



GUIDE FOR PARENTS

BOOKING PARENTS' EVENING APPOINTMENTS ON SCOPAY

This Guide provides help with the following

- Make a Booking
- View a Booking
- Change a Booking
- Cancel a Booking
- Print a Meeting Schedule

Other Guides for Parents

All parents:

How to **Manage your SCOPAY Account**

How to **Make Payments** on SCOPAY

How to Set up **Alerts** (for low balances, new trips and products, Parents' Evening Meetings)

Parents should check with their school to see which of the following options are available to you:

How to **Order Dinners** Online

How to **Book Clubs** Online

How to **Save Card Details / Recurring Payments**

You might see slight variations to the SCOPAY layout depending on the type and size of screen display you are using.



HOW TO LOGIN TO PARENTS' EVENING

Step 1

Download the SCOPAY app or go to the www.scopay.com website and login with your email address and password



LOGIN

Email Address

Password

LOGIN

Step 2

Select the child you wish to make a booking for

Step 3
Tap on
PARENTS' EVENING

SCOPAY VIEW PRODUCTS **PARENTS' EVENING** HELP BASKET ALERTS 0 YOUR INFO LOGOUT

MARY ACKROYD
SCOPAY School

PARENTS' EVENING BOOKING

Select meeting

Select meeting

Select meeting

April 2019

Step 4
Tap **Select meeting**
and tap the required meeting

i If no meetings are listed, then there are no current meetings for which appointments need to be made.

HOW TO MAKE A BOOKING

The options for your child(ren) will be displayed.

① If you are using a mobile device, to display any other children, swipe across the screen, or rotate to landscape

The teachers available for you to book a meeting with are displayed here

Pupil:	Marc Ackroyd	Marc Ackroyd	Mary Ackroyd	Mary Ackroyd
Teacher:	Miss Chimbani	Mr Hunt	Miss Covington	Mr Hunt
Subject:		Class Teacher		Class Teacher
Room:		Main Hall		Main Hall

TUE, APR 30				
16:00 - 16:05	BOOK	BOOK	BOOK	BOOK
16:05 - 16:10	BOOK	BOOK	BOOK	BOOK
16:10 - 16:15	BOOK	UNAVAILABLE	BOOK	UNAVAILABLE
16:15 - 16:20	BOOK	BOOK	BOOK	BOOK

Step 1
Tap the required slot

The slots available for you to book are displayed here

① If you need to make appointments for more than one child at the same meeting, both children will be listed.
If you are using a mobile device, to display any other children, swipe across the screen, or rotate to landscape

Step 2
Add a note for the teacher (optional)

CONFIRM BOOKING?

Appointment to see Miss Chimbani regarding Marc Ackroyd at 16:00 - 16:05

Add a note for the teacher

YES

NO

Step 3
Tap YES

Step 4
Tap OK to confirm the booking

Booking successful.

OK

HOW TO VIEW A BOOKING

Repeat the steps to login. Select **PARENTS' EVENING** and select the meeting. Any current bookings will be displayed.

	Pupil: Marc Ackroyd	Marc Ackroyd	Mary Ackroyd	Mary Ackroyd
Teacher:	Miss Chimbani	Mr Hunt	Miss Covington	Mr Hunt
Subject:		Class Teacher		Class Teacher
Room:		Main Hall		Main Hall
	Add/edit note for the teacher <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #00a651; padding: 5px; display: inline-block;"> The current booking(s) display here </div>		
TUE, APR 30				
16:00 - 16:05	<div style="border: 1px solid #00a651; padding: 5px; background-color: #00a651; color: white;">CANCEL BOOKING</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>
16:05 - 16:10	<div style="border: 1px solid #ccc; padding: 5px;">MOVE HERE</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>
16:10 - 16:15	<div style="border: 1px solid #ccc; padding: 5px;">MOVE HERE</div>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f08080;">UNAVAILABLE</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f08080;">UNAVAILABLE</div>
16:15 - 16:20	<div style="border: 1px solid #ccc; padding: 5px;">MOVE HERE</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>

HOW TO CHANGE A BOOKING

Repeat the steps to login. Select **PARENTS' EVENING** and select the meeting.

Pupil:	Marc Ackroyd	Marc Ackroyd	Mary Ackroyd
Teacher:	Miss Chimbani	Mr Hunt	Miss Covington
Subject:		Class Teacher	
Room:		Main Hall	

Add/edit note for the teacher

Step 1
Tap **MOVE HERE** against the new booking time

TUE, APR 30			
16:00 - 16:05	CANCEL BOOKING	BOOK	MOVE HERE
16:05 - 16:10	MOVE HERE	BOOK	MOVE HERE
16:10 - 16:15	MOVE HERE	UNAVAILABLE	MOVE HERE
16:15 - 16:20	MOVE HERE	BOOK	MOVE HERE

MOVE BOOKING?

Please confirm you are moving the following booking

16:00 - 16:05

Replace with:

Appointment to see Miss Chimbani regarding Marc Ackroyd at 16:05 - 16:10

Add a note for the teacher

YES NO

Step 2
Tap **YES** to move the booking

HOW TO CANCEL A BOOKING

Repeat the steps to login. Select **PARENTS' EVENING** and select the meeting.

Pupil:	Marc Ackroyd	Marc Ackroyd	Mary Ackroyd
Teacher:	Miss Chimbani	Mr Hunt	Miss Covington
Subject:			
Room:			
	Add/edit note for the teacher		Add/edit note for the teacher
TUE, APR 30			
16:00 - 16:05	CANCEL BOOKING	BOOK	MOVE HERE
16:05 - 16:10	MOVE HERE	BOOK	MOVE HERE
16:10 - 16:15	MOVE HERE	UNAVAILABLE	MOVE HERE
16:15 - 16:20	MOVE HERE	BOOK	MOVE HERE

Step 1
Tap on the time you wish to cancel

CANCEL BOOKING?

Step 2
Tap **YES** to cancel the booking

YES NO

Booking cancelled.

Step 3
Tap **OK** to cancel the booking

OK

HOW TO VIEW A MEETING SCHEDULE

Repeat the steps to login. Select **PARENTS' EVENING** and select the meeting.

PARENTS' EVENING BOOKING

Select meeting

April 2019

Tap **VIEW MY SCHEDULE** to view on screen

Tap **DOWNLOAD MY SCHEDULE** to open a PDF

MEETING SCHEDULE

Meetings booked below will be added to your schedule

VIEW MY SCHEDULE **DOWNLOAD MY SCHEDULE**

Parents' evening meeting schedule April 2019

Reported at Monday 29 April 2019 17:34

Tuesday 30 April 2019

Time	Pupil	Teacher	Location	Subject	Teacher notes	Parent notes
16:00 - 16:05	Marc Ackroyd	Mr Hunt	Main Hall	Class Teacher		
16:20 - 16:25	Mary Ackroyd	Miss Covington				Please can we discuss recent Maths homework

i If you need help with SCOPAY or for further enquiries, please contact the School Office at your child's school.