



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

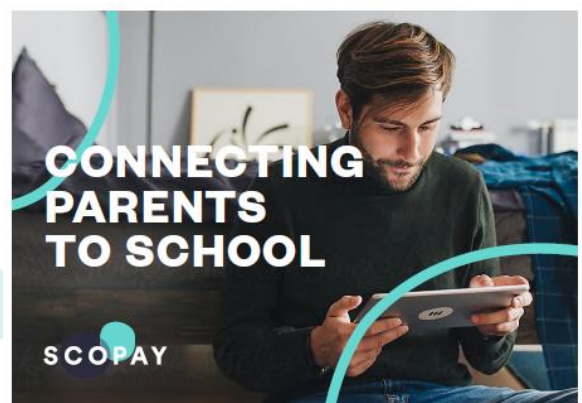
How to Set up **Alerts** (for low balances, new trips and products, Parents' Evening Meetings)

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



LOGIN

Email Address

Password

LOGIN

MARC ACKROYD ▾

SCOPAY School

French For Beginners - SCOPAY School

Marc Ackroyd - SCOPAY School

Mary Ackroyd - SCOPAY School

Step 2

Select the child
you wish to view

Step 3

Next to Dinner
Money select
ORDER MEALS or
VIEW CALENDAR

▾ ACCOUNT BALANCES

After School Activities ⓘ

£0.00

VIEW HISTORY

VIEW CALENDAR

MAKE PAYMENT

Dinner Money ⓘ

-£1.00

VIEW HISTORY

ORDER MEALS

MAKE PAYMENT

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

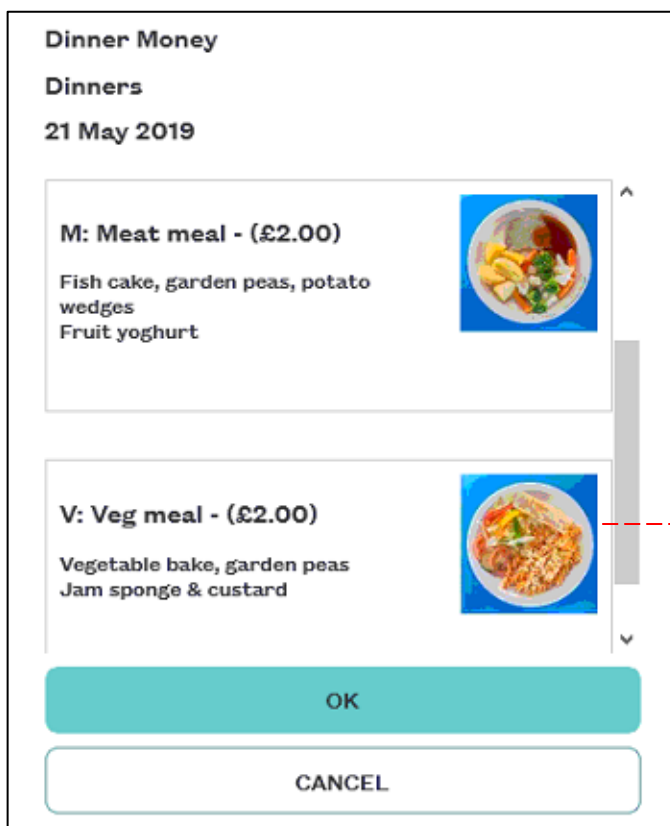
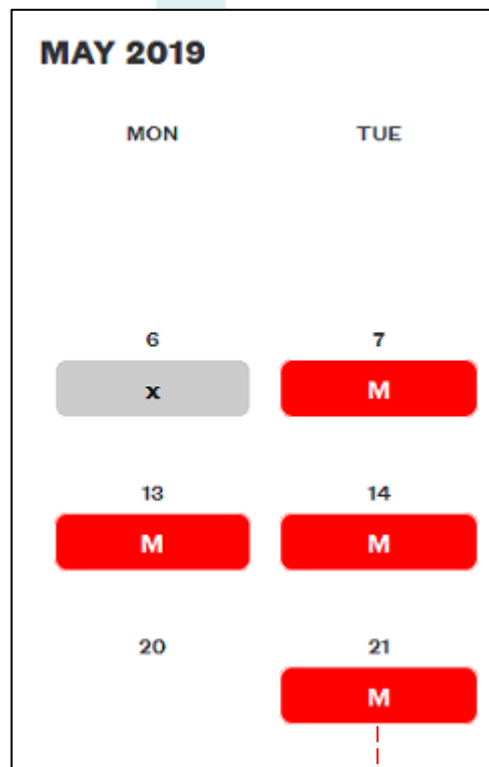
CANCEL

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

① If you need help with SCOPAY or for further enquiries,
please contact the School Office at your child's school.