How to book Breakfast Club

Making bookings

- 1. Go to www.parentpay.com and log in
- 2. Select the child to make bookings for
- 3. Select **Bookings** > Make or view bookings

Welcome, Alice Alpha (testpare			بي
Adam David	(B) Alter	Adam's page Forest Primary School TEST SITE	
() Idd a child		Payment tems 500kmgs balance (20.00	
Home	•	Bookable school meel Balance: C0.00 Dinner Money £2.30 per day, Minimum payment accepted £11.50	62.30 Vitw
Child's page	>	Afterschool bookings New Balance: 010.00	£10.00 VIII
Child profile Bookings	+	New Balance £0.00 Moming club	£5.00 View
Make or view bookings Unpaid bookings	>	Now leaver hoodie	£15.00 View

- 4. Select Breakfast Club
- 5. Select the week to view
- 6. Select Make or view bookings

) . .
		Adam's bookings	
Adam David	Alfle	Make or view bookings	
\odot		To book, please select from the options below and then select Make or view bookings.	
od a child		Make bookings for - Lunch time	
Home		Week commencing 🛛 8.Jan 2000 🐱	
nu nu	<u>.</u>	Make ar varw bookings	
Child's page	>		
Child profile	+	Add to bookings balance	
		If you wish to add to your bookings balance, you can do so by selecting Add to bookings balance.	
Bookings	+	Add to brookings traileece	
Make or view bookings	>		
Unpaid bookings	>		

7. You will then be presented with a booking screen.

• Book a session for a specific day (your screen will say Book a Session).

Mon 18 Jan	Tur 19 Jan	Wed 20 Jan	21 Jan	Trii 22 Jan
Book a meal	Book a meal	Book a meal	Book a meal	Book a meal
Clear day				

8. Make the required bookings

9. A summary will be displayed at the bottom of the page with any previous unpaid bookings shown in red

now symbols Help Hide info	
Adam Apiha's Lunch time	
Bookings added	3
Bookings cancelled	0
Cost of new bookings	£6.90
Unpaid bookings	£2.30
Payment due	£9.20
Cancel	Confirm bookings

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.

10. Review the booking summary, and select Confirm booking.

11. 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), Visa Checkout or Other payment method

Bas	ket			Order summan	
Item	Total cost	Edit	Remove	Items:	£9.20
Adam - Bookable school meal	£9.20	/	ŧ.	Total:	£9.20
				Pay by Parent Account credit:	-£0.00
			_	Amount to pay:	£9.20
Children in Need			50p	Pay by	
Tell me more Add donation		dd donation	Bank Transfer		
				VISA Checkede Tell Me Mor	
				Other payment metho	4
				Continue shopping	