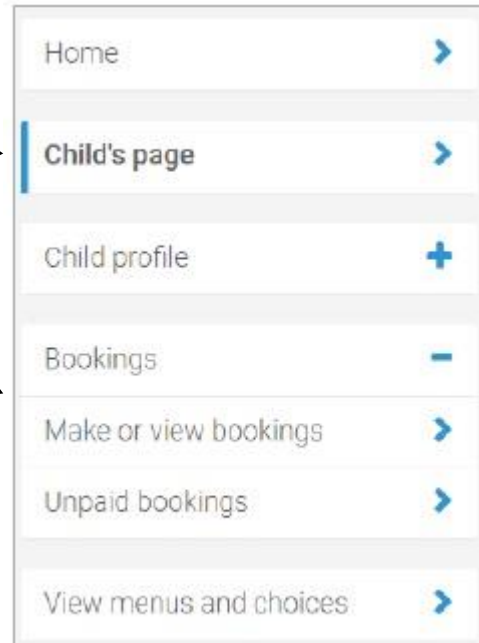


Making Bookings

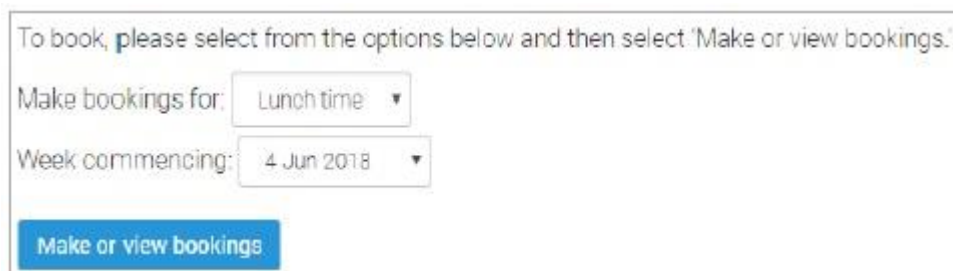
1. Go to www.parentpay.com and log in

2. Select the child to make bookings for.



3. Select **Bookings > Make or View Bookings**

4. Select the time of day that you wish to make a booking for (lunchtime) and the week



A screenshot of the booking form. It contains the text: "To book, please select from the options below and then select 'Make or view bookings.'". Below this are two dropdown menus: "Make bookings for:" with "Lunch time" selected, and "Week commencing:" with "4 Jun 2018" selected. At the bottom is a blue button labeled "Make or view bookings".

5. Select **Make or View Bookings**



You are then presented with the booking screen.

- Click on the required meal to make a booking.

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 11th Jun 2018
[Next week](#)

Mon 11 Jun	Tue 12 Jun	Wed 13 Jun	Thu 14 Jun	Fri 15 Jun
Cottage Pie ✓	Roast lamb and mint sauce	Lasagne ✓	Sausage and mash	Pepperoni pizza and chips ✓
Mushroom risotto	Cheese and tomato pasta bake ✓	Red pepper quiche	Lentil, butternut squash, and spinach curry	Cheese and tomato pizza and chips
Jacket Potato with a choice of fillings	Jacket Potato with a choice of fillings	Jacket Potato with a choice of fillings	Jacket Potato with a choice of fillings ✓	Jacket Potato with a choice of fillings
Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables
Salad Bar	Salad Bar	Salad Bar	Salad Bar	Salad Bar
Cherry flapjack ✓	Jam sponge and custard ✓	Iced gingerbread ✓	Strawberry mousse ✓	Chocolate chunk cookie ✓
Fruit and yoghurt	Fruit and yoghurt	Fruit and yoghurt	Fruit and yoghurt	Fruit and yoghurt
Clear day	Clear day	Clear day	Clear day	Clear day

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

Oliver Hillier's Lunch time	
Bookings added	5
Bookings cancelled	0
Cost of new bookings	£10.50
Unpaid bookings	£0.20
Payment due	£10.70
Cancel	Confirm bookings



8. Review the booking summary and select **Confirm Bookings**.
9. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by card or Visa Checkout by selecting the appropriate option.

A screenshot of the ParentPay checkout interface. On the left, the 'Basket' section shows a table with one item: 'Oliver - School meal bookings - Green Meadows' for a total cost of £10.70. On the right, the 'Order summary' section shows the same total, a 'Pay by Parent Account credit' of -£0.00, and an 'Amount to pay' of £10.70. Below this, there are buttons for 'VISA Checkout' and 'Other payment method', with a 'Continue shopping' link at the bottom. An arrow points to the 'Continue shopping' link.

Basket	
Item	Total cost
Oliver - School meal bookings - Green Meadows	£10.70

Order summary	
Items:	£10.70
Total:	£10.70
Pay by Parent Account credit:	-£0.00
Amount to pay:	£10.70
Pay by	
	Other payment method
Continue shopping	

10. If you wish to make bookings for additional children, select **Continue Shopping** and repeat the process. You will then see meals ordered for all children in your basket.
11. Once you are happy all meals have been booked and are in your basket choose the appropriate method to pay.
12. You should then receive an email confirmation of the bookings made.

