SCOPAY

This Guide provides help with the following

- View the Club calendar
- Book sessions
- Change booked sessions

Other SCOPAY Guides for Parents

All parents:

How to **Manage your SCOPAY Account**
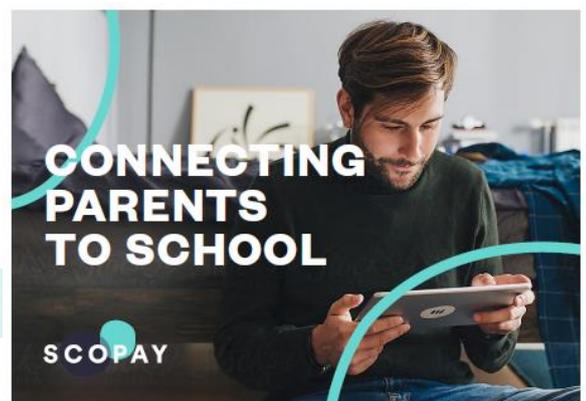How to **Make Payments** on SCOPAY
How to Set up **Alerts** (for low balances, new trips and products, Parents' Evening Meetings)

Parents should check with their school to see which of the following options are available to you:

How to **Order Dinners** Online
How to **Book a Parents' Evening Meeting**
How to **Save Card Details / Recurring Payments**

CONNECTING PARENTS TO SCHOOL

SCOPAY

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 CLUB CALENDAR?

SCOPAY

LOGIN

Email Address

Password

LOGIN

Step 1
Go to the
www.scopay.com website
and login with your email
address and password

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 the Club select
ORDER SESSIONS
or VIEW CALENDAR

Breakfast Club ⓘ   -£8.00

VIEW HISTORY   ORDER SESSIONS   MAKE PAYMENT

The calendar will be displayed showing sessions ordered.
Note the **Key** on the left hand side.

HOW DO I BOOK SESSIONS?

Note that depending on the options selected by your school, you may need to make a payment for clubs before you can book them online

The system will prompt you to top up

Select the day you wish to book the club

The options available to you will be displayed

Tap the required option

Tap **OK**

Breakfast Club
Breakfast
21 May 2019

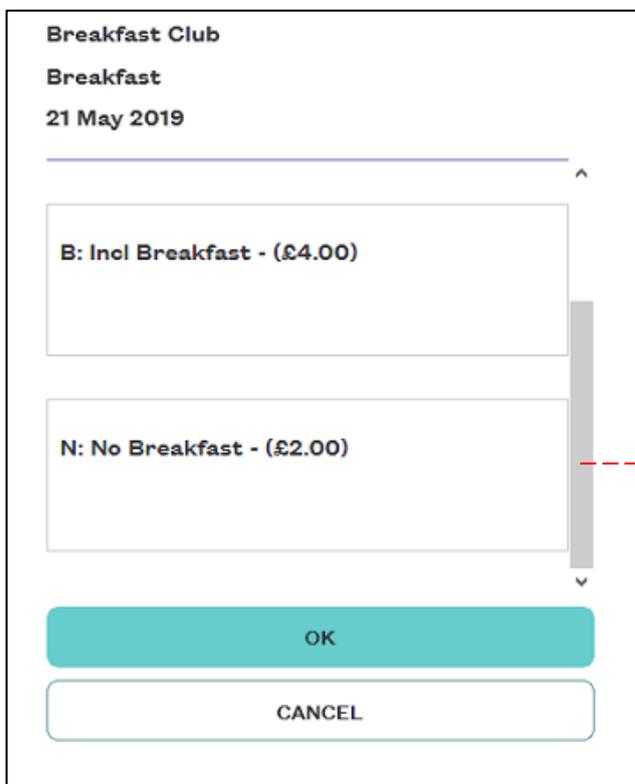B: Incl Breakfast - (£4.00)

N: No Breakfast - (£2.00)

OK
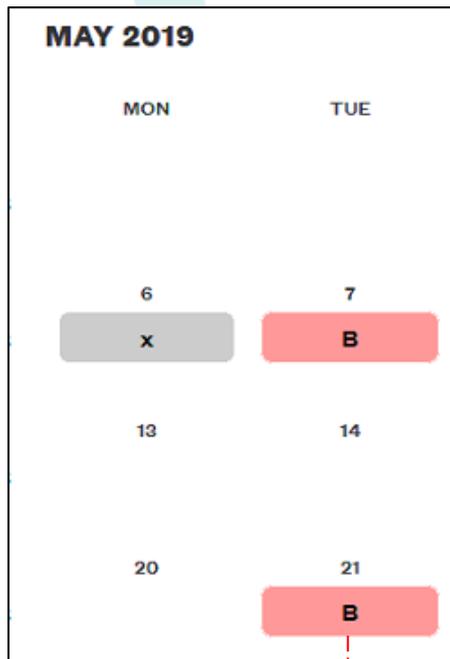
CANCEL

HOW DO I CHANGE A SESSION?

Refer to the steps above to View the Calendar.

Step 1

Tap on the session
for the day
you wish to change

MAY 2019

MON	TUE
6 X	7 B
13	14
20	21 B

Breakfast Club
Breakfast
21 May 2019

B: Incl Breakfast - (£4.00)

N: No Breakfast - (£2.00)

OK

CANCEL

Step 2

Select your new
session choice

Tap **OK**

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