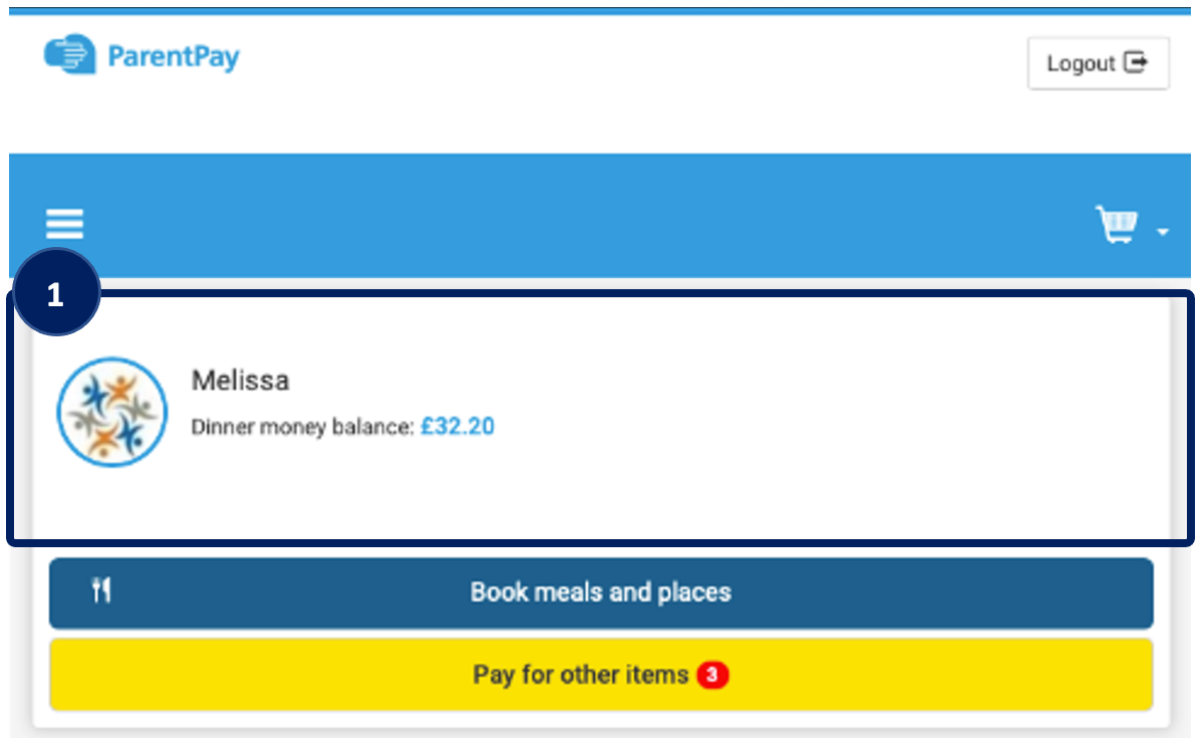


## Making bookings

1. Go to [www.parentpay.com](http://www.parentpay.com) and log in.
2. Select the child to make bookings for [1].



3. From the menu [2] select **Book meals and places** > **Make bookings** [3].

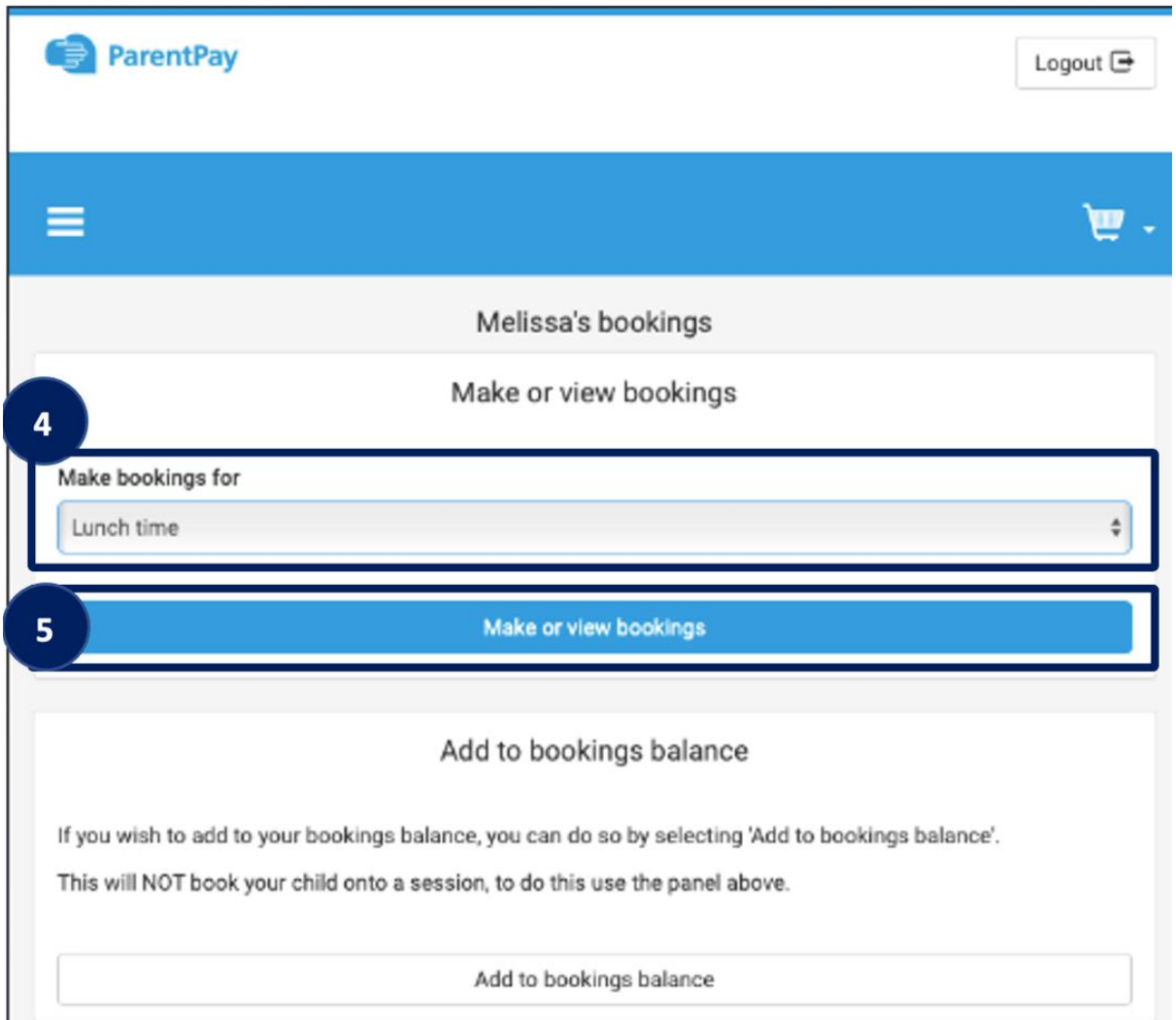
ParentPay Logout

2

3

- Melissa
- Hannah
- Trevor
- Home
- Child's page
- details
- Book meals and places
- Make bookings
- Unpaid bookings
- View taken meals and menus
- ParentPay help Pages
- ParentPay overview

4. Select the **Event** that you wish to make a booking for [4] and if required choose a week. Then select **Make or view bookings** [5].



5. A booking screen will be presented:

**NOTE** Several possible bookings screens are available based on the options chosen by the child's school setup. Each of these options are displayed below:

- **OPTION 1:** Full menu choices are displayed with images (where available) for each item for each day. Nutritional information may also be available. Additional weeks can be viewed by using the **Next week** button **[X]**.

Lunch time selection

**PLEASE NOTE:** When confirming your bookings, any **Payment due** must be paid within 2 hours. Failure to do so will result in unpaid bookings being cancelled.  
 If your **Payment due** is zero (£0.00), simply confirm bookings and no further action is required.

Previous week **Week commencing 6th Jan 2020** Next week

Mon 6 Jan	Tue 7 Jan	Wed 8 Jan	Thu 9 Jan	Fri 10 Jan
Lasagne with Salad	Roast Beef with Yorkshire puddings	Sweet and Sour Chicken with Rice	Toad in the Hole	Fishfingers with chips
vegetarian lasagne with salad	Quorn Roast	Sweet and Sour Vegetables with Rice	Quorn toad in the hole	veggie fingers with chips
Jelly and ice cream	Jam Roly poly with custard	Chocolate cake	Cheesecake	Treacle tart
Fruit	Fruit	Fruit	Fruit	Fruit
		Clear day	Clear day	Clear day

- **OPTION 2:** Individual choices are available to select for example main, side, and dessert for each day [X]. Additional weeks can be viewed by using the **Next week** button [X].

Lunch time selection

**PLEASE NOTE:** When confirming your bookings, any **Payment due** must be paid within 2 hours. Failure to do so will result in unpaid bookings being cancelled.  
 If your **Payment due** is zero (£0.00), simply confirm bookings and no further action is required.

Previous week **Week commencing 6th Jan 2020** Next week

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Jelly and ice cream	Jam Roly poly with custard	Chocolate cake	Cheesecake	Treacle tart
Fruit	Fruit	Fruit	Fruit	Fruit
		Clear day	Clear day	Clear day

- **OPTION 3:** View the available options shown on a fixed menu and then book a meal or event for each day. Use the **Next week** button to make further bookings.

Mon 18 Jan	Tue 19 Jan	Wed 20 Jan	Thu 21 Jan	Fri 22 Jan
Book a meal	Book a meal	Book a meal	Book a meal	Book a meal
Macaroni Cheese	Chicken Pie served with Gravy & Mashed Potatoes	Roast Chicken served with Baked Potatoes	Homemade Beef Burger served with Potatoes Wedges	Fish Fingers served with Chips
Homemade Cheese Potato & Onion pie served with crushed potato	Vegetable Casserole served with Baked Potatoes	Vegetarian Sausage served with Mashed Potatoes & Gravy	Sweet & Sour Vegetables served with Rice	Creamy Lamb & Cheese Potato Boats
Jacket Potato with choice of Beans, Cheese or Colelaw	Jacket Potato with choice of Beans, Cheese or Colelaw	Jacket Potato with choice of Beans, Cheese or Colelaw	Jacket Potato with choice of Beans, Cheese or Colelaw	Jacket Potato with choice of Beans, Cheese or Colelaw
Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables
Australian Crunch	Eat's Pudding & Custard	Jelly & Panna Cotta	Panna Cotta	Orange Shortbread
<a href="#">Clear day</a>				

- **OPTION 4:** Book a meal or event with no menu to view. Use the **Next week** button to make further bookings.

Mon 18 Jan	Tue 19 Jan	Wed 20 Jan	Thu 21 Jan	Fri 22 Jan
Book a meal	Book a meal	Book a meal	Book a meal	Book a meal
<a href="#">Clear day</a>				

6. Make all desired bookings.
7. A summary will be displayed at the bottom of the page with any previous unpaid bookings shown in red.

Booking summary	
<a href="#">Show symbols</a>   <a href="#">Help</a>   <a href="#">Hide info</a>	
Adam Alpha's Lunch time	
Bookings added	3
Bookings cancelled	0
Cost of new bookings	£6.90
<b>Unpaid bookings</b>	<b>£2.30</b>
<b>Payment due</b>	<b>£9.20</b>
<a href="#">Cancel</a>	<a href="#">Confirm bookings</a>

**WARNING:** Any bookings must be confirmed and (if required) paid for within 2 hours of selecting them. Failure to do so will result in the bookings being automatically cancelled.

8. Review the booking summary, and select Confirm booking.
9. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by Bank Transfer (if enabled) or Other payment method.

The screenshot shows a user interface for a shopping basket and order summary. The basket section on the left contains one item: 'Adam - Bookable school meal' with a total cost of £9.20. Below the basket is a yellow banner for 'Children in Need' with a 50p donation option and an 'Add donation' button. The order summary on the right shows the total cost of £9.20, a credit of -£0.00 from the Parent Account, and a final amount to pay of £9.20. Payment options include 'Bank Transfer' (highlighted in yellow) and 'Other payment method'. A 'Continue shopping' link is also visible.

Basket			
Item	Total cost	Edit	Remove
Adam - Bookable school meal	£9.20		

**Order summary**

Items:	£9.20
Total:	£9.20
Pay by Parent Account credit:	-£0.00
<b>Amount to pay:</b>	<b>£9.20</b>

Pay by

[Bank Transfer](#)

[Other payment method](#)

[Continue shopping](#)