

ParentPay Parent Pre-Selection

Guide to Ordering via ParentPay

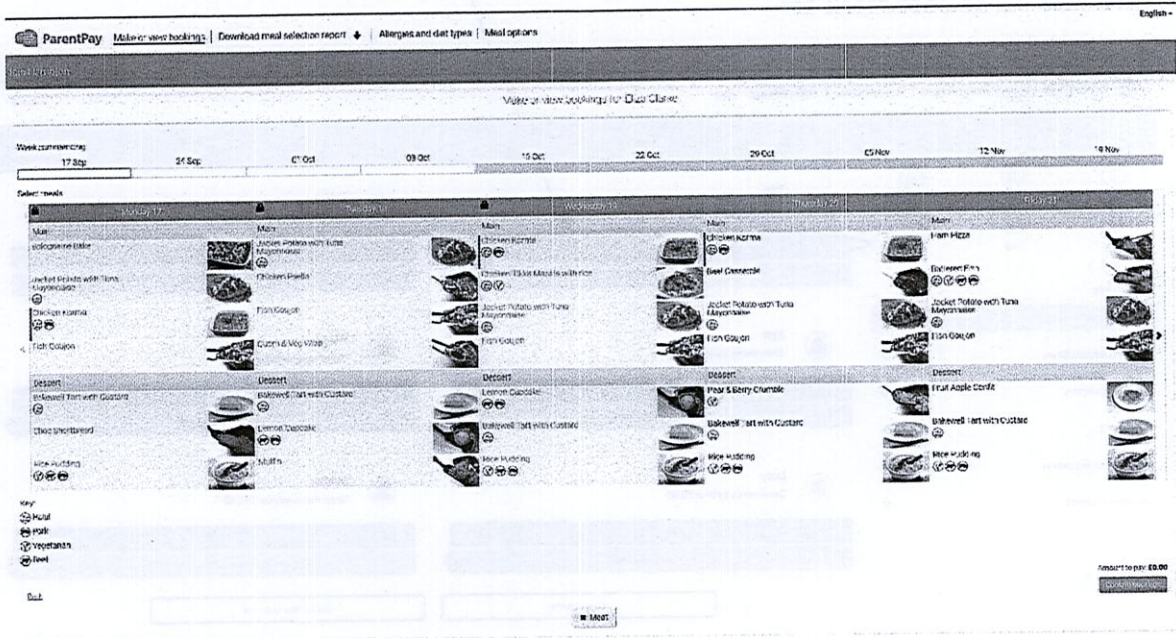
Step 1 – Log on to your ParentPay account. Click on the 'Make Meal Bookings' box under the child you would like to book meals for

The screenshot shows the ParentPay account dashboard. At the top, there is a navigation bar with 'ParentPay Home | Parent Account | Communication | Profile Settings | Help' and a 'Logout' button. Below this is a 'Welcome' banner with the name 'Liam Thompson (Company Admin)' and a shopping cart icon. The main area displays a list of children: Eliza, Stuart, Kyle, Angus, and Samuel. Each child's name is followed by their 'Dinner money balance'. Under each child's name, there are two buttons: 'Make meal bookings' and 'Pay for other items'. An arrow points to the 'Make meal bookings' button for Eliza. On the left side, there is a sidebar menu with options: 'Active Payment Items', 'Historic Payment Items', 'Invoicing history', 'Add a child', 'View school and catering', and 'Parenting support'. At the bottom, there are two buttons: 'View all items' and 'Setup Parent Account'.

Step 2 – Ensure the drop down box is set to 'Lunchtime'. Click 'Make or View Bookings'

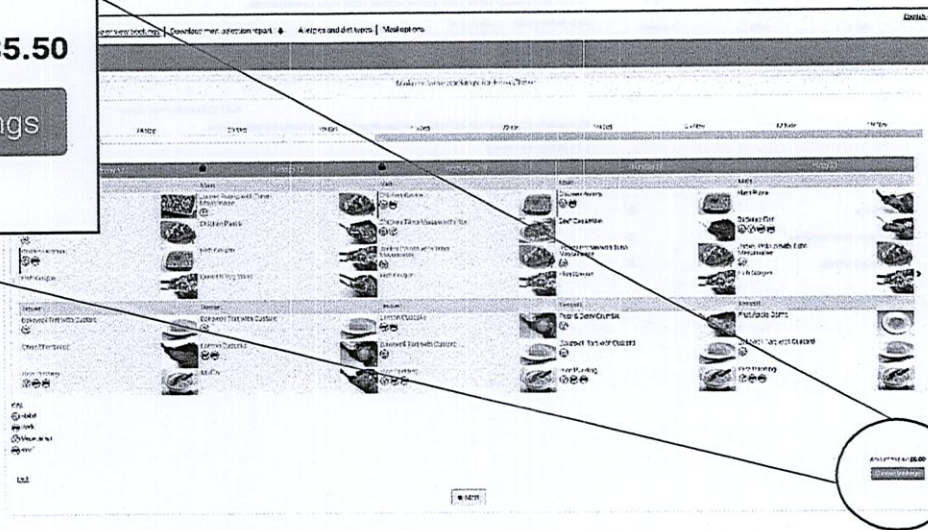
The screenshot shows the ParentPay account dashboard with the 'Make or View Bookings' process. The navigation bar is the same as in the previous screenshot. The 'Welcome' banner is also present. The main area displays the 'Make or View Bookings' section. At the top, there is a heading 'Eliza's bookings' and a sub-heading 'Make or view bookings'. Below this, there is a message: 'To book, please select from the options below and then select Make or view bookings.' Underneath, there is a dropdown menu for 'Make bookings for' with 'Lunch time' selected. A 'Make meal bookings' button is visible. Below this, there is a message: 'If you wish to add to your bookings balance, you can do so by selecting Add to bookings balance.' and an 'Add to bookings balance' button. On the left side, the sidebar menu is updated with 'Home', 'Child's page', 'Child profile', 'Bookings', 'Make or view bookings', 'Unpaid bookings', and 'View menus and choices'. The 'Make or view bookings' option is highlighted.

Step 3 – This will take you through to the menu where you can select the meals for your child. You can navigate through the available weeks, to select meals in advance, by clicking on the box under the date. You are unable to select meals for the previous days and for the current day.

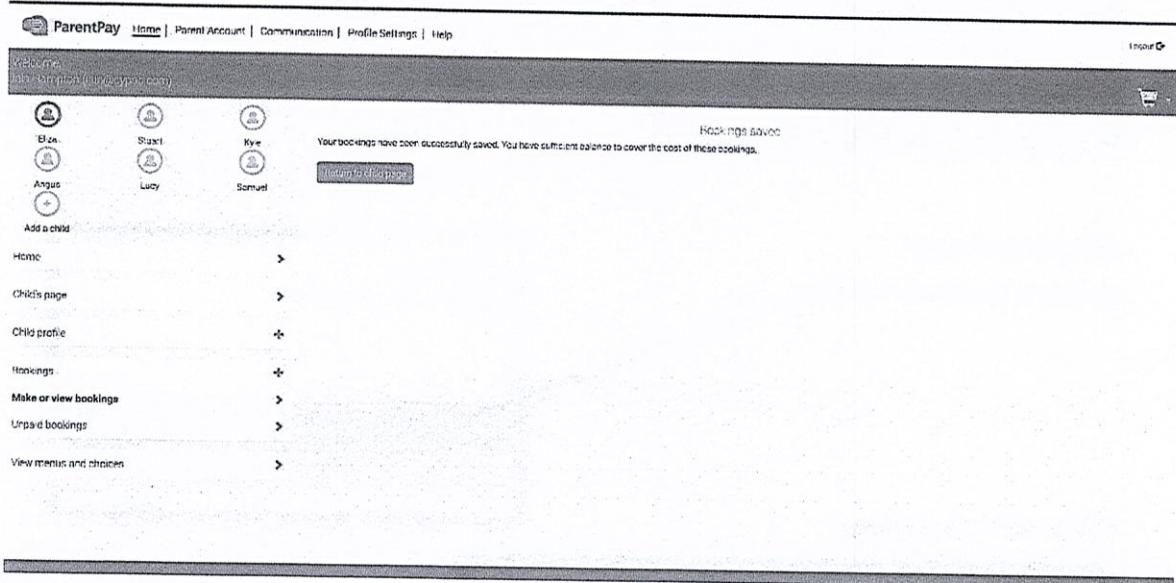


Step 4 – Once you have made the selections you must click 'Confirm Bookings' in the bottom right corner. If your child is UIFSM or FSM you will still need to follow through to payment screen, however no payment will be taken from your account

Amount to pay: **£35.50**
 Confirm bookings



Step 5 – You have now confirmed your meal bookings and will see the following screen.



If you would like to view the pre-selections you have made, you will need to go back through Step 1 & 2 to reach the menu screen.

You will see an option to 'Download Meal Selection Report', click this option and open the downloaded PDF file. This will show you all selections you have made for your child over the coming weeks. You can print this out and stick it on your fridge to remind yourself/your child what meal choice they are having on each day

ParentPay

Your school meals 17 Sep to 29 Oct

Eliza Clarke

WIC	Monday	Tuesday	Wednesday	Thursday	Friday
17 Sep 18	No menu items	No menu items	No menu items	Chicken Korma Pear & Berry Crumble	Battered Fish Fruit Apple Confit
24 Sep 18	Chicken Korma Bakewell Tart with Custard	Jacket Potato with Tuna Mayonnaise Muffin	Chicken Tikka Masala with rice Lemon Cupcake	Chicken Korma Bakewell Tart with Custard	Battered Fish Fruit Apple Confit
01 Oct 18	Chicken Korma Choc Shortbread	Chicken Paella Muffin	Jacket Potato with Tuna Mayonnaise Bakewell Tart with Custard	Beef Casserole Bakewell Tart with Custard	Battered Fish Bakewell Tart with Custard
08 Oct 18	Chicken Korma Choc Shortbread	Chicken Paella Muffin	Chicken Tikka Masala with rice Lemon Cupcake	Beef Casserole Bakewell Tart with Custard	Jacket Potato with Tuna Mayonnaise Fruit Apple Confit

Allergens
Bakewell Tart with Custard: Eggs; Battered Fish: Cereals containing gluten, Eggs, Fish, Milk; Chicken Tikka Masala with rice: Peanuts; Fruit Apple Confit: Eggs, Nuts; Jacket Potato with Tuna Mayonnaise: Fish;

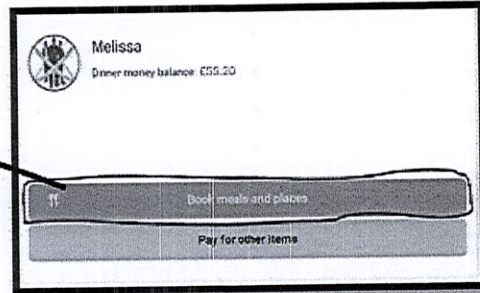
Parents wishing to cancel a child's prebooked meal.

Please follow 1 & 2 as above

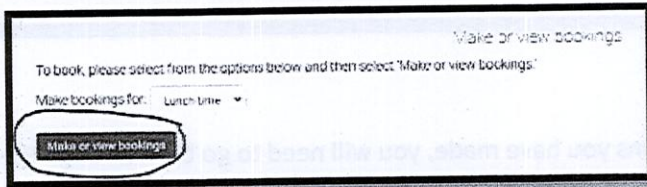
and the please

Select child's account

Click on to Book Meals and Place

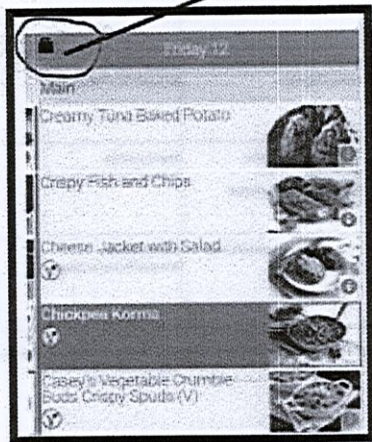


Click Make or view bookings

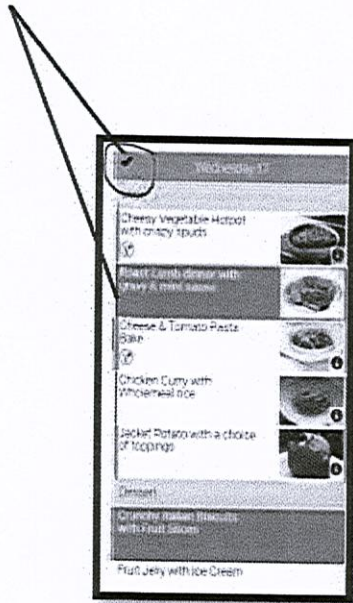


Parents cannot cancel a booking for the day if it is after the cut off.

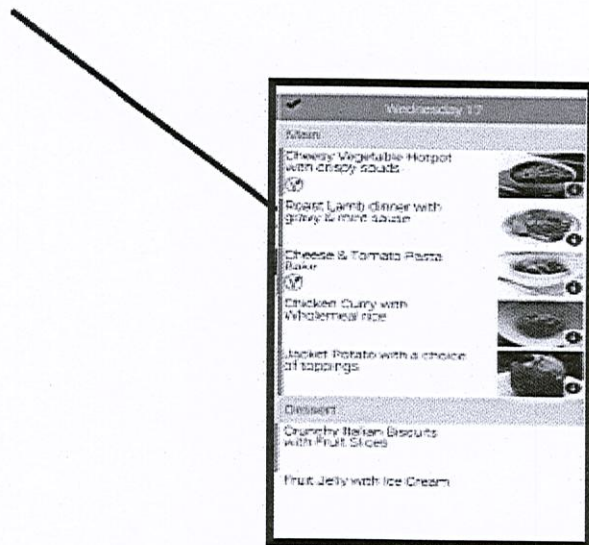
The padlock shown means that the parent has now been locked out for that day to cancel a meal.



Parents can cancel a meal – They complete this by clicking into the meal selection displayed green and unselect the meal choice.



The meals have now been unselected



Parent must select confirm bookings to confirm the cancelled meals

Amount to pay: **£-2.30**

Confirm bookings