



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
- Join a Video Call Meeting

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

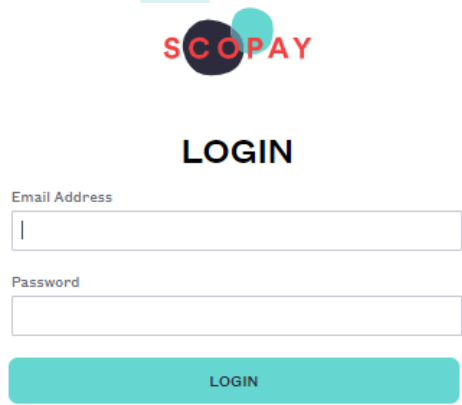
How to **Save Card Details / Recurring Payments**

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

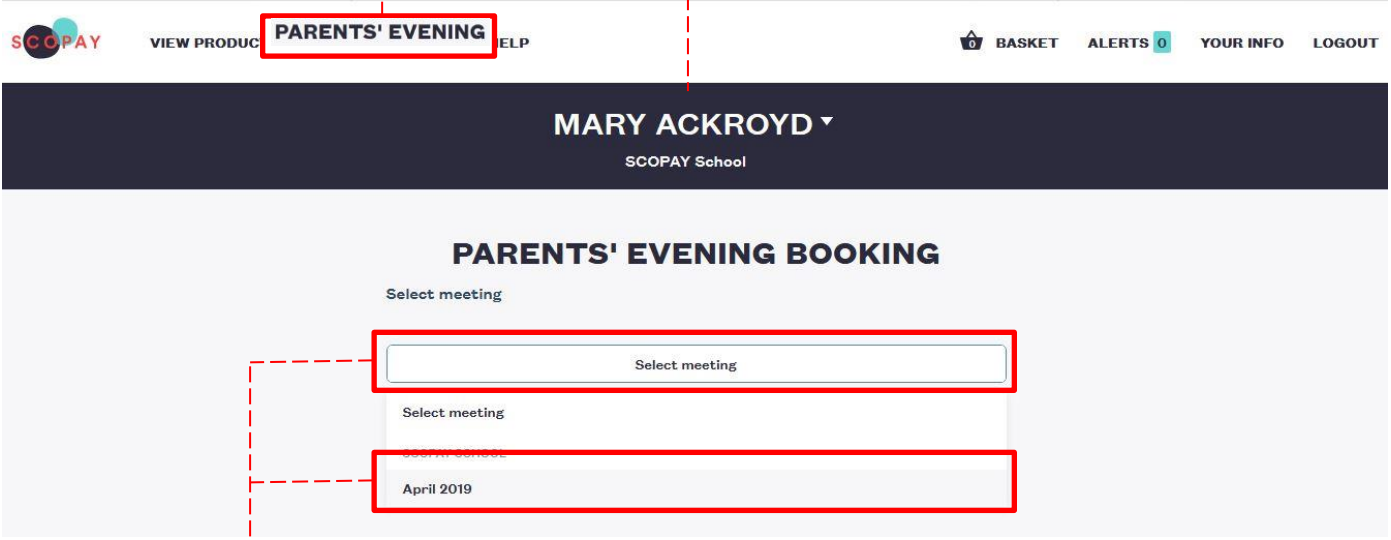
Step 1
Download the SCOPAY app or go to the www.scopay.com website and login with your email address and password



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. At the top is a navigation bar with the SCOPAY logo, "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 bar is a dark header for "MARY ACKROYD" (SCOPAY School). The main content area is titled "PARENTS' EVENING BOOKING". Underneath, there is a "Select meeting" label and a dropdown menu. The dropdown menu is open, showing "Select meeting" at the top and "April 2019" below it. Both the dropdown menu and the "April 2019" option are highlighted with red boxes. Dashed red lines connect these boxes to Step 3 and Step 4.

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 #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #00a68f; padding: 5px; display: inline-block;"> The current booking(s) display here </div>		
TUE, APR 30				
16:00 - 16:05	<div style="border: 1px solid #00a68f; padding: 5px; background-color: #00a68f; color: white;">CANCEL BOOKING</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>
16:05 - 16:10	<div style="border: 1px solid #ccc; padding: 5px;">MOVE HERE</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>
16:10 - 16:15	<div style="border: 1px solid #ccc; padding: 5px;">MOVE HERE</div>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f08080;">UNAVAILABLE</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f08080;">UNAVAILABLE</div>
16:15 - 16:20	<div style="border: 1px solid #ccc; padding: 5px;">MOVE HERE</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>

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		note for the
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

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	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

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

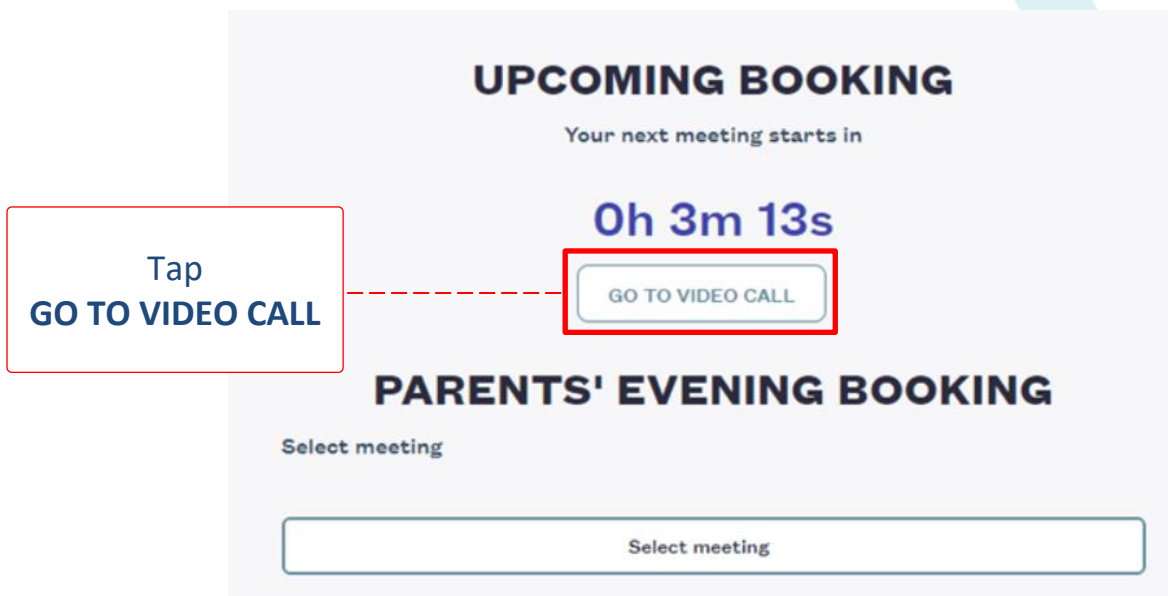
Time	Pupil	Teacher	Location	Subject	Teacher notes	Parent notes
16:00 - 16:05	Marc Ackroyd	Mr Hunt	Main Hall	Class Teacher		
16:20 - 16:25	Mary Ackroyd	Miss Covington				Please can we discuss recent Maths homework

HOW TO JOIN A VIDEO MEETING

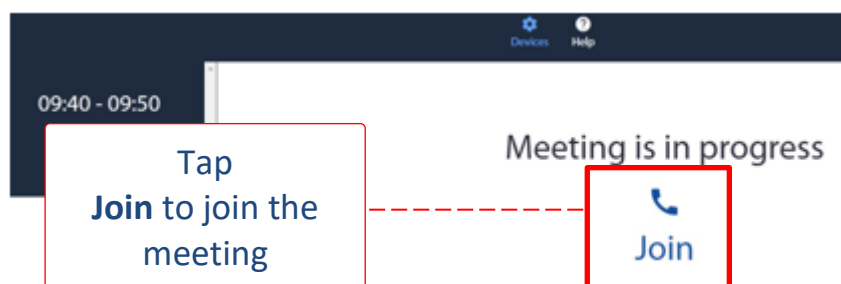
If your child's school has signed up for Video Call meetings, they can be accessed using a web browser at www.scopay.com. *Please note that video call functionality is not currently available on the SCOPAY mobile app.*

Repeat the steps to login. Select **PARENTS' EVENING**.

If a Video Call meeting is due to start within 1 hour, you will see the **UPCOMING BOOKING** window with a countdown to the meeting start time.



If the meeting has started, **Meeting is in progress** will be displayed



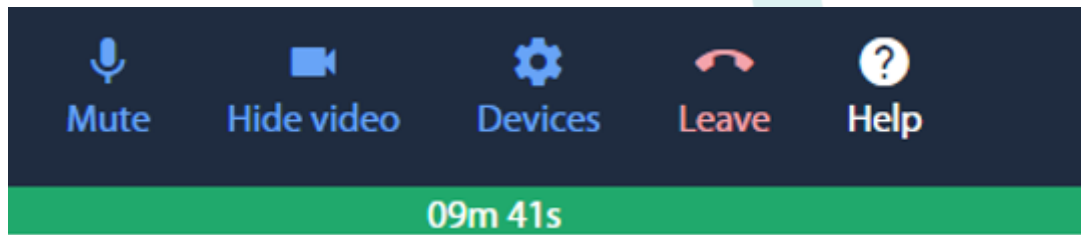
Once you have joined the meeting you will see the teacher (if the teacher's camera is on)

You can adjust your device settings if necessary (see instructions on next page)

The meeting will end automatically at the end of the countdown

You will then be directed to the Tucasi Customer Survey for feedback on video calling

Check or change your device settings using the toolbar.



Mute

The Mute button cuts off the microphone on your device. This means that you can still hear the teacher but they cannot hear you

Hide video

The Hide video button will cut off the camera on your device and the teacher will not be able to see you. You will still be able to see the teacher if their camera is on

Devices

Select Devices to review settings for :

Microphone

Speaker

Camera

Leave

Select this button if you wish to leave the meeting before the meeting end time

Help

Select Help to be directed to the SCO Help Centre

Countdown

The green bar displays the remaining meeting time. The meeting will automatically finish at the end of the time displayed and you will be directed to the Tucasi Customer Survey for feedback on video calling.

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