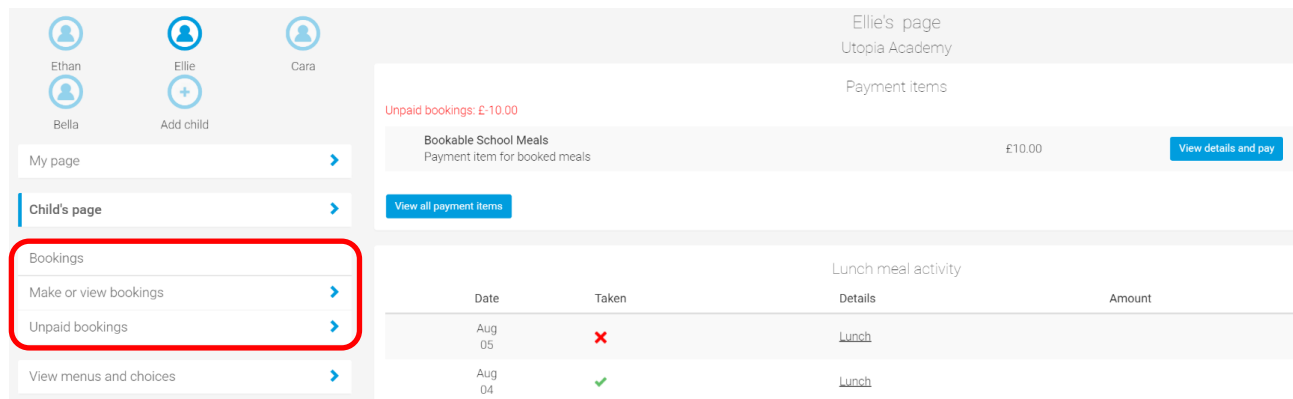


How to make a meal or event booking

If your child's school make use of the booking service, you will be able to pre book your child's meals and/or event places. This will enable you to book places for services offered by the school, enable your school to more effectively budget, minimise food wastage and will reduce the administrative burden on the school administrators.

To determine if your school use the booking feature, select your child and check the side menu to determine if you have the option for **Bookings**.

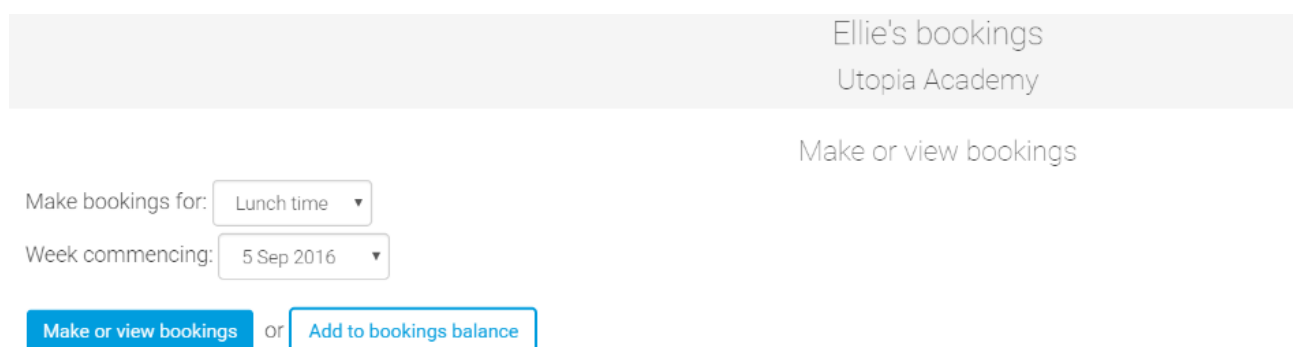


The screenshot shows the ParentPay interface for a user named Ellie. On the left, there is a side menu with options: 'My page', 'Child's page', 'Bookings', 'Make or view bookings', 'Unpaid bookings', and 'View menus and choices'. The 'Bookings' option is highlighted with a red box. The main area shows 'Unpaid bookings: £10.00' and a table of bookings.

Date	Taken	Lunch meal activity	Amount
Aug 05	✗	Lunch	
Aug 04	✓	Lunch	

To make/edit a booking:

1. Select the child you wish to make bookings for
2. From the navigation panel select **Bookings > Make or view bookings**
3. Select the appropriate 'Booking type' e.g Lunch time. If only one service is available there will only be one option listed
4. Choose the period you wish to make or edit a booking for using 'Week commencing' then select **Make** or **view bookings**



The screenshot shows the 'Make or view bookings' section of the ParentPay interface. It includes a header 'Ellie's bookings Utopia Academy' and a sub-header 'Make or view bookings'. Below this, there are two dropdown menus: 'Make bookings for:' with 'Lunch time' selected, and 'Week commencing:' with '5 Sep 2016' selected. At the bottom, there are two buttons: 'Make or view bookings' and 'Add to bookings balance'.

5. Select **Make selections**.

Depending on the type of bookings available at your school, you will now be presented with a booking screen with the relevant functionality, as below:

Booking only - the ability to book meals or events for specific days

Booking with selection – the ability to review the items planned for the meal or event and then the option to book that item

Menu selection – the ability to view and select individual menu choices for a day in a combination of mandatory and optional choices

Cara's meal selections
Utopia Test Site

Lunch time selection

PLEASE NOTE: When confirming your booking, if the **Payment due** value is not £0.00, you will need to credit the account within 2 hours. Failure to do so will result in your booking being cancelled.
This will in no way affect free school meal bookings as these are always considered as zero cost.

Previous week **Week commencing 18th Jan 2016** Next week

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				

Lunch time selection

PLEASE NOTE: When confirming your booking, if the **Payment due** value is not £0.00, you will need to credit the account within 2 hours. Failure to do so will result in your booking being cancelled.
This will in no way affect free school meal bookings as these are always considered as zero cost.

Previous week **Week commencing 18th Jan 2016** Next week

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 Potato	Roast Gammon served with Boiled Potatoes	Homemade Beef Burger served with Potato Wedges	Fish Fingers served with Chips
Homemade Cheese Potato & Onion pastry 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				

Lunch time selection

PLEASE NOTE: When confirming your booking, if the **Payment due** value is not £0.00, you will need to credit the account within 2 hours. Failure to do so will result in your booking being cancelled.
This will in no way affect free school meal bookings as these are always considered as zero cost.

Previous week **Week commencing 25th Jan 2016** Next week

Mon 25 Jan	Tue 26 Jan	Wed 27 Jan	Thu 28 Jan	Fri 29 Jan
Sweet Chilli Chicken Rice Peas	Roast Beef Roast Potatoes Carrots Green Beans	Jumbo Fish Fingers Chips Baked Beans	Roast Turkey Mashed Potatoes Carrots & Broccoli	Italian Beef Meatballs Pasta Shells
Stir Fry Vegetables Rice Peas	Cauliflower Cheese Roast Potatoes Carrots Green Beans	Veggie Bites Chips Baked Beans	Red Onion & Cheese Quiche Mashed Potatoes Carrots & Broccoli	Quorn Balls in Tomato Sauce Pasta Shells
Jacket Potato with Baked Beans	Jacket Potato with Cheese	Jacket Potato with Tuna & Sweetcorn Mayonnaise	Jacket Potato with Bacon & Beans	Jacket Potato with Curried Chicken
Iced Sponge	Fruit Jelly	Mixed Fruit Sponge & Custard	Apricot Flapjack	Chocolate Cookies
Yoghurt	Yoghurt	Yoghurt	Yoghurt	Yoghurt
Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit
Clear day	Clear day	Clear day		

Select the meals for your child. A summary of your bookings will show at the bottom of the page with any previous unpaid bookings showing in red.

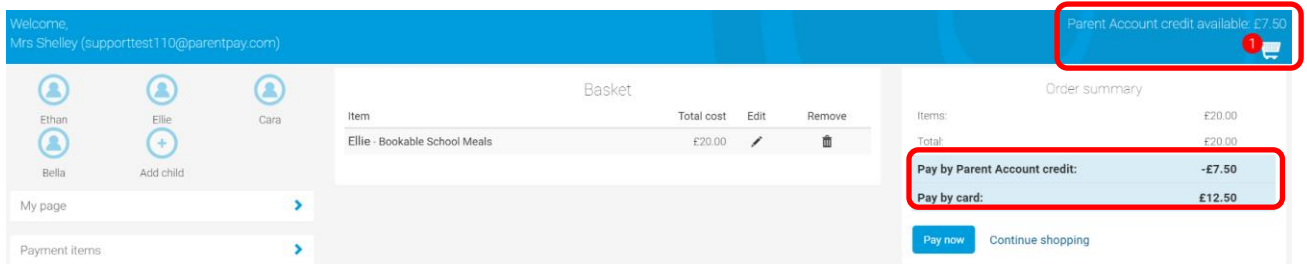
Booking summary

[Show symbols](#) | [Help](#) | [Hide info](#)

Ellie Shelley's Lunch time	
Bookings added	5
Bookings cancelled	0
Cost of new bookings	£10.00
Unpaid bookings	£10.00
Payment due	£20.00
Cancel	Confirm bookings

Note: Lunchtime meal bookings must be paid for within two hours of selecting them. Failure to do so will result in them being automatically cancelled.

- Review the *Booking summary* screen and select **Confirm bookings**. Any credit from your Parent Account will be deducted from the balance to pay. If there is a value in the 'Payment due' section, select **Pay Now** and you will be taken to the payment screen to complete your booking.



The screenshot shows the ParentPay interface. At the top, a blue header bar contains the text 'Welcome, Mrs Shelley (supporttest110@parentpay.com)' and a red box highlighting 'Parent Account credit available: £7.50' with a red notification icon. Below the header, the left sidebar shows user avatars for Ethan, Ellie, Cara, and Bella, with an 'Add child' button. The main content area is divided into three sections: 'Basket' showing 'Ellie - Bookable School Meals' for £20.00, 'Order summary' showing a total of £20.00, and a payment section with a red box highlighting 'Pay by Parent Account credit: -£7.50' and 'Pay by card: £12.50'. At the bottom of the payment section are 'Pay now' and 'Continue shopping' buttons.

Note: Free School Meals (FSM) and Infant Free School Meals (UiFSM) are automatically calculated and will reduce the 'Payment due' value where appropriate. In most cases this will show a zero cost. You should still confirm the bookings to ensure that they are registered on the system for your school to view and plan for.