

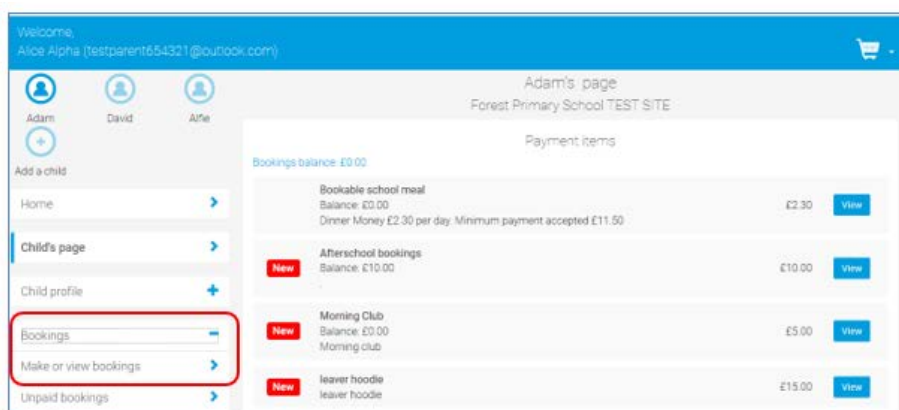
## How to make meal or event bookings

If your child's school makes use of the ParentPay booking service, you will be able to book your child's meals and/or event places in advance of the session. This helps the school minimise food waste, and reduce administrative burden on the school staff.

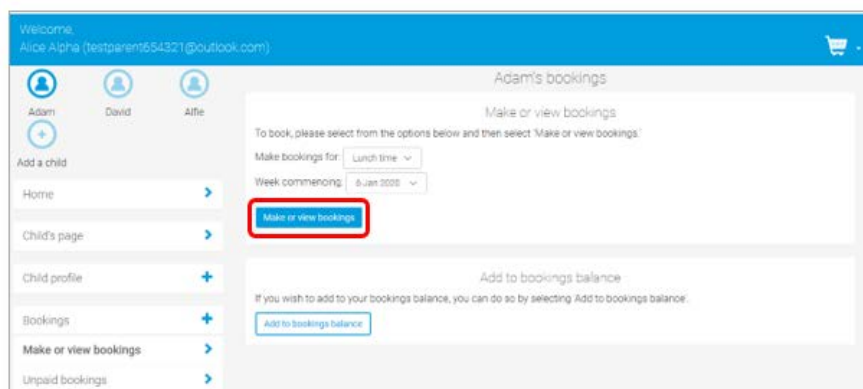
To check whether your child's school uses the booking feature, select the child you wish to view. The bookings option will be available in the left side menu (or in the menu drop down if using a mobile device).

### Making bookings

1. Go to [www.parentpay.com](http://www.parentpay.com) and log in
2. Select the child to make bookings for
3. Select **Bookings > Make or view bookings**



4. Select the time of day that you wish to make a booking for
5. Select the week to view
6. Select **Make or view bookings**



7. You will then be presented with a booking screen. Schools can opt for varying functionality, so you will see one of the following formats:

- Menu selections: Book a meal by selecting from the menu choices shown (please note that some menu's may require you to select dessert also)

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.

Week commencing 6th Jan 2020

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	

- Booking with menu to view: Book a meal or event. Menu shown, but choices cannot be selected. You simply book to say that your child would like a meal on that day.

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 Geronen served with Boiled Potatoes	Homemade Beef Burger served with Potato Wedges	Fish Fingers served with Chips
Homemade Cheese Potato & Onion party served with crushed potato	Vegetable Casserole served with New Potatoes	Vegetarian Sausage served with Mashed Potato & Gravy	Sweet & Sour Vegetables served with Rice	Creamy Leek & Cheese Potato Boats
Jacket Potato with choice of Beans, Cheese or Coleislaw	Jacket Potato with choice of Beans, Cheese or Coleislaw	Jacket Potato with choice of Beans, Cheese or Coleislaw	Jacket Potato with choice of Beans, Cheese or Coleislaw	Jacket Potato with choice of Beans, Cheese or Coleislaw
Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables
Australian Crunch	Eve's Pudding & Custard	Jelly & Pineapple	Parkin Cake	Orange Shortbread
Clear day				

- Booking only: Book a meal or event for a specific day. No menu shown.


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
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

Booking summary	
<a href="#">Show symbols</a>   <a href="#">Help</a>   <a href="#">Hide info</a>	
Adam Aplha'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.

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

Basket				Order summary	
Item	Total cost	Edit	Remove	Items:	£9.20
Adam - Bookable school meal	£9.20			Total:	£9.20
 <span style="float: right;">50p</span> <a href="#">Tell me more</a> <a href="#">Add donation</a>				<b>Pay by Parent Account credit: -£0.00</b>	
				<b>Amount to pay:</b>	<b>£9.20</b>
				Pay by	
				<a href="#">Bank Transfer</a>	
				<a href="#">VISA Checkout</a> <small>Tell Me More</small>	
				<a href="#">Other payment method</a>	
				<a href="#">Continue shopping</a>	