



# 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
- Invite another parent/guardian to your 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](http://www.scopay.com) website and login with your email address and password



## LOGIN

Email Address

Password

LOGIN

## Step 2

Select the child you wish to make a booking for

Step 3  
Tap on  
**PARENTS' EVENING**

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 #00a651; 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 #00a651; padding: 5px; 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; color: red;">UNAVAILABLE</div>	<div style="border: 1px solid #ccc; padding: 5px;">BOOK</div>	<div style="border: 1px solid #ccc; padding: 5px; color: red;">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	<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

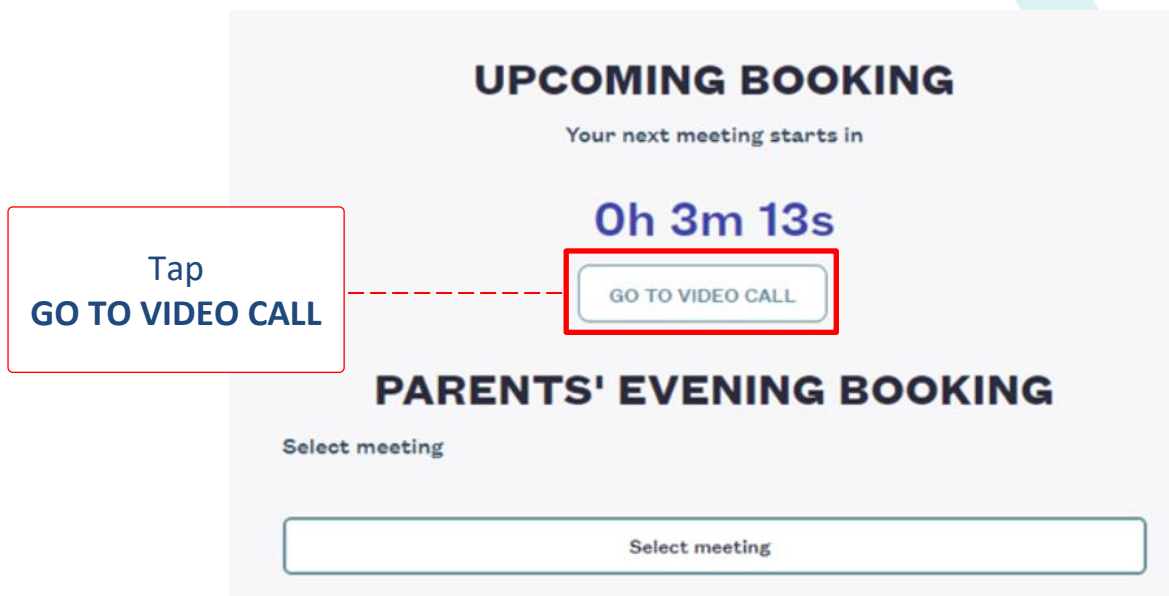
Time	Pupil	Teacher	Location	Subject	Teacher notes	Parent notes
16:00 - 16:05	Marc Ackroyd	Mr Hunt	Main Hall	Class Teacher		
16:20 - 16:25	Mary Ackroyd	Miss Covington				Please can we discuss recent Maths homework

## HOW TO JOIN A VIDEO MEETING

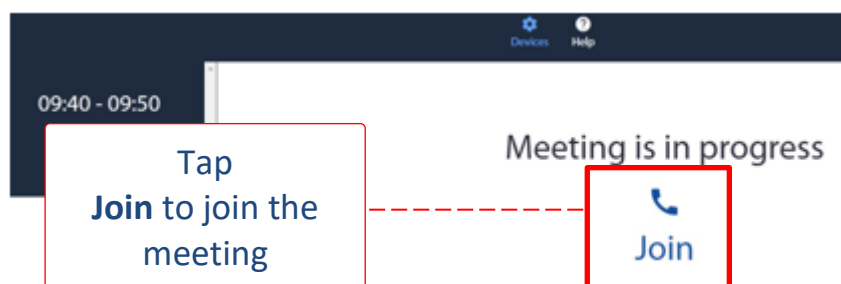
If your child's school has signed up for Video Call meetings, they can be accessed using a web browser at [www.scopay.com](http://www.scopay.com). *Please note that video call functionality is not currently available on the SCOPAY mobile app.*

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



# HOW TO INVITE A SECOND PARENT/GUARDIAN TO YOUR MEETING

The parent who made the booking can invite a second parent/guardian to the meeting by generating a link.

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.

**UPCOMING BOOKING**  
Your next meeting starts in  
**4m 33s**  
GO TO VIDEO CALL

**INVITE TO MEETING**  
GENERATE LINK

**PARENTS' EVENING BOOKING**  
Select meeting  
Select meeting

**UPCOMING BOOKING**  
Your next meeting starts in  
**4m 5s**  
GO TO VIDEO CALL

**INVITE TO MEETING**  
COPY LINK EMAIL LINK

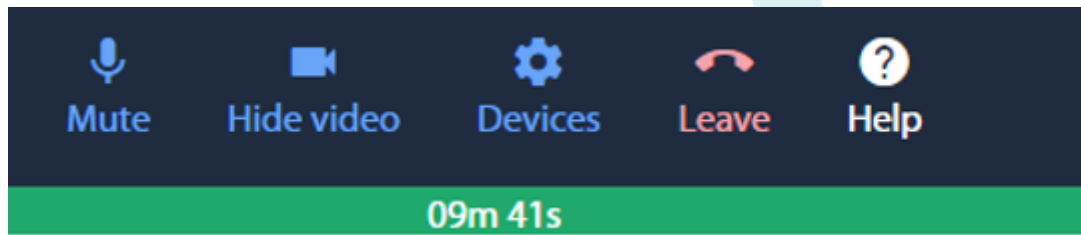
Tap **GENERATE LINK**

Tap **COPY LINK or EMAIL LINK**

Use **COPY LINK** and paste this into a message to the second participant, or use **EMAIL LINK** which will open your email application with the link ready pasted.

Both parents/guardians can join the meeting on separate devices once it has started.

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.