How to book dinner on ParentPay

*Please note: all dinner bookings for the week must be booked and paid for by 9am each Monday morning.

- 1. Login to your ParentPay account.
- 2. From your homepage, click the 'Make bookings' button, below your child's name.

ParentPay Home	Parent Account	Communication Profile Settings	Help		Logout 🗗
Welcome,					ب 📜 -
Active Payment items	>	No unpaid bookings	Clic	k here	
Historical Payment items	>	Make booking	gs		
Transaction history	+	Pay for other ite	ms		
Add a child	>		View all items	Set up Parent Account	
View school and caterer	+	Date	Lunchtime m Child	neal activity Details	Amount

3. Select the week that you want to book for and click 'Make or view bookings'.

ParentPay Home	Parent Account Communication Profile Settings Help	Logout 🕞
Welcome,		ي ا
	bookings	
Add a child Home Child's page Child profile	Make or view bookings To book, please select from the options below and then select 'Make or view bookings.' Make bookings for: Week commencing: Make or view bookings Make or view bookings	
View menus and choices	Add to bookings balance If you wish to add to your bookings balance, you can do so by selecting 'Add to bookings balance'. Add to bookings balance	

4. Click 'Book a meal' under the days that you require. The selected days will turn green and the total cost at the bottom will show how much you need to pay. Click 'Confirm bookings' to proceed and pay. You must confirm and pay to ensure that your booking is placed.

If your child receives Free School Meals, you **MUST still complete this booking process to confirm your child's dinner bookings.

				Ballytober Primary Se	chool		'
Home	>	Lunch time selection					
TIONE	_	PLEASE NOTE: When con If your Payment due is ze	ifirming your bookings, an ro (£0.00). simply confirm	ny Payment due must be paid within 2 n bookings and no further action is requ	hours. Failure to do so will result in uired.	unpaid bookings being cancelled.	
Child's page	>	Week commencing 14th Sen 2020					
Child profile	+	Mon	Tue	Wod		E-i	2
		14 Sep	15 Sep	16 Sep	17 Sep	18 Sep	î
Bookings	_	Book a meal	🗸 🛛 Book a meal	Book a meal	Book a meal	Book a meal	
Make or view bookings	>	<u>Clear day</u>	<u>Clear day</u>	L			~
Unpaid bookings	>	<				>	
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view menus and choices	· ·	Show symbols Help	<u>Hide info</u>				
The seferies				Lunch ti	ime		
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nanole		Cost of new bookings				£5.2	.0
pocket	1	Payment due				£5.2 ⁴	.0
money.	3	Cancel				Confirm bookings	