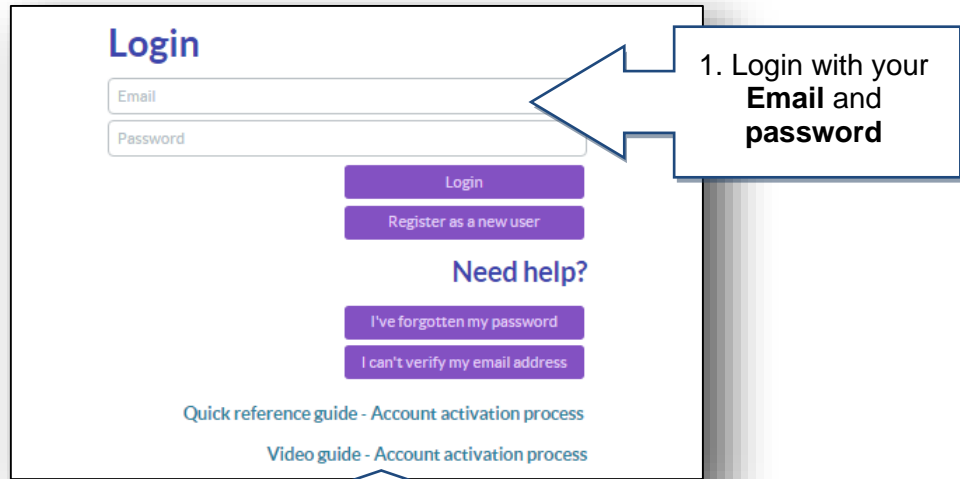


## How do I view my child's reserved meals?

Go to the Online Account Website address provided by your school, or visit **www.scopay.com**



**Login**

Email

Password

Login

Register as a new user

**Need help?**

I've forgotten my password

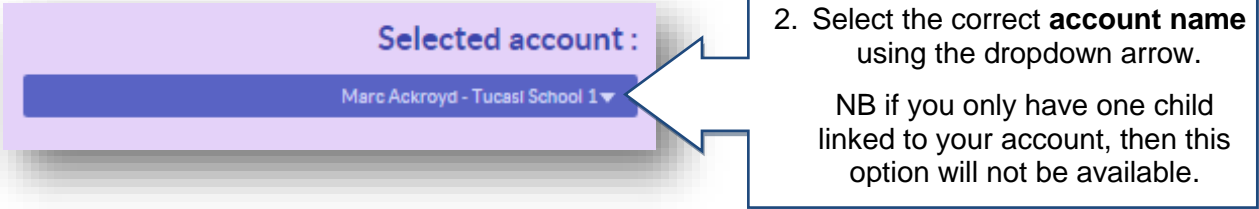
I can't verify my email address

[Quick reference guide - Account activation process](#)

[Video guide - Account activation process](#)

1. Login with your **Email and password**

**Important:** if you haven't yet registered your online account, then refer to the separate Quick Reference Guide or Video Guide, or contact the school for further details.

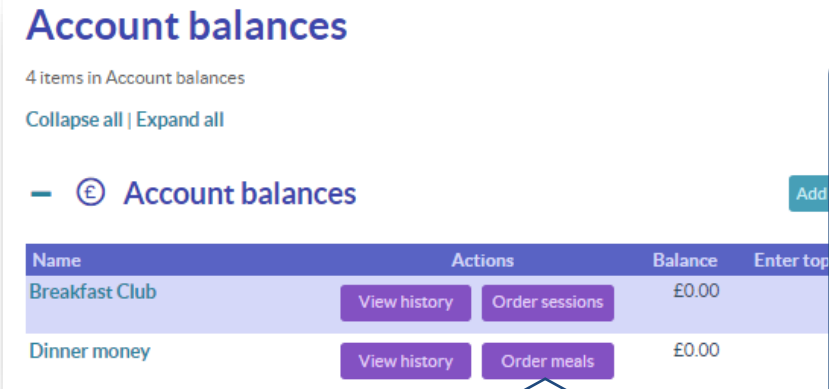


**Selected account :**

Marc Ackroyd - Tucast School 1 ▼

2. Select the correct **account name** using the dropdown arrow.

NB if you only have one child linked to your account, then this option will not be available.



**Account balances**

4 items in Account balances

[Collapse all](#) | [Expand all](#)

— € Account balances Add

Name	Actions	Balance	Enter top
Breakfast Club	<a href="#">View history</a> <a href="#">Order sessions</a>	£0.00	
Dinner money	<a href="#">View history</a> <a href="#">Order meals</a>	£0.00	

**IMPORTANT:** You will only see the **Order meals** option if your child's school have opted for parents to reserve meals online.

If this facility is not available, you will instead see the option to **view the meal calendar**

[View calendar](#)

3. Click **Order meals** against the Dinner money option.

## Marc Ackroyd - Dinner money calendar

Mon	Tue	Wed	Thu	Fri	Sat	Sun
D	D	D	D	D		
	1	2	3	4	5	6
	M	M	V	S	x	x
7	8	9	10	11	12	13
M	M				x	x
14	15	16	17	18	19	20
T					x	x

4. Use the arrows to scroll back or forward through the calendar.

5. Use the calendar to view the meal type assigned to each day.

### Key

Sessions	Codes
D Dinners	A Absent
M Meat meal	P School sandwich
x School closed	J Jacket potato
T On trip	V Veg meal
B Baguette	S Home sandwich

6. A key to meal codes used in school is provided at the bottom of the screen.

## How do I reserve additional meals?

1. Double check that you have selected the correct child.

### Marc Ackroyd - Dinner money calendar

Mon	Tue	Wed	Thu	Fri	Sat	Sun
D	D	D	D	D		
	1	2	3	4	5	6
	M	M	V	S	x	x
		9	10	11	12	13
		16	17	18	19	20
					x	x

2. Click the appropriate **future** date slot.  
**NB only dates bordered in red are editable.**

3. Click the appropriate meal **choice** for the date and click **OK**.

### Select session choice

Dinner money  
Dinners  
23 March 2016

- None
- M: Meat meal (GBP2.00)
- V: Veg meal (GBP2.00)
- S: Home sandwich (GBP0.00)

OK Cancel

# How do I change or cancel a reserved meal?

## Marc Ackroyd - Dinner money calendar

March 2016						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
D	D	D	D	D		
	1 M	2 M	3 V	4 S	5 x	6 x
7 M	8 M	9	10	11	12 x	13 x
14 T	15 M	16	17	18	19 x	20 x
	22 M	23 V	24 M	25 M	26 x	27 x
		30	31			

1. Click the appropriate **future** date slot.  
**NB only dates bordered in red are editable. Contact the school to amend choices for other dates.**

3. Click the new meal **choice** or select **None** to cancel a reserved meal, and click **OK**.

### Select session choice

Dinner money  
 Dinners  
 23 March 2016

- None
- M: Meat meal (GBP2.00)
- V: Veg meal (GBP2.00)
- S: Home sandwich (GBP0.00)

OK

Cancel

March 2016						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
D	D	D	D	D		
	1 M	2 M	3 V	4 S	5 x	6 x
7 M	8 M	9	10	11	12 x	13 x
14 T	15 M	16	17	18	19 x	20 x
21	22	23 S	24	25	26 x	27 x
28	29		31			

3. The amended meal choice (or a blank if a meal was cancelled) will now show in the calendar.