



# 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

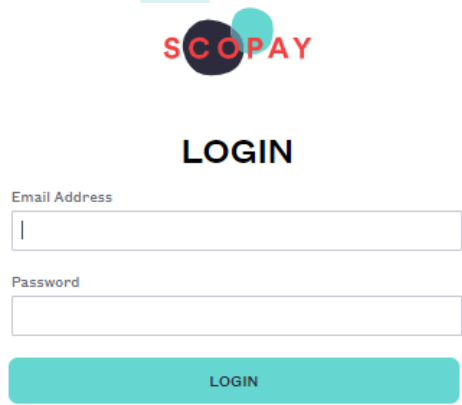
How to **Save Card Details / Recurring Payments**



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

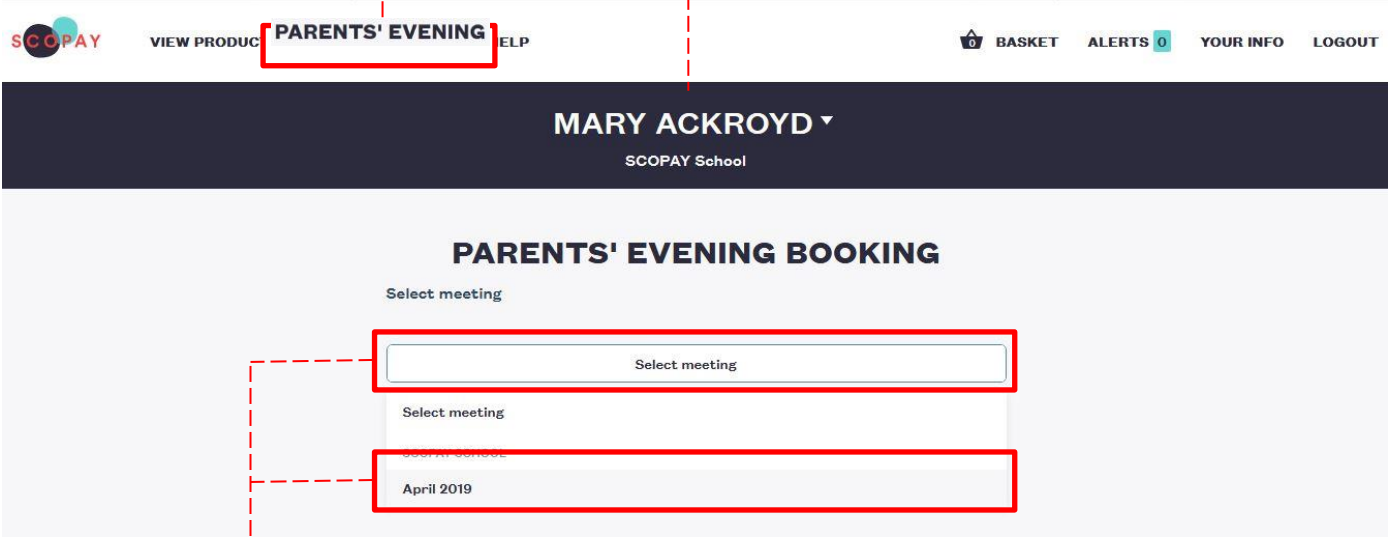
**Step 1**  
Go to the  
www.scopay.com website  
and login with your email  
address and password  
*(note that it is not yet possible  
to book meetings on the  
SCOPAY mobile app)*



The image shows the SCOPAY LOGIN page. At the top is the SCOPAY logo. Below it is the word "LOGIN" in bold. There are two input fields: "Email Address" and "Password". Below the password field is a teal "LOGIN" button.

**Step 2**  
Select the child you wish to  
make a booking for

**Step 3**  
Tap on  
**PARENTS' EVENING**



The image shows the SCOPAY website interface for Parents' Evening booking. At the top is the SCOPAY logo and navigation links: "VIEW PRODUCTS", "PARENTS' EVENING" (highlighted with a red box), and "HELP". On the right are "BASKET", "ALERTS 0", "YOUR INFO", and "LOGOUT". Below the navigation is a dark header for "MARY ACKROYD" (SCOPAY School). The main content area is titled "PARENTS' EVENING BOOKING". Underneath, there is a "Select meeting" section with a dropdown menu (highlighted with a red box) and a list of meetings (highlighted with a red box), including "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.

❗ 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

❗ 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 gray; height: 20px; width: 100%;"></div>	<div style="border: 1px solid teal; padding: 5px; display: inline-block;"> <b>The current booking(s) display here</b> </div>		
TUE, APR 30				
16:00 - 16:05	<div style="border: 1px solid teal; padding: 5px; background-color: #00a68f; color: white;">CANCEL BOOKING</div>	BOOK	BOOK	BOOK
16:05 - 16:10	MOVE HERE	BOOK	BOOK	BOOK
16:10 - 16:15	MOVE HERE	UNAVAILABLE	BOOK	UNAVAILABLE
16:15 - 16:20	MOVE HERE	BOOK	BOOK	BOOK

# 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	<b>CANCEL BOOKING</b>	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

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