SCOPAY

GUIDE FOR PARENTS

ORDERING MEALS ON SCOPAY

This Guide provides help with the following

- View the Dinners calendar
- Order meals
- Change ordered meals

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)

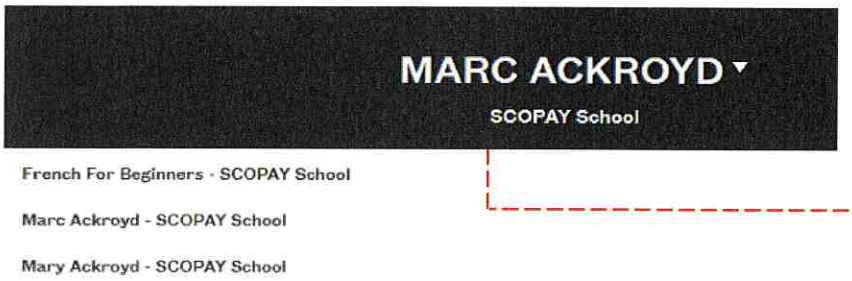
Parents should check with their school to see which of the following options are available to you:

How to **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.

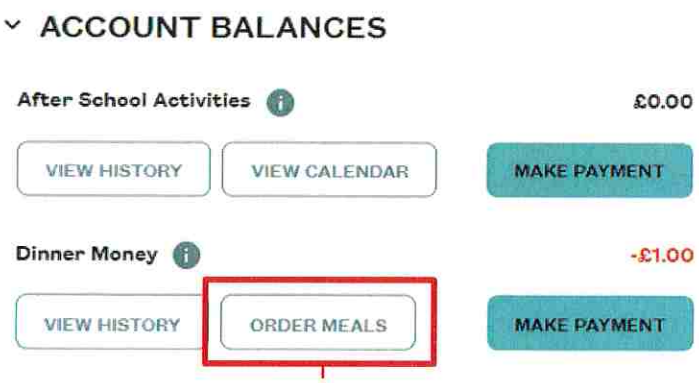
HOW DO I VIEW THE DINNER CALENDAR?

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

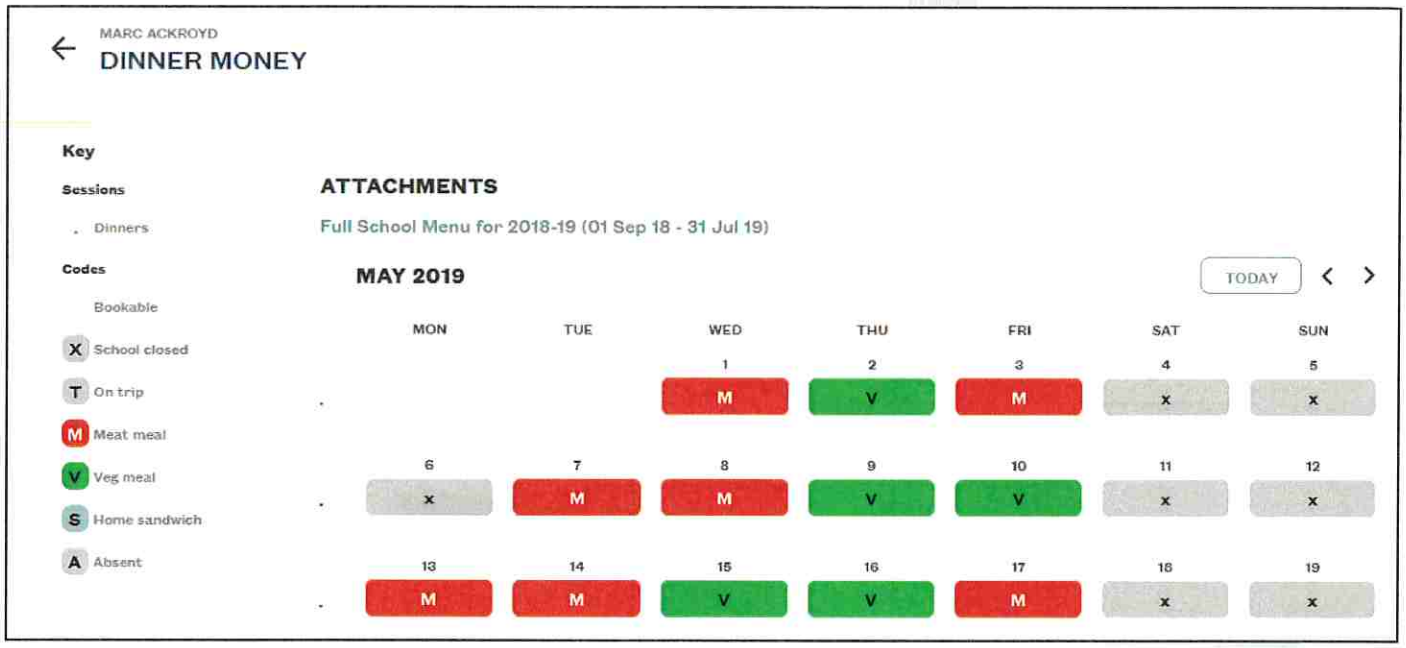


Step 2
Select the child you wish to view

Step 3
Next to Dinner Money select ORDER MEALS or VIEW CALENDAR



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



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

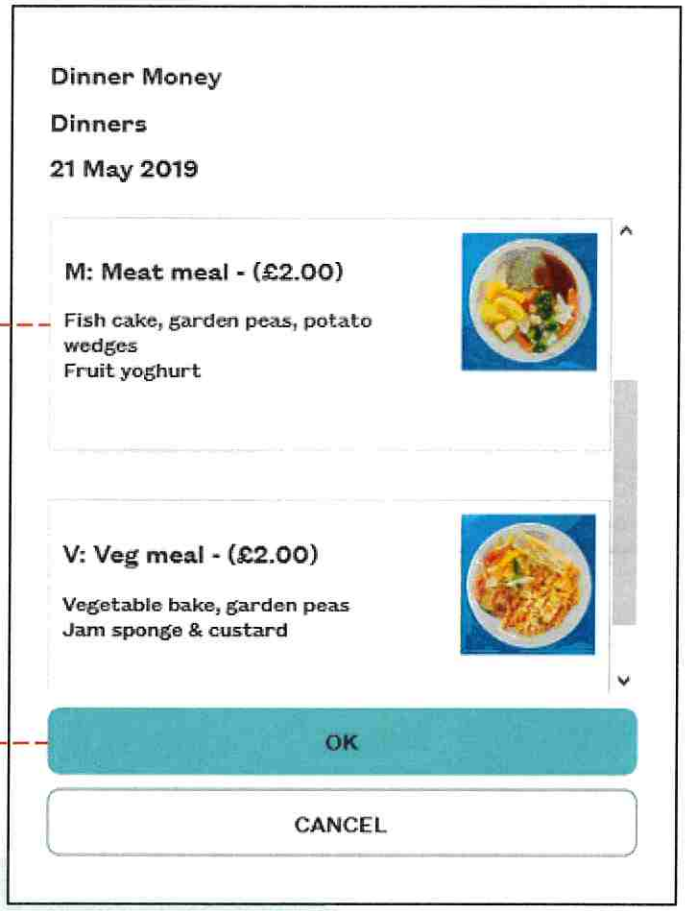
The system will prompt you to top up

Select the day you wish to order a meal

The options available to you will be displayed

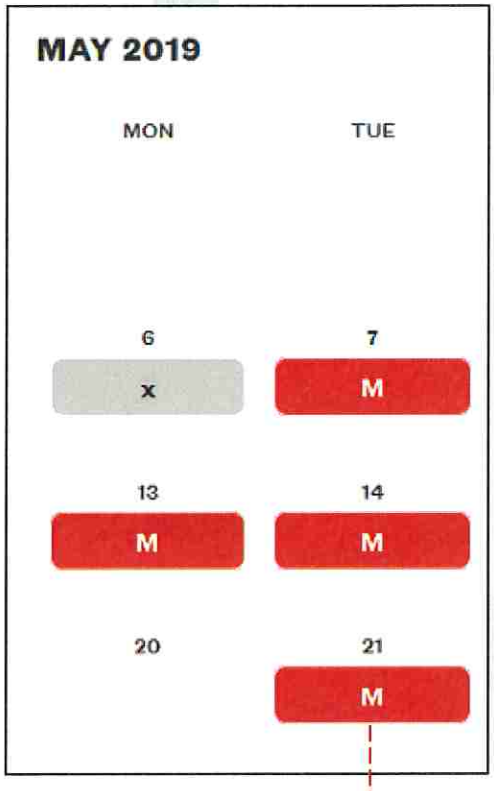
Tap the required option

Tap **OK**



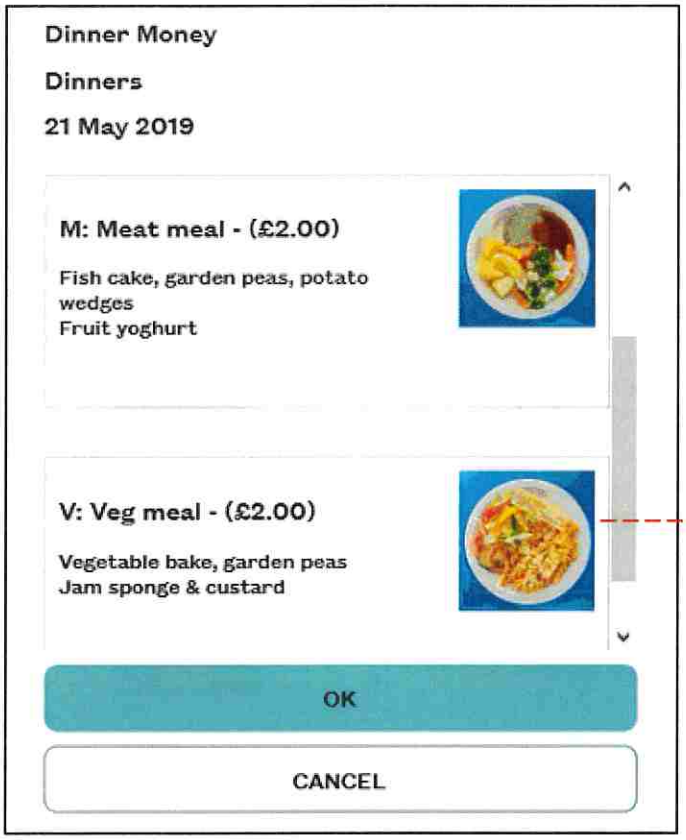
HOW DO I CHANGE A MEAL ORDER?

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**

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