- Click **Add child to your account** to confirm this is the child they wish to add to their account

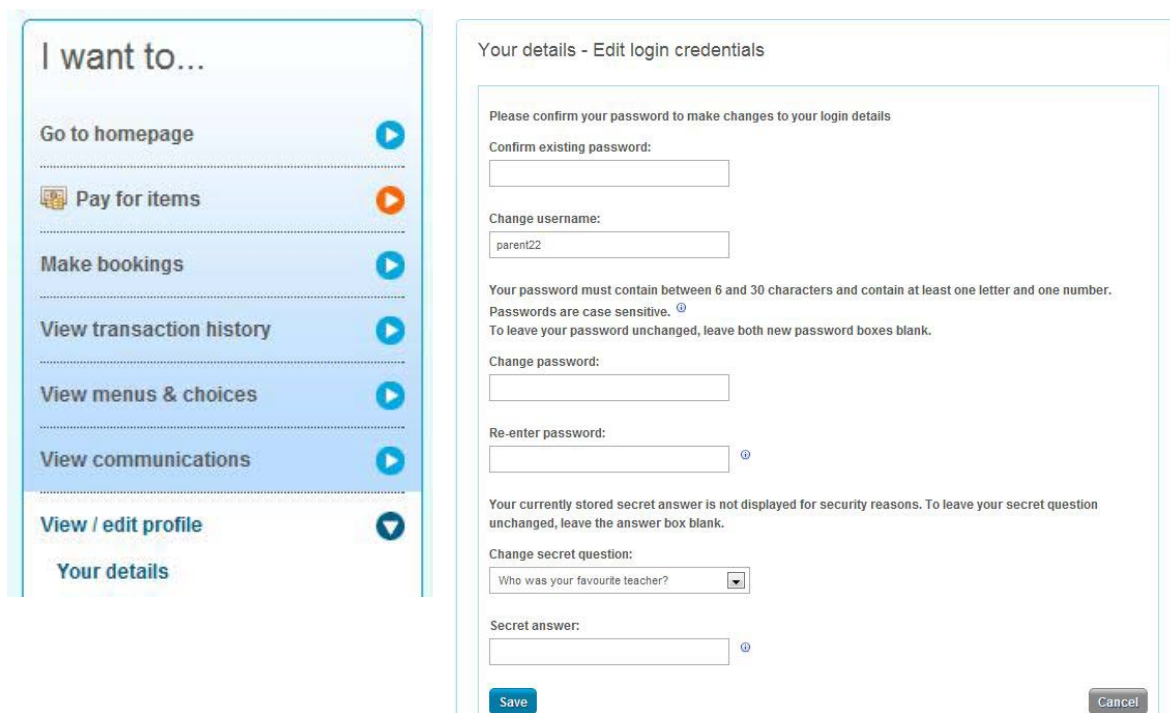
They can repeat the above process to add more children to their account up to a maximum of six.

Managing their details

Changing their username and/or password

If at any time they want/need to change their username or password they can do so as follows:

Go to the **'I want to...'** area of their home page **View/edit profile>Your details**



The image shows two screenshots from the ParentPay interface. The left screenshot shows the 'I want to...' menu with options: Go to homepage, Pay for items, Make bookings, View transaction history, View menus & choices, View communications, View / edit profile, and Your details. The right screenshot shows the 'Your details - Edit login credentials' form. The form includes fields for: Confirm existing password, Change username (with 'parent22' entered), Change password, Re-enter password, Change secret question (with 'Who was your favourite teacher?' selected), and Secret answer. There are 'Save' and 'Cancel' buttons at the bottom.

First, they'll need to confirm their existing password – then they can make any changes required and click **Save**.

Managing phone numbers and email addresses

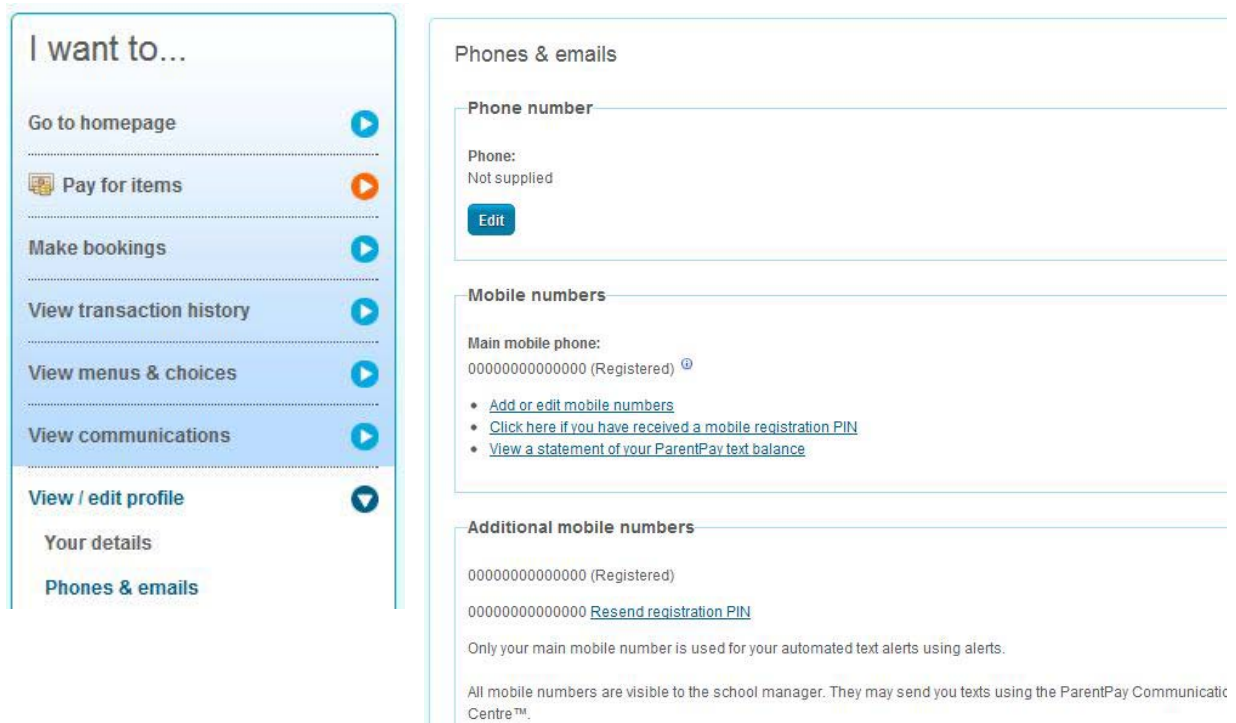
Available to parents providing their mobile number stored in ParentPay not only allows school/s to send them SMS text message communications, but also allows them to opt in to receiving our automated SMS text alerts for things like low dinner money balance reminder.

Automated text message alerts that they request are payable by them at 0.06p per message sent.

Text messages sent to them by their child's school are at NO charge to the parent.

Entering your mobile number

Go to the 'I want to...' area of their home page **View/edit profile>Phones & Emails**



The screenshot shows the 'I want to...' navigation menu on the left and the 'Phones & emails' section on the right. The 'I want to...' menu includes options like 'Go to homepage', 'Pay for items', 'Make bookings', 'View transaction history', 'View menus & choices', 'View communications', and 'View / edit profile'. The 'View / edit profile' option is expanded to show 'Your details' and 'Phones & emails'. The 'Phones & emails' section contains a 'Phone number' field with a value of 'Not supplied' and an 'Edit' button. Below this is the 'Mobile numbers' section, which shows a 'Main mobile phone' field with a value of '00000000000000 (Registered)' and three links: 'Add or edit mobile numbers', 'Click here if you have received a mobile registration PIN', and 'View a statement of your ParentPay text balance'. There is also an 'Additional mobile numbers' section with a value of '00000000000000 (Registered)' and a 'Resend registration PIN' link. A note at the bottom states: 'Only your main mobile number is used for your automated text alerts using alerts. All mobile numbers are visible to the school manager. They may send you texts using the ParentPay Communicati Centre™.'

- **Phone number:** home, office or other number
- **Mobile numbers:** this area contains their 'main mobile number' – this will be the number the school uses to send them SMS text messages and will also be the mobile number that any automated alerts they request are sent to.



When they provide their mobile number they will automatically receive a registration PIN in order to 'register' their mobile – If they do not 'register' their mobile they will be unable to receive automated SMS text alerts from ParentPay.

They do not need to 'register' their mobile number in order for their child/children's school to send them SMS text messages.

Three easy steps to enable automated SMS text alerts

Step 1: Registering their mobile number

If they wish to subscribe to our automated SMS text alerts and have received their registration PIN, they must log back into their ParentPay account, go to the '**I want to...**' area **View/edit profile>Phones & emails** and click on the [Click here if you have received a mobile registration PIN](#) link to register their mobile. The registration PIN is valid for 7 days.

Step 2: They must top up their SMS text balance

Automated SMS text alerts that they request are paid for by them at a charge of 0.06p/message; they must ensure that they maintain a SMS text balance of at least £2.40.

Topping up is easy, and done simply via **Pay for items** via the '**I want to...**' area of their home page and click on the '**Other**' tab.

Step 3: Choosing the alerts they want to receive

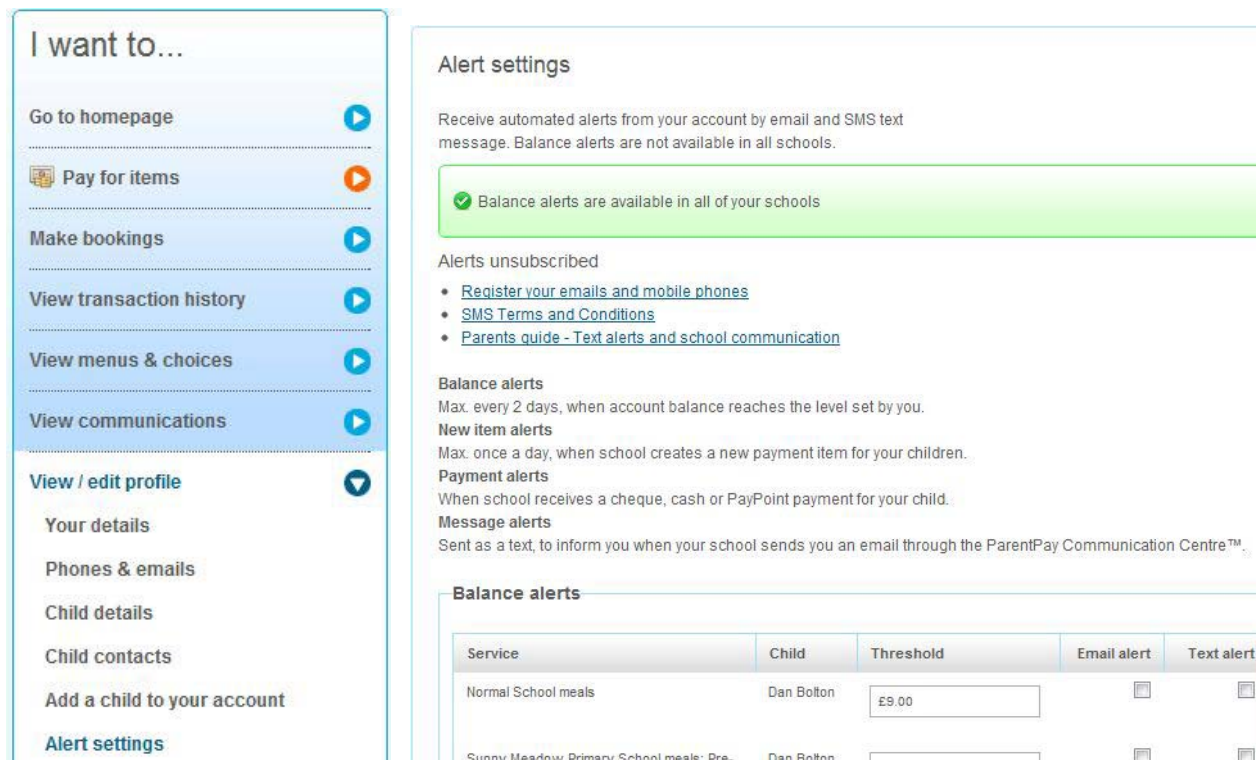
Go to the '**I want to...**' area of the home page **View/edit profile>Alert settings**

Choose which alerts they wish to receive for their child/each of their children and set the threshold (balance) at which they wish to receive alerts. For more guidance please see our 'Alert settings' area later in this guide.

- **Additional mobile numbers:** parents are able to provide multiple mobile numbers for school to send text messages to – note that schools can choose to 'send to all mobile numbers' in the Communication centre in the event of an emergency.
- **Email addresses:** it's likely that they provided an email address and verified it during the activation of their ParentPay account and that this will show as their 'main email address' – they are able to provide an alternative email address if they wish.
- **Preferred communication channel:** they can indicate which method they wish their school to use when contacting them for 'urgent' vs. 'normal' communications – the school can disregard these settings if they choose.

Alert settings

Parents will go to the 'I want to...' area of the home page **View/edit profile>Alert settings**



I want to...

- Go to homepage
- Pay for items
- Make bookings
- View transaction history
- View menus & choices
- View communications
- View / edit profile**
- Your details
- Phones & emails
- Child details
- Child contacts
- Add a child to your account
- Alert settings

Alert settings

Receive automated alerts from your account by email and SMS text message. Balance alerts are not available in all schools.

Balance alerts are available in all of your schools

Alerts unsubscribed

- [Register your emails and mobile phones](#)
- [SMS Terms and Conditions](#)
- [Parents guide - Text alerts and school communication](#)

Balance alerts
Max. every 2 days, when account balance reaches the level set by you.

New item alerts
Max. once a day, when school creates a new payment item for your children.

Payment alerts
When school receives a cheque, cash or PayPoint payment for your child.

Message alerts
Sent as a text, to inform you when your school sends you an email through the ParentPay Communication Centre™.

Service	Child	Threshold	Email alert	Text alert
Normal School meals	Dan Bolton	£9.00	<input type="checkbox"/>	<input type="checkbox"/>
Sunny Meadow Primary School meals: Pre-	Dan Bolton	£9.00	<input type="checkbox"/>	<input type="checkbox"/>

The 'Alert settings' screen will confirm if they are able to set 'balance' alerts for all of their children – this feature is not available to all schools and is dependent on the type of subscription your school has with ParentPay. If parents are not able to set automated low balance SMS alerts, a list of the children they are unable to do this for will show on screen.

Balance alerts: they simply choose the type of alert they wish to receive (Email or SMS text) and set the 'Threshold' for each child. We recommend that this is set to cover the cost of meals for 3 days in order that parents have time to top-up before their child's balance drops so low that they may be refused a meal.

New item alerts: they can choose to receive an alert when their child's school sets up a new payment item and assigns it to their child

Payment alerts – cheques and cash: parents can set up alerts to tell them when a cash/cheque payment has been recorded against their child's account in school ensuring they know the payment has been received safely.

Payment alerts – PayPoint: If they are using either a PayPoint card for school meal top ups and/or barcoded letters to pay for trips , they are able to set alerts to notify them once the payment shows in their ParentPay account, and therefore in school.

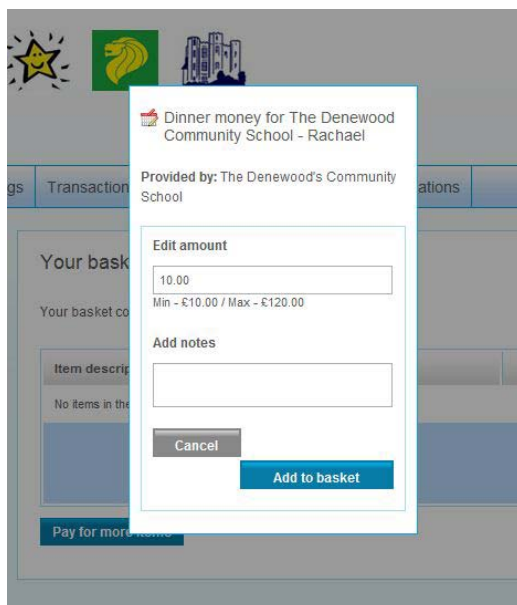
Message alerts: a great way to know that their school has sent them a message using ParentPay’s Communication centre.

Making payments

Using their basket: quick add items

Parents can now pay for all their children in one easy place with our quick add basket! The **‘Overview tab’** on their home page shows items due for payment across all of their children.

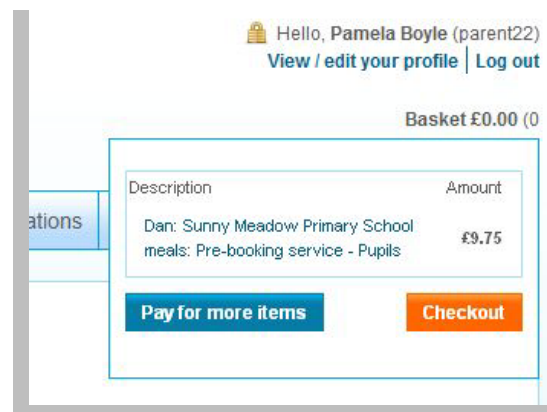
What they need to do:



Locate the item they’d like to pay for and click on **Add to basket**.

Edit the **‘Amount’** to pay and provide any **‘Notes’** and **‘Consent’** if appropriate in the pop-up window.

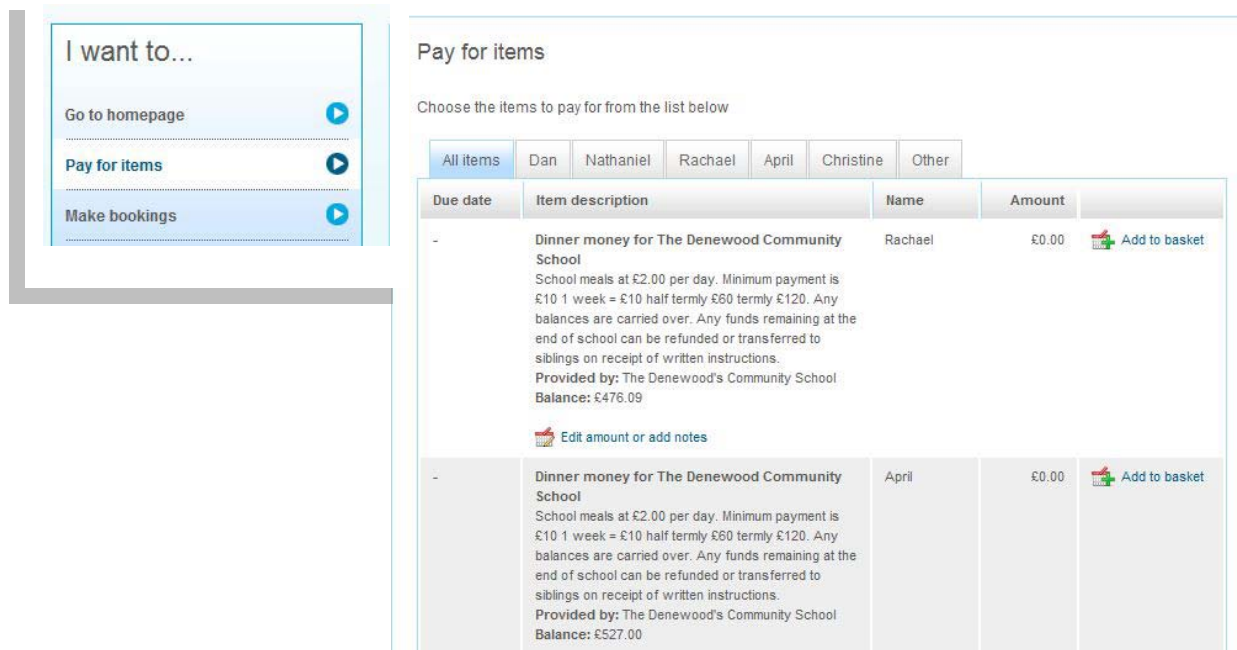
Click **Add to basket** and keep repeating the process until they’re ready to **‘Checkout’**.



View and pay across all children – with more detail on the payment items

Go to **Pay for items** in the '**I want to...**' area on the left of their screen.

The screen will default to the '**All items**' tab displaying each item available by child with a full 'Item description', 'Due date' and 'Amount'.



I want to...

- Go to homepage
- Pay for items**
- Make bookings

Pay for items

Choose the items to pay for from the list below

All items | Dan | Nathaniel | Rachael | April | Christine | Other

Due date	Item description	Name	Amount	
-	Dinner money for The Denewood Community School School meals at €2.00 per day. Minimum payment is €10 1 week = €10 half termly €60 termly €120. Any balances are carried over. Any funds remaining at the end of school can be refunded or transferred to siblings on receipt of written instructions. Provided by: The Denewood's Community School Balance: €476.09	Rachael	€0.00	Add to basket
-	Dinner money for The Denewood Community School School meals at €2.00 per day. Minimum payment is €10 1 week = €10 half termly €60 termly €120. Any balances are carried over. Any funds remaining at the end of school can be refunded or transferred to siblings on receipt of written instructions. Provided by: The Denewood's Community School Balance: €527.00	April	€0.00	Add to basket

Edit amount or add notes

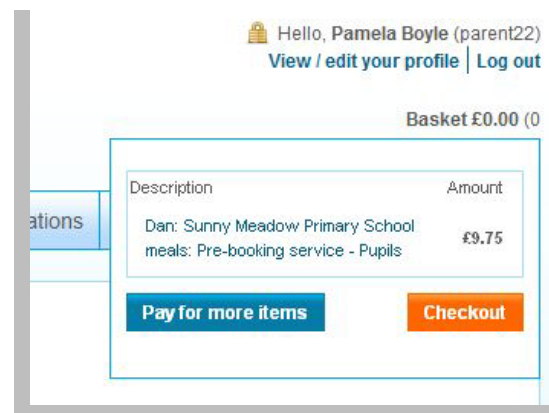
Click on **Edit amount or add notes/Add to basket** alongside the item they wish to pay for.

They will see all items available to that child and can proceed to select which items they wish to pay for at that time by clicking **Edit amount or add notes/Add to basket**.

Each time they add an item to their basket, they will be directed to the top right of the screen and a preview of their 'Basket' will pop up.

Once ready to make payment go to their 'Basket' and click **Checkout**.

They will have the opportunity to review their purchases, remove any they did not intend to make or edit those they did before proceeding to make their payment as normal by clicking **Pay securely now**.



Hello, Pamela Boyle (parent22)
[View / edit your profile](#) | [Log out](#)

Basket £0.00 (0)

Description	Amount
Dan: Sunny Meadow Primary School meals: Pre-booking service - Pupils	£9.75

[Pay for more items](#) [Checkout](#)




View and pay by child – again, with more detail about the payment item

Go to **Pay for items** in the 'I want to...' area on the left of their screen.

Click on the child's name tab.

Pay for items

Choose the items to pay for from the list below

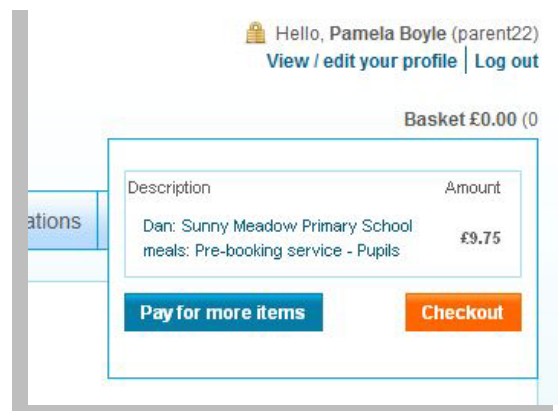
Item description	Name	Amount	
<p>School Meals for WEBEX Test School The minimum amount payable is £10. Please ensure you keep your school meal account in credit Provided by: Sunnyside School Balance: £2.30</p> <p> Edit amount or add notes</p>	Nathaniel	£0.00	 Add to basket
<p>Tuck shop topup Minimum payment £5 Provided by: Caterer 6 Doug Balance: £0.00</p> <p> Edit amount or add notes</p>	Nathaniel	£0.00	 Add to basket

They will see all items available to that child and can proceed to select which items they wish to pay for at that time by clicking **Edit amount or add notes/Add to basket**.

Each time they add an item to their basket, they will be directed to the top right of the screen and a preview of their 'Basket' will pop up.

Once ready to make payment go to their 'Basket' and click **Checkout**.

They will have the opportunity to review their purchases, remove any they did not intend to make or edit those they did before proceeding to make their payment as normal by clicking **Pay securely now**.



Hello, Pamela Boyle (parent22)
[View / edit your profile](#) | [Log out](#)

Basket £0.00 (0)

Description	Amount
Dan: Sunny Meadow Primary School meals: Pre-booking service - Pupils	£9.75

[Pay for more items](#)
[Checkout](#)





Paying for 'Other' items

The '**Other**' tab will display items not associated with their child such as the SMS top-up payment items for those parents that subscribe to our automated text alerts.

Pay for items

Choose the items to pay for from the list below

All Items Dan Nathaniel Rachael April Christine **Other**

Due date	Item description	Amount	
-	<p>SMS Text Alerts</p> <p>Buy SMS Text Credits to receive mobile alerts from ParentPay. Credits cost 6p each, minimum top-up £2.40. Tick the consent box to confirm you've read the SMS Terms and Conditions</p> <p>Provided by: Payee name goes here Balance: £17.10</p> <p> Edit amount or add notes</p>	£0.00	 Add to basket
01 Dec 2011	<p>Tickets for the school pantomime - December 16th</p> <p>Please enter the number of tickets you would like to order. All funds raised will be contributing to the school's new Active Play Area - we look forward to seeing you there!</p> <p>Provided by: Payee name goes here Balance: £1,728.00 Quantity: 0 Cost: £8.00</p> <p> Edit amount or add notes</p>	£8.00	 Add to basket

Transaction history

View payments made between dates they choose

What they need to do:

Go to **View transaction history** in the '**I want to...**' area on the left of their screen.

Name: choose the child they want to view payments for or leave as All to report on all payments across all their children.

Payment item: narrow their report down to the item they paid for or leave as All services for a complete history of payments across all items in that period.

Start date: Enter their start date (DD/MM/YYYY) or use the pop-up calendar to select the date.

End date: Enter their start date (DD/MM/YYYY) or use the pop-up calendar to select the date.

Click **Search**.

I want to...

- Go to homepage
- Pay for items
- Make bookings
- View transaction history
- Payments**
- Account statements

Payments

Please select the child, item(s) paid for and dates you would like to search.

Name:


Rachael Boyle

Payment item:

All services


Start date:

01/11/2011



End date:

31/01/2012



Search

A comprehensive list of all payments they have made and any refunds the school may have made to they will show on screen.

Selected period: 01 Nov 2011 - 31 Jan 2012

Number of records: 74

Total: £1513.80

Child	Payment item	Payment method	£ Amount	Date paid	Paid to	Notes
Rachael	Greenacres visit to London 2012	NA	-15.00	20 Dec 2011	The Denewood's Community School	
Rachael	Greenacres visit to London 2012 07810 541350	ParentPay online	15.00	20 Dec 2011	The Denewood's Community School	07810 541350
Rachael	Cherry Orchard Primary visit to Stansfled	ParentPay online	78.00	14 Dec 2011	The Denewood's Community School	
Rachael	Visit to the Woodlands Centre	ParentPay online	6.00	14 Dec 2011	The Denewood's Community School	
Rachael	Dinner money for The Denewood Community School	ParentPay online	20.00	09 Dec 2011	The Denewood's Community School	

View statement of transactions for a selected month

Their 'Account statements' are reports by month on items where there may be 'transactions/deductions' displayed against the payments they have made such as payment for a school meal.

What they need to do:

Go to **View transaction history>Account statements** in the '**I want to...**' area on the left of their screen.

Name: choose the child they want to view payments for or leave as All to report on all payments for all their children.

Account: narrow their report down to the item they paid for or leave as All services for a complete history of transactions across all items in that period.

Statement month: select the month and year using the drop down menus

Click **Search**.

Total paid in during period: £60.00

Total paid out during period: £0.00

Service provider: Kenilworth School and Sports College

Date	Description	Paid out	Paid in	£ Balance
01 Dec 2011	Opening balance			416.09
06 Dec 2011	ParentPay	0.00	10.00	426.09
07 Dec 2011	ParentPay	0.00	10.00	436.09
07 Dec 2011	ParentPay	0.00	20.00	456.09
09 Dec 2011	ParentPay	0.00	20.00	476.09
31 Dec 2011	Closing balance			476.09

Alerts and communications

This section is visible immediately parents login, on their homepage. They can view a history of all automated alerts and messages sent to them by their children/s school/s as well as any messages they have sent to school via ParentPay.

Communication history

Go to **View communications > Communication history** in the '**I want to...**' area on the left of their screen.

I want to...

[Go to homepage](#) ▶

[Pay for items](#) ▶

[Make bookings](#) ▶

[View transaction history](#) ▶

[View menus & choices](#) ▶

[View communications](#) ▼

[Communication history](#)

[Contact schools](#)

Communication history

View all alerts and communications from the last 90 days in the table below. Your alert settings can be altered on [your profile](#). [Change alert settings](#)

✉ 1 - 10 of 172 alerts & communications << >> Show all [Go](#)

Date	Type	Subject
14 Dec 2011		Letter
14 Dec 2011		Letter
14 Dec 2011		Letter
14 Dec 2011		Letter
14 Dec 2011		Sent message
08 Dec 2011		Letter
08 Dec 2011		Letter
08 Dec 2011		Letter
08 Dec 2011		Letter
07 Dec 2011		Sent message

They can choose to 'Show all' or select 'Only messages from schools' or 'Only messages to schools'.

If they wish to change their alert settings they can do so by going to **View/edit profile>Alert settings** or clicking on the **Change alert settings button**.

Sending a message to their child's school

If your school has 'opted in' to our send message feature parents are able to contact you directly within ParentPay via their ParentPay login.

Please note: the send message feature is intended as a general communication tool, in the event that parents need to contact school urgently or tell you important information pertaining to their child they are advised to contact you directly by phone.

Go to **View communications>Contact schools** in the '**I want to...**' area on the left of their screen.

I want to...

- Go to homepage
- Pay for items
- Make bookings
- View transaction history
- View menus & choices
- View communications
- Communication history
- Contact schools

Contact schools

- Rachael
- April

Your school has opted out of this ParentPay feature. Please contact your school in the usual way e.g. by telephone or email.

IMPORTANT: Please note that this message is sent directly to your child's school not to ParentPay.
Do not send a message here if it contains important information that could affect your child's well being. Please contact the school directly.

[Redacted]

Name:
Dan

Message category:
Please select category...

Enter message:

- **Name:** select the child the message is in relation to
- **Message category:** use the drop down menu to select
- **Enter message:** free type their message in the text box
- Click **Send message**

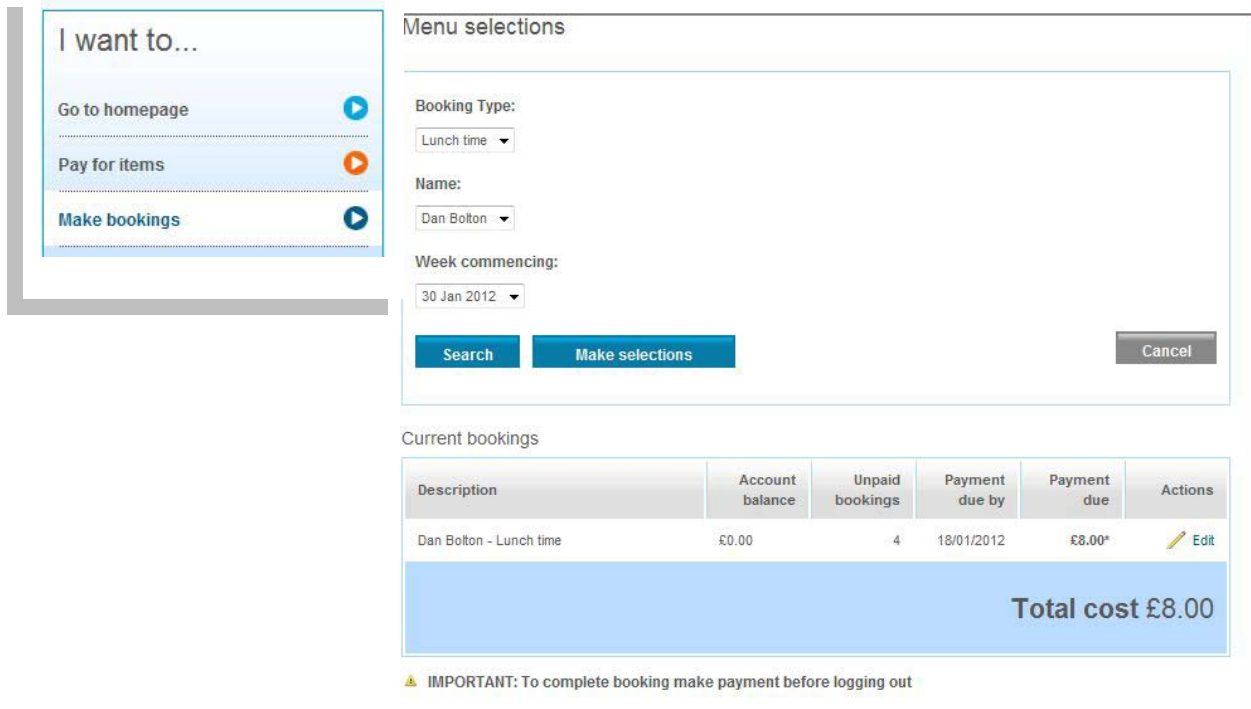
In the event that your school has 'opted out' of our send message feature a message will be displayed to parents on screen with a list of children the send message feature is not available for and they will be advised to contact the school in another way.

Making bookings/selections

If your school is using our 'bookings/selections' module, parents may be able to pre-book meals or sessions for certain types of payment items such as school meals and before/after school clubs.

What they need to do:

Go to **Make bookings** in the 'I want to...' area to the left of their screen.



I want to...

- Go to homepage
- Pay for items
- Make bookings**

Menu selections

Booking Type: Lunch time

Name: Dan Bolton

Week commencing: 30 Jan 2012

Search Make selections Cancel

Current bookings

Description	Account balance	Unpaid bookings	Payment due by	Payment due	Actions
Dan Bolton - Lunch time	£0.00	4	18/01/2012	£8.00*	Edit

Total cost £8.00

⚠ IMPORTANT: To complete booking make payment before logging out

- **Booking type:** select when the event is Lunch time, Breakfast etc.
- **Name:** select the child they want to make a booking for
- **Week commencing:** use the drop down menu to select the week they wish to make bookings for
- Click **Search**

They can then view 'current bookings' for that 'booking type' on screen (as per the Current bookings area shown in the above screenshot).

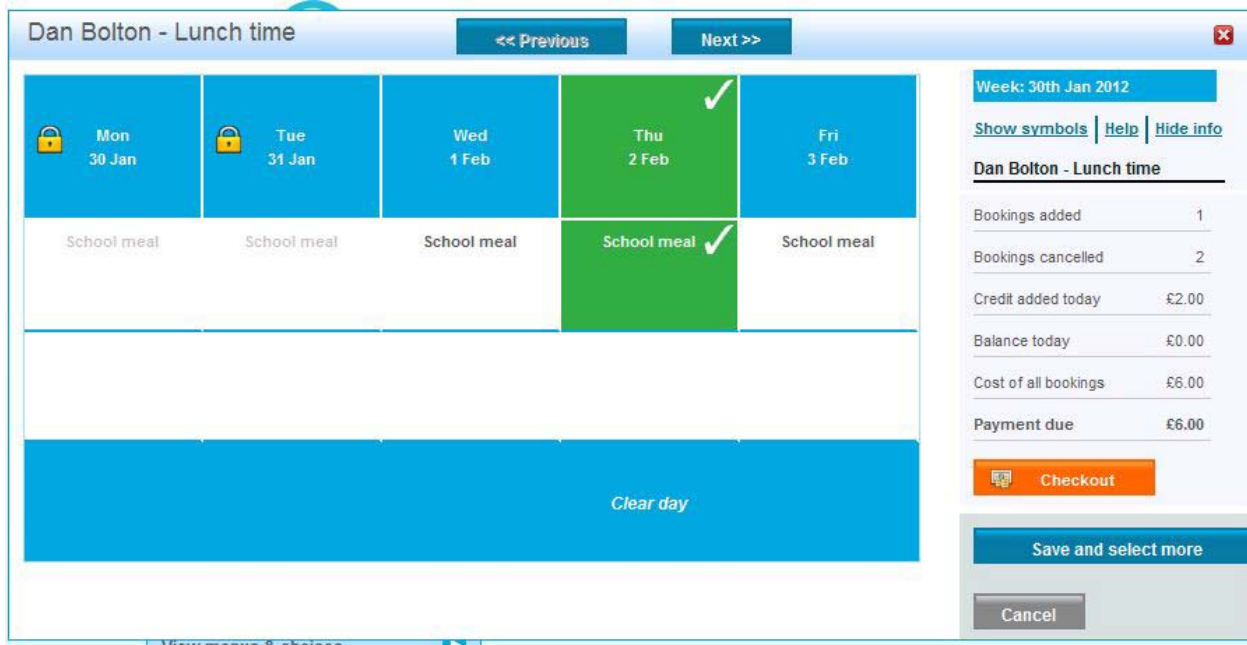
- Click **Make selections** to proceed to make their bookings

Booking a meal/session – no menu selection

This feature is not available to all parents only those that have children at schools that have subscribed to our bookings module.

- **Book a meal/session:** simply click on the day that they want to book the meal for and that day will turn green with a tick.

- **Cancel a previously booked meal/session:** click on Clear day in the column of the day the meal is booked for.
- **Past event:** past bookings/sessions will show with a 'Padlock' sign as they are not editable after the event.
- **Bookings breakdown:** the right of their screen will show a breakdown of meals/sessions booked or cancelled during this login session, credit to be added before they logout, current balance of that account (school meal account or similar) and total cost of all bookings they have made during this session.



Dan Bolton - Lunch time

<< Previous Next >>

Mon 30 Jan	Tue 31 Jan	Wed 1 Feb	Thu 2 Feb	Fri 3 Feb
School meal	School meal	School meal	School meal ✓	School meal

Week: 30th Jan 2012

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

Dan Bolton - Lunch time

Bookings added	1
Bookings cancelled	2
Credit added today	£2.00
Balance today	£0.00
Cost of all bookings	£6.00
Payment due	£6.00

Checkout

Save and select more

Cancel

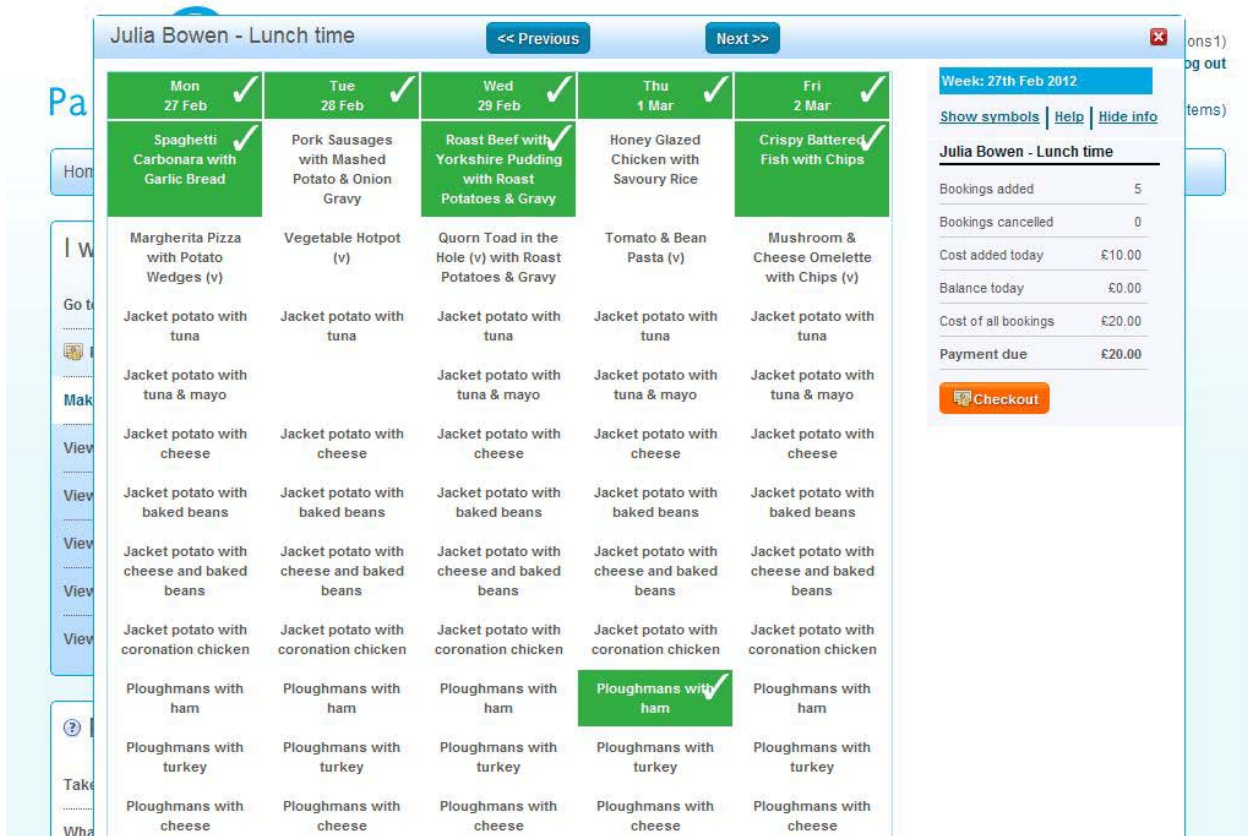
View menus & choices

- **<<Previous or Next>>:** use these buttons to go to the previous or following week to make more bookings at this time.
- **Save and select more:** click to save the bookings on this screen and make bookings for another child before paying.
- **Checkout:** click to go to their basket and confirm that they wish to **Pay securely now**.

Booking a meal/session – menu selection

This feature is not available to all parents only those that have children at schools that have subscribed to our bookings module.

- **Book a meal/session:** simply click on the menu item they want to book for their child and that item will turn green with a tick.
- **Cancel a previously booked meal/session:** click on 'Clear day' at the bottom of the column of the day the meal is booked for.
- **Past event:** past bookings/sessions will show with a 'Padlock' sign as they are not editable after the event.
- **Bookings breakdown:** the right of their screen will show a breakdown of meals/sessions booked or cancelled during this login session, credit to be added before they logout, current balance of that account (school meal account or similar) and total cost of all bookings they have made during this session.



Julia Bowen - Lunch time

<< Previous Next >>

Mon 27 Feb	Tue 28 Feb	Wed 29 Feb	Thu 1 Mar	Fri 2 Mar
Spaghetti Carbonara with Garlic Bread	Pork Sausages with Mashed Potato & Onion Gravy	Roast Beef with Yorkshire Pudding with Roast Potatoes & Gravy	Honey Glazed Chicken with Savoury Rice	Crispy Battered Fish with Chips
Margherita Pizza with Potato Wedges (v)	Vegetable Hotpot (v)	Quorn Toad in the Hole (v) with Roast Potatoes & Gravy	Tomato & Bean Pasta (v)	Mushroom & Cheese Omelette with Chips (v)
Jacket potato with tuna	Jacket potato with tuna	Jacket potato with tuna	Jacket potato with tuna	Jacket potato with tuna
Jacket potato with tuna & mayo	Jacket potato with tuna	Jacket potato with tuna & mayo	Jacket potato with tuna & mayo	Jacket potato with tuna & mayo
Jacket potato with cheese	Jacket potato with cheese	Jacket potato with cheese	Jacket potato with cheese	Jacket potato with cheese
Jacket potato with baked beans	Jacket potato with baked beans	Jacket potato with baked beans	Jacket potato with baked beans	Jacket potato with baked beans
Jacket potato with cheese and baked beans	Jacket potato with cheese and baked beans	Jacket potato with cheese and baked beans	Jacket potato with cheese and baked beans	Jacket potato with cheese and baked beans
Jacket potato with coronation chicken	Jacket potato with coronation chicken	Jacket potato with coronation chicken	Jacket potato with coronation chicken	Jacket potato with coronation chicken
Ploughmans with ham	Ploughmans with ham	Ploughmans with ham	Ploughmans with ham	Ploughmans with ham
Ploughmans with turkey	Ploughmans with turkey	Ploughmans with turkey	Ploughmans with turkey	Ploughmans with turkey
Ploughmans with cheese	Ploughmans with cheese	Ploughmans with cheese	Ploughmans with cheese	Ploughmans with cheese

Week: 27th Feb 2012

Show symbols | Help | Hide info

Julia Bowen - Lunch time

Bookings added	5
Bookings cancelled	0
Cost added today	£10.00
Balance today	£0.00
Cost of all bookings	£20.00
Payment due	£20.00

Checkout

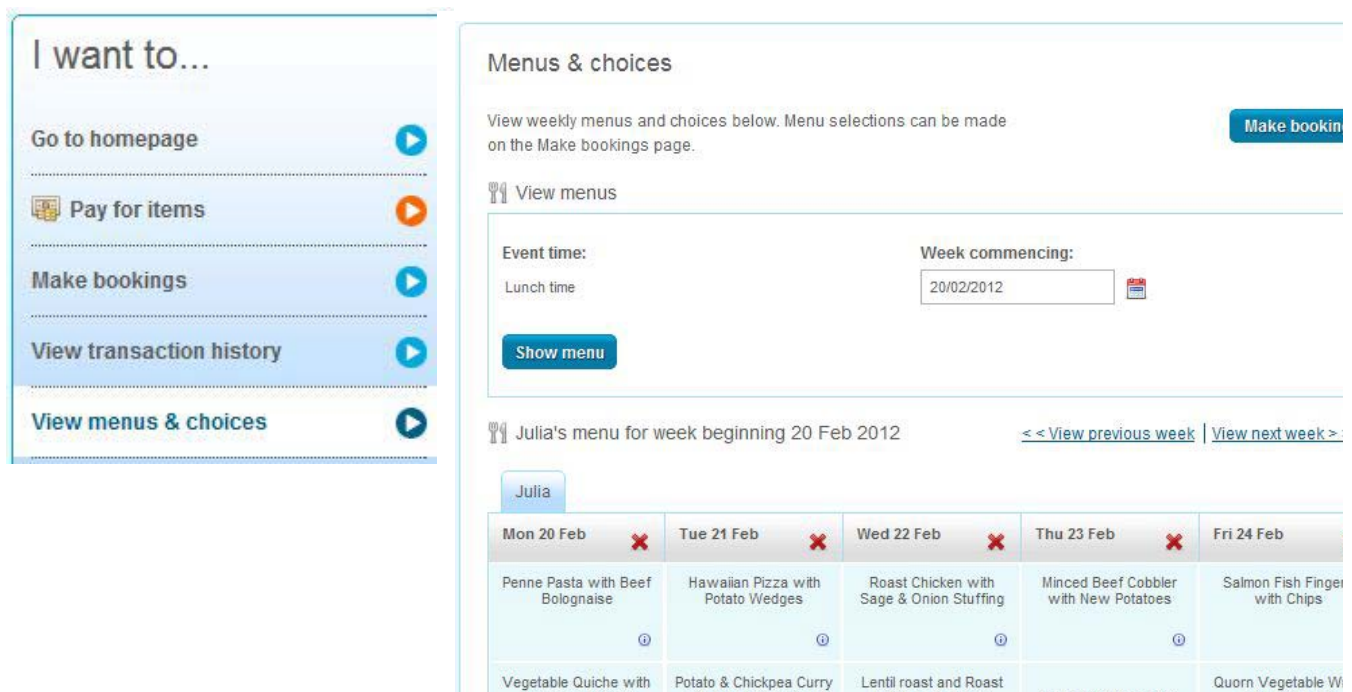
- **<<Previous or Next>>:** use these buttons to go to the previous or following week to make more bookings at this time.
- **Save and select more:** click to save the bookings on this screen and make bookings for another child before paying.
- **Checkout:** click to go to their basket and confirm that they wish to **Pay securely now.**

View menus & choices

The ability to for parents to view menus and choices is dependent on the type of subscription your school has with ParentPay. Some parents may be able to view the school menu but not what their child has eaten/they have booked for their child, where others may be able to view both or nothing at all.

What they need to do:

Go to **View menus & choices** in the '**I want to...**' area to the left of your screen.



I want to...

- Go to homepage
- Pay for items
- Make bookings
- View transaction history
- View menus & choices

Menus & choices

View weekly menus and choices below. Menu selections can be made on the Make bookings page. [Make bookings](#)

View menus

Event time: Lunch time
 Week commencing: 20/02/2012

[Show menu](#)

Julia's menu for week beginning 20 Feb 2012 [<< View previous week](#) [View next week >>](#)


Mon 20 Feb	Tue 21 Feb	Wed 22 Feb	Thu 23 Feb	Fri 24 Feb
Penne Pasta with Beef Bolognese	Hawaiian Pizza with Potato Wedges	Roast Chicken with Sage & Onion Stuffing	Minced Beef Cobbler with New Potatoes	Salmon Fish Finger with Chips
Vegetable Quiche with New Potatoes	Potato & Chickpea Curry with Steamed Rice	Lentil roast and Roast Potatoes & Carrots	Massaman Curry with New Potatoes	Quorn Vegetable W with Chips

View menus

- **Event time:** defaults to lunch time
- **Week commencing:** choose the week to view the child's school menu
- Click **Show menu**
- Click on the **Make bookings** button if to make bookings at this time

Viewing existing/past/future bookings for a child

The 'Dan's menu for the week beginning 20 Feb 2012' area in the screen shot below will show the booked meals for Dan during that week.

 Dan's menu for week beginning 20 Feb 2012 [<< View previous week](#) | [View next week >>](#)

Dan	Nathaniel	Rachael	April	Christine
Mon 20 Feb				
School meal	School meal	School meal	School meal	School meal

[Make bookings](#)

Click 'View previous week' or 'View next week'