



# 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)*

SCOPAY

**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 PRODUCT **PARENTS' EVENING** ELP BASKET ALERTS 0 YOUR INFO LOGOUT

**MARY ACKROYD** ▾  
SCOPAY School

**PARENTS' EVENING BOOKING**

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.

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

**i** If you need to make appointments for more than one child at the same meeting, both children will be listed.

**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

**Step 3**  
Tap YES

**Step 4**  
Tap OK to confirm the booking

**Booking successful.**

## HOW TO VIEW A BOOKING

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

|                      |   |  |                                     |  |
|----------------------|---|--|-------------------------------------|--|
| <b>Pupil:</b>        | Marc Ackroyd                                  | Marc Ackroyd                               | Mary Ackroyd                        | Mary Ackroyd                               |
| <b>Teacher:</b>      | Miss Chimbani                                 | Mr Hunt                                    | Miss Covington                      | Mr Hunt                                    |
| <b>Subject:</b>      |   | Class Teacher                              |                                     | Class Teacher                              |
| <b>Room:</b>         |   | Main Hall                                  |                                     | Main Hall                                  |
|                      | <b>Add/edit note for the teacher</b>          | <b>The current booking(s) display here</b> |                                     |  |
| TUE, APR 30          |   |  |                                     |  |
| <b>16:00 - 16:05</b> | <input type="button" value="CANCEL BOOKING"/> | <input type="button" value="BOOK"/>        | <input type="button" value="BOOK"/> | <input type="button" value="BOOK"/>        |
| <b>16:05 - 16:10</b> | <input type="button" value="MOVE HERE"/>      | <input type="button" value="BOOK"/>        | <input type="button" value="BOOK"/> | <input type="button" value="BOOK"/>        |
| <b>16:10 - 16:15</b> | <input type="button" value="MOVE HERE"/>      | <input type="button" value="UNAVAILABLE"/> | <input type="button" value="BOOK"/> | <input type="button" value="UNAVAILABLE"/> |
| <b>16:15 - 16:20</b> | <input type="button" value="MOVE HERE"/>      | <input type="button" value="BOOK"/>        | <input type="button" value="BOOK"/> | <input type="button" value="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 |                    | Add/edit note for the teacher |
| TUE, APR 30   |                               |                    |                               |
| 16:00 - 16:05 | <b>CANCEL BOOKING</b>         | BOOK               | MOVE HERE                     |
| 16:05 - 16:10 | <b>MOVE HERE</b>              | BOOK               | MOVE HERE                     |
| 16:10 - 16:15 | MOVE HERE                     | <b>UNAVAILABLE</b> | MOVE HERE                     |
| 16:15 - 16:20 | MOVE HERE                     | BOOK               | MOVE HERE                     |

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

**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.