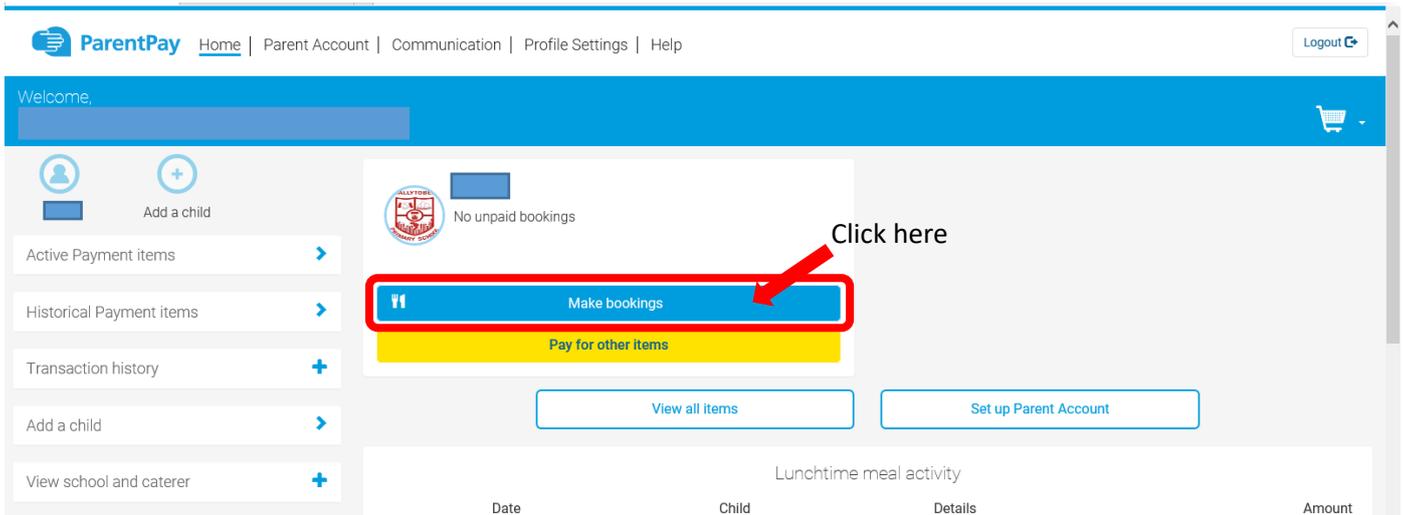


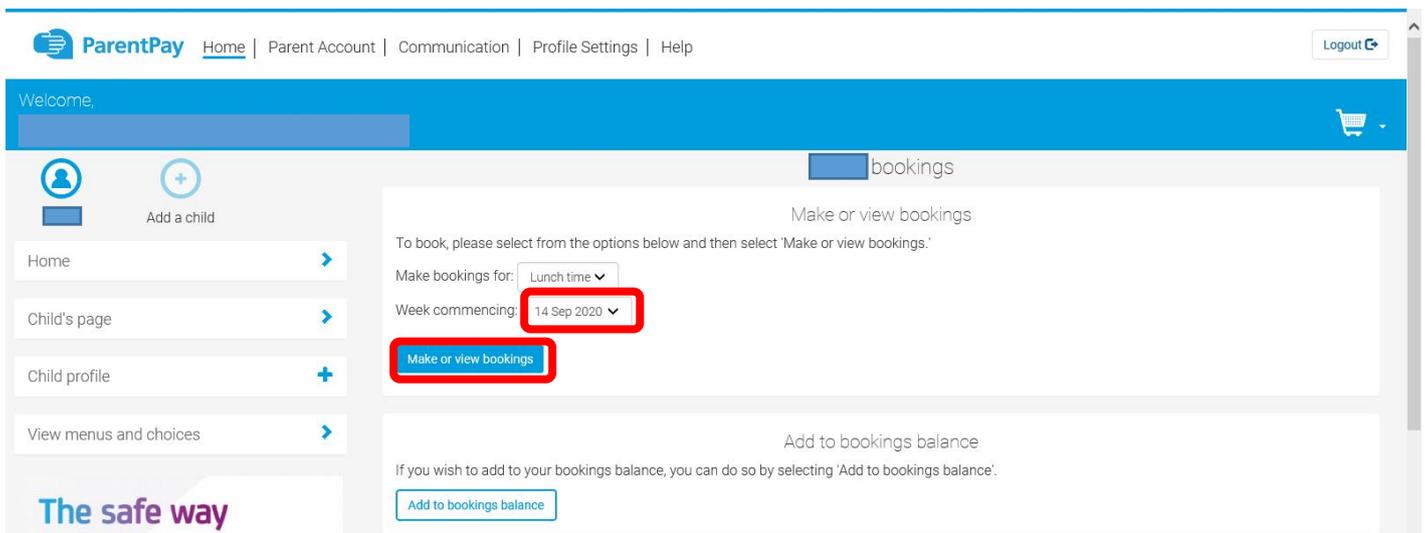
## How to book dinner on ParentPay

**\*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.



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



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 School

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 14th Sep 2020** Next week

Mon 14 Sep	Tue 15 Sep	Wed 16 Sep	Thu 17 Sep	Fri 18 Sep
Book a meal ✓	Book a meal ✓	Book a meal	Book a meal	Book a meal
Clear day	Clear day			

Booking summary

Show symbols | Help | Hide info

Lunch time	
Bookings added	2
Bookings cancelled	0
Cost of new bookings	£5.20
<b>Payment due</b>	<b>£5.20</b>
Cancel	<b>Confirm bookings</b>

The safe way for kids to handle pocket money.