

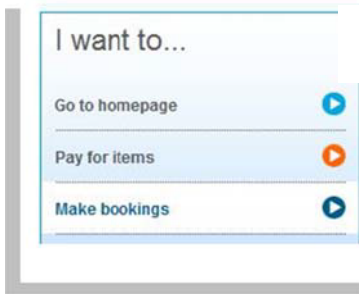
Parent guide to bookings

Making bookings/selections

If your school is using our 'bookings/selections' module, parents may be able to pre-book meals or sessions for certain types of payment items such as school meals, before/after school clubs.

Login to your Parentpay account

Click on **Make bookings** in the '**I want to...**' area to the left of your screen.



- **Booking type:** select when the event is Lunch time, Breakfast etc.
- **Name:** select the child you want to make a booking for
- **Week commencing:** use the drop down menu to select the week you wish to make bookings for
- Click **Search**

Menu selections

Booking Type:

Name:

Week commencing:

Current bookings

Description	Account balance	Unpaid bookings	Payment due by	Payment due	Actions
Dan Bolton - Lunch time	£0.00	4	18/01/2012	£8.00*	Edit

Total cost £8.00

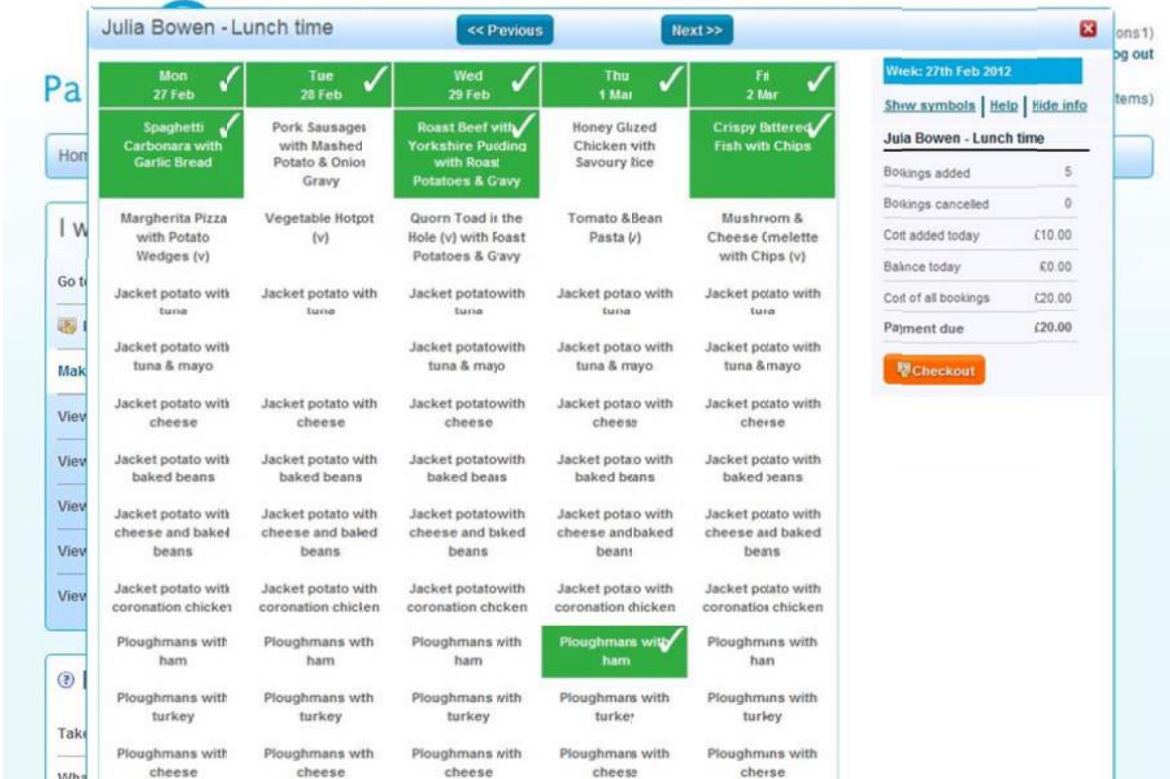
⚠ IMPORTANT: To complete booking make payment before logging out

You can then view 'current bookings' for that 'booking type' on screen (as per the Current bookings area shown in the above screenshot).

- Click **Make selections** to proceed to make your bookings

Booking a meal

- **Book a meal/session:** simply click on the menu item you want to book for your child and that item will turn green with a tick.
- **Cancel a previously booked meal/session:** click on '**Clear day**' at the bottom of the column, of the day the meal is booked for.
- **Past event:** past bookings/sessions will show with a 'Padlock' sign as they are not editable after the event.
- **Bookings breakdown:** the right of your screen will show a breakdown of meals/sessions booked or cancelled during this login session, credit to be added before you logout, current balance of that account (school meal account or similar) and total cost of all bookings you have made during this session.



Julia Bowen - Lunch time

<< Previous Next >>

Mon 27 Feb	Tue 28 Feb	Wed 29 Feb	Thu 1 Mar	Fri 2 Mar
Spaghetti Carbonara with Garlic Bread	Pork Sausages with Mashed Potato & Onion Gravy	Roast Beef with Yorkshire Pudding with Roast Potatoes & Gravy	Honey Glazed Chicken with Savourylice	Crispy Battered Fish with Chips
Margherita Pizza with Potato Wedges (v)	Vegetable Hotpot (v)	Quorn Toad in the Hole (v) with Roast Potatoes & Gravy	Tomato & Bean Pasta (v)	Mushroom & Cheese (melette with Chips (v)
Jacket potato with tuna	Jacket potato with tuna	Jacket potato with tuna	Jacket potato with tuna	Jacket potato with tuna
Jacket potato with tuna & mayo	Jacket potato with tuna & mayo	Jacket potato with tuna & mayo	Jacket potato with tuna & mayo	Jacket potato with tuna & mayo
Jacket potato with cheese	Jacket potato with cheese	Jacket potato with cheese	Jacket potato with cheese	Jacket potato with cheese
Jacket potato with baked beans	Jacket potato with baked beans	Jacket potato with baked beans	Jacket potato with baked beans	Jacket potato with baked beans
Jacket potato with cheese and baked beans	Jacket potato with cheese and baked beans	Jacket potato with cheese and baked beans	Jacket potato with cheese and baked beans	Jacket potato with cheese and baked beans
Jacket potato with coronation chicken	Jacket potato with coronation chicken	Jacket potato with coronation chicken	Jacket potato with coronation chicken	Jacket potato with coronation chicken
Ploughmans with ham	Ploughmans with ham	Ploughmans with ham	Ploughmans with ham	Ploughmans with ham
Ploughmans with turkey	Ploughmans with turkey	Ploughmans with turkey	Ploughmans with turkey	Ploughmans with turkey
Ploughmans with cheese	Ploughmans with cheese	Ploughmans with cheese	Ploughmans with cheese	Ploughmans with cheese

Week: 27th Feb 2012

Show symbols | Help | Hide info

Julia Bowen - Lunch time

Bookings added	5
Bookings cancelled	0
Cost added today	£10.00
Balance today	£0.00
Cost of all bookings	£20.00
Payment due	£20.00

Checkout

- **<<Previous or Next>>**: use these buttons to go to the previous or following week to make more bookings at this time.
- **Save and select more**: click to save the bookings on this screen, then you may also make bookings for another child before paying.
- **Checkout**: click to go to your basket and confirm that you wish to **Pay securely now**.


View menus & choices

The ability to view menus and choices is dependent on the type of subscription the school has with ParentPay. Some parents may be able to view the school menu but not what their child has eaten/they have booked for their child, where others may be able to view both or nothing at all.


Go to **View menus & choices** in the **'I want to...'** area to the left of your screen.

Menus & choices


View weekly menus and choices below. Menu selections can be made on the [Make bookings page](#) Make bookings

 [View menus](#)

Event time: **Week commencing:**

Lunchtime 20/02/2012 

Show menu

 Julia's menu for week beginning 20 Feb 2012 [<< View previous week](#) | [View next week >>](#)

Julia

Mon 20 Feb	Tue 21 Feb	Wed 22 Feb	Thu 23 Feb	Fri 24 Feb
Penne Pasta with Beef Bolognese	Hawaiian Pizza with Potato Wedges	Roast Chicken with Sage & Onion Stuffing	Minced Beef Cobbler with New Potatoes	Salmon Fish Fingers with Chips
Vegetable Quiche with New Potatoes (v)	Potato & Chickpea Curry with Steamed Rice (v)	Lentil roast and Roast Potatoes & Gravy	Macaroni Cheese (v)	Quorn Vegetable Wrap with Chips (v)

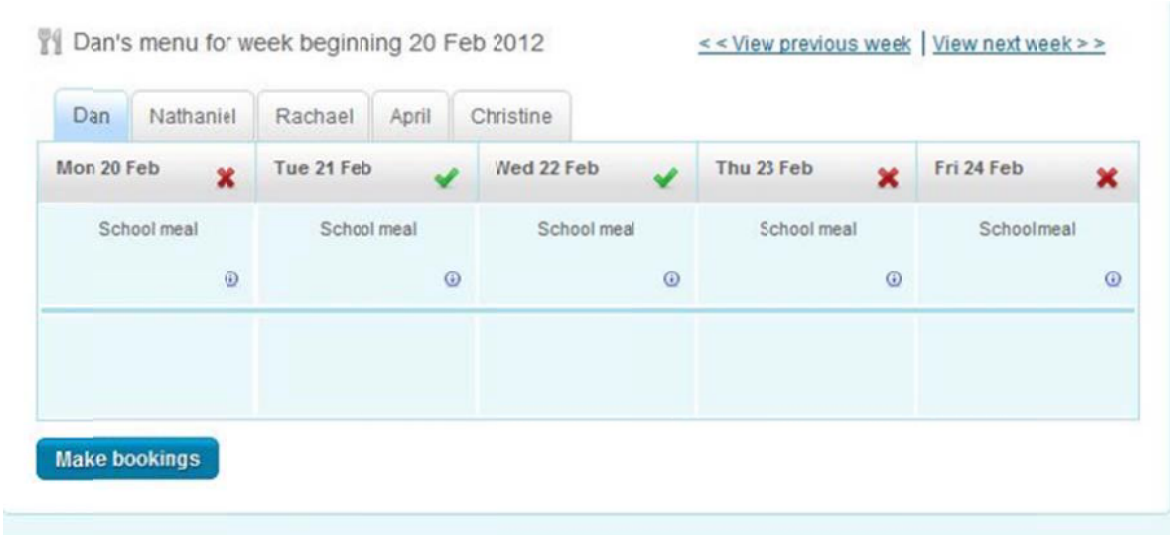
View menus

- **Event time**: defaults to lunch time
- **Week commencing**: choose the week to view the child's school menu
- Click **Show menu**






- Click on the **Make bookings** button if you wish to make bookings at this time

Viewing existing/past/future bookings for a child

The '**Dan's menu for the week beginning 20 Feb 2012**' area in the screen shot below will show the booked meals for Dan during that week.



The screenshot displays the 'Dan's menu for week beginning 20 Feb 2012' interface. At the top, there are navigation links: '<< View previous week | View next week >>'. Below this is a row of tabs for children: Dan, Nathaniel, Rachael, April, and Christine. The 'Dan' tab is selected. The main table shows the following data:

Mon 20 Feb	Tue 21 Feb	Wed 22 Feb	Thu 23 Feb	Fri 24 Feb
School meal	School meal	School meal	School meal	Schoolmeal
				

Below the table is a blue button labeled 'Make bookings'.

Click '**View previous week**' or '**View next week**'.