



GUIDE FOR HIRERS PAY INVOICES AND MAKE BOOKINGS ON SCOPAY

This Guide provides help with the following:

- Pay an Invoice
- Make a Booking

Other Guides

[SCOPAY Guide - Managing Your Account](#)



HOW DO I PAY AN INVOICE?

To set up your account, first refer to the [SCOPAY Guide - Managing Your Account](#) guide, which describes how to create your account and link yourself as a Hirer.

Step 1

Go to the www.scopay.com website and login with your email address and password (note that Hirers must use a browser, not the SCOPAY mobile app)



LOGIN

Email Address

Password

LOGIN

Any outstanding Invoices will be displayed on the **VIEW PRODUCTS** screen

SCOPAY VIEW PRODUCTS PARENTS' EVENING LETTINGS HELP BASKET ALERTS 0 YOUR INFO

BADMINTON CLUB
Tucasi School 12

LETTINGS: INVOICES

Invoice 6 - 28 Nov 2022 **£336.00**

Account balances
Lettings account **£0.00**

MAKE PAYMENT

Step 2

Select the information icon to display the booking details.

Step 3

Right-click the form and select Print if you wish to print a copy of the booking details.

SCOPAY VIEW PRODUCTS PARENTS' EVENING LETTINGS HELP

BADMINTON CLUB
Tucasi School 12

← **INVOICE 6 - 28 NOV 2022**

Description	Nett	VAT code	VAT	Gross
02/01/2023 18:00-19:00 Gymnasium	£20.00	Standard VAT	£4.00	£24.00
20/03/2023 18:00-19:00 Gymnasium	£20.00	Standard VAT	£4.00	£24.00
13/03/2023 18:00-19:00 Gymnasium	£20.00	Standard VAT	£4.00	£24.00
06/02/2023 18:00-19:00 Gymnasium	£20.00	Standard VAT	£4.00	£24.00
13/02/2023 18:00-19:00 Gymnasium	£20.00	Standard VAT	£4.00	£24.00
23/01/2023 18:00-19:00 Gymnasium	£20.00	Standard VAT	£4.00	£24.00
06/03/2023 18:00-19:00 Gymnasium	£20.00	Standard VAT	£4.00	£24.00
15/03/2019 19:00-20:00 Gymnasium	£20.00	Standard VAT	£4.00	£24.00
27/02/2023 18:00-19:00 Gymnasium	£20.00	Standard VAT	£4.00	£24.00
16/01/2023 18:00-19:00 Gymnasium	£20.00	Standard VAT	£4.00	£24.00
09/01/2023 18:00-19:00 Gymnasium	£20.00	Standard VAT	£4.00	£24.00
30/01/2023 18:00-19:00 Gymnasium	£20.00	Standard VAT	£4.00	£24.00
27/03/2023 18:00-19:00 Gymnasium	£20.00	Standard VAT	£4.00	£24.00
20/02/2023 18:00-19:00 Gymnasium	£20.00	Standard VAT	£4.00	£24.00

Invoice total £336.00
Total paid £0.00
Total due £336.00

Enter payment amount: £

Either enter the payment amount here or select **MAKE PAYMENT** on the previous screen, enter the amount or select **PAY IN FULL**.

Select **ADD TO BASKET**.

Invoice 6 - 28 Nov 2022 X

Total Due: **£336.00**

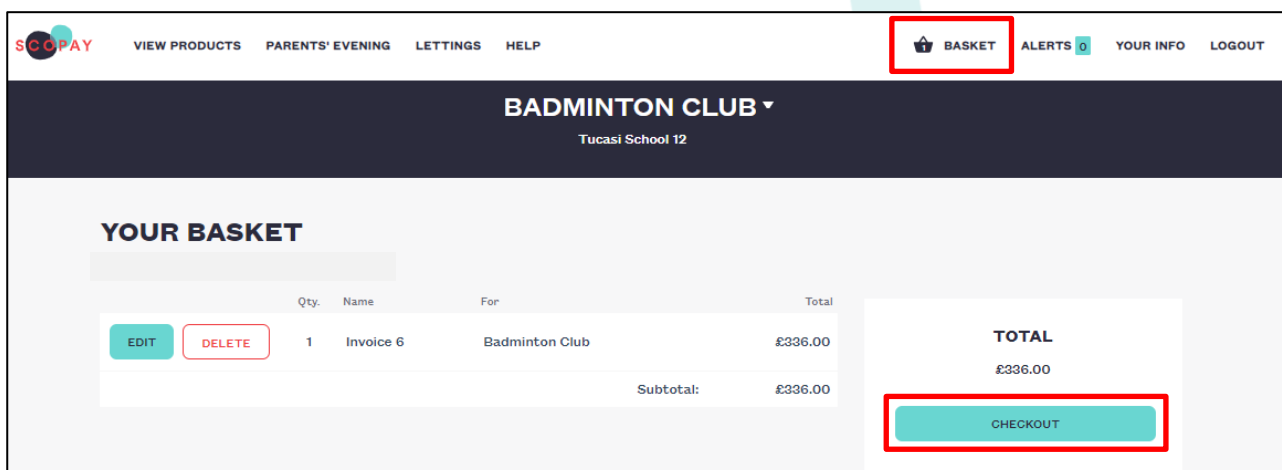
Enter Amount

£

PAY IN FULL

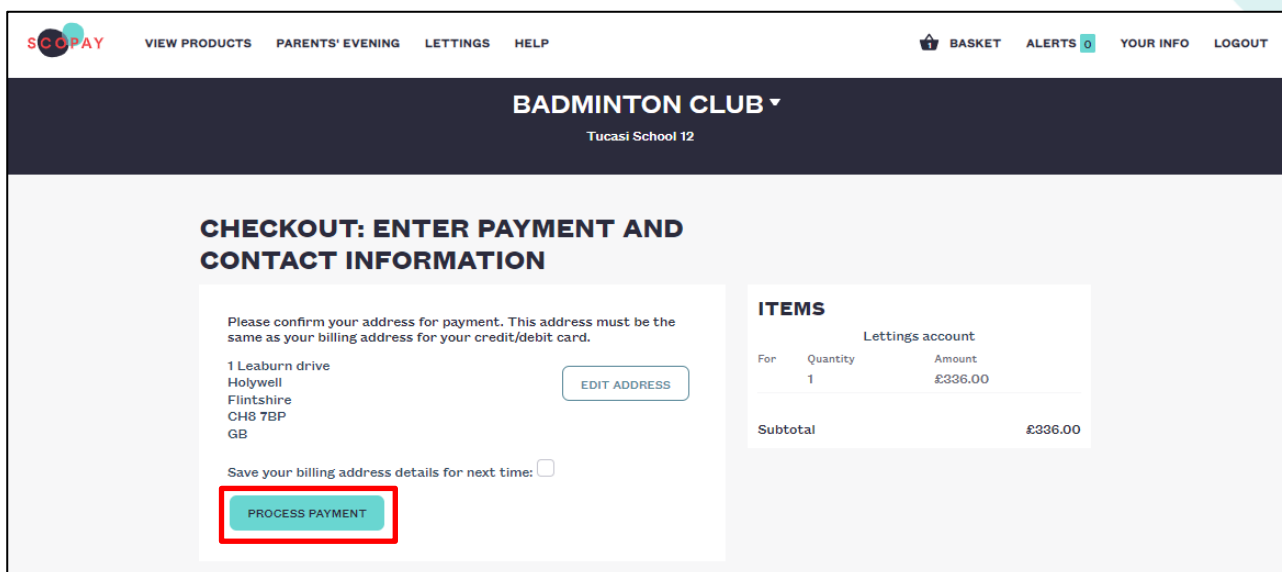
ADD TO BASKET

Select the basket icon and check the contents. Select **CHECKOUT**.



Check your address details (to match the payment card you are using). Select **EDIT ADDRESS** to make any changes.

Select **PROCESS PAYMENT**.



Complete the online payment – a receipt will be displayed on the screen (and can later be found under **YOUR INFO, PAYMENT HISTORY**).

HOW DO I MAKE A BOOKING?

This functionality is only available if set up by the school or sports facility.

To make a booking, login to your SCOPAY account:

Step 1

Go to the www.scopay.com website and login with your email address and password (note that Hirers must use a browser rather than the SCOPAY mobile app)



LOGIN

Email Address

Password

[LOGIN](#)

Step 2

Select the **LETTINGS** screen

SCOPAY VIEW PRODUCTS PARENTS' EVENING **LETTINGS** HELP BASKET ALERTS 0 YOUR INFO LOGOUT

BADMINTON CLUB
Tucasi School 12

LETTINGS: INVOICES

Invoice 6 - 28 Nov 2022 **£336.00**

[MAKE PAYMENT](#)

Account balances
Lettings account **£0.00**

Any **UPCOMING BOOKINGS** will be displayed.

Step 3
Select the **+ NEW BOOKING** option

SCOPAY VIEW PRODUCTS PARENTS' EVENING **LETTINGS** HELP BASKET ALERTS 0 YOUR INFO LOGOUT

BADMINTON CLUB
Tucasi School 12

LETTINGS BOOKING

[+ NEW BOOKING](#)

UPCOMING BOOKINGS

Reference	Date	Time	Facility	Booking notes	Status
13	02/01/2023	06:00 PM-07:00 PM	Gymnasium	None	Confirmed
13	09/01/2023	06:00 PM-07:00 PM	Gymnasium	None	Confirmed
13	16/01/2023	06:00 PM-07:00 PM	Gymnasium	None	Confirmed

LETTINGS BOOKING

Date/time

Select facilities

end

Step 4
Select the date and time
you wish to book and
select **NEXT**

SHOW ME AVAILABILITY...

On this date:

10/01/2023

At this time:

19:00

For (hours):

1

NEXT

LETTINGS BOOKING

Date/time

Select facilities

Step 5
Select the facility you wish to book
(click on **MORE INFO** to see any
further details about this facility).
Select **NEXT**.

CLICK TO SELECT THE FACILITIES

Availability for Tuesday 10 January 2023 At 19:00, for 1.0 hours (Change?)

Astroturf - Full
MORE INFO

Astroturf Half 1
MORE INFO

Astroturf Half 2
MORE INFO

Changing Rooms
MORE INFO

Classroom 1
MORE INFO

D&T
MORE INFO

Dining Hall
MORE INFO

Gymnasium
MORE INFO

ICT Suite 1
MORE INFO

Tennis Court 1
MORE INFO

Tennis Court 2
MORE INFO

1 facility selected

NEXT

The booking request will be sent and the Hirer will receive an email. The booking will display as **Provisional**. It can be **CANCELLED** here, if required.

LETTINGS BOOKING + NEW BOOKING

Messages X

- The booking request has been sent.

UPCOMING BOOKINGS

Reference	Date	Time	Facility	Booking notes	Status
13	02/01/2023	06:00 PM-07:00 PM	Gymnasium	None	✓ Confirmed
13	09/01/2023	06:00 PM-07:00 PM	Gymnasium	None	✓ Confirmed
14	10/01/2023	07:00 PM-08:00 PM	Gymnasium	View	Provisional CANCEL

Once the booking is confirmed, the Status will be updated to ✓ **Confirmed**.

LETTINGS BOOKING + NEW BOOKING

UPCOMING BOOKINGS

Reference	Date	Time	Facility	Booking notes	Status
13	02/01/2023	06:00 PM-07:00 PM	Gymnasium	None	✓ Confirmed
13	09/01/2023	06:00 PM-07:00 PM	Gymnasium	None	✓ Confirmed
14	10/01/2023	07:00 PM-08:00 PM	Gymnasium	View	✓ Confirmed

Under **Booking notes**, select **View** to display the **BOOKING DETAILS** with any **Notes**.

✓ Confirmed **BOOKING DETAILS**

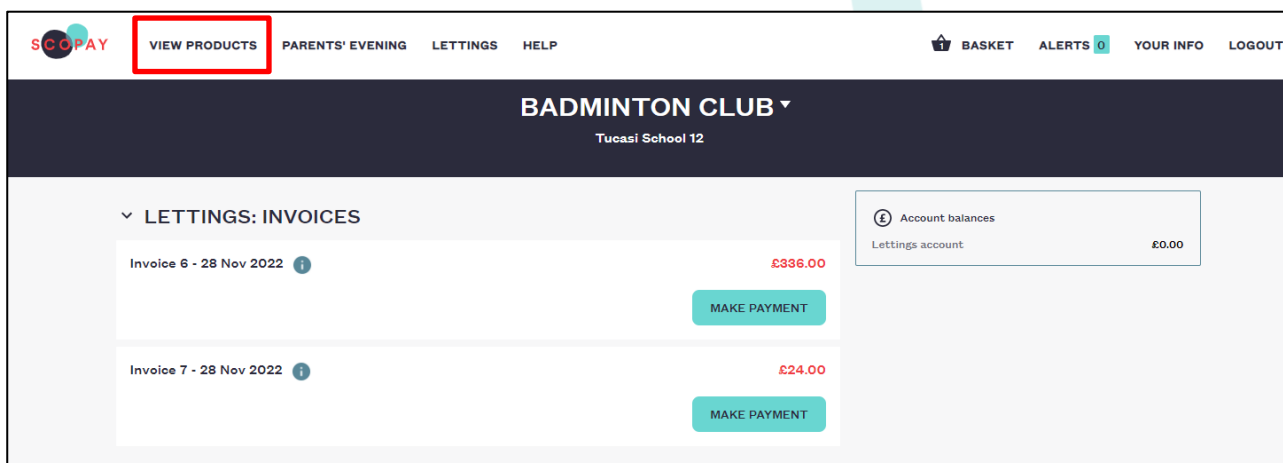
Date: 10/01/2023

Time: 07:00 PM-08:00 PM

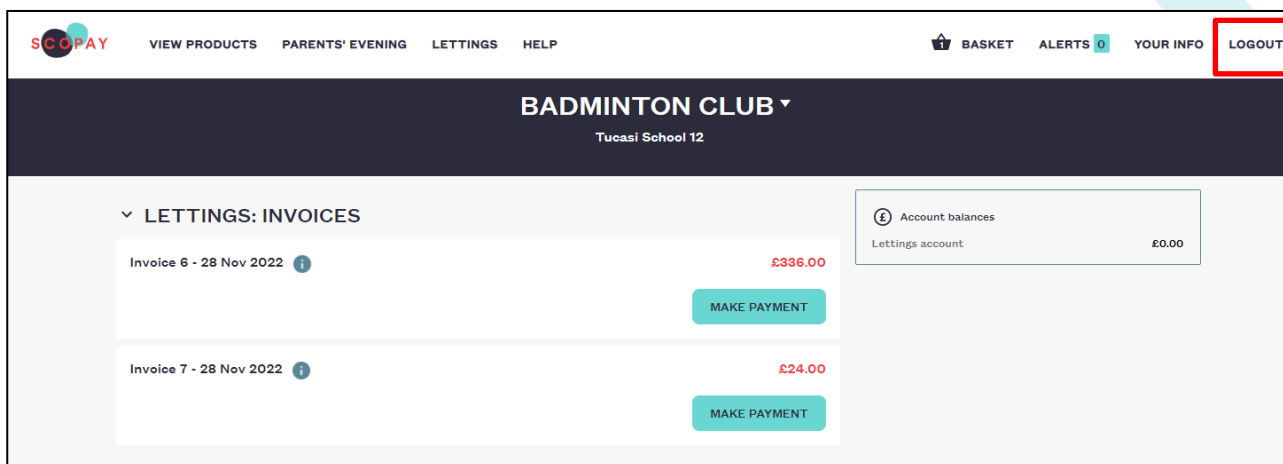
Facility: Gymnasium

Notes: With changing rooms please

Once an Invoice has been generated, this will be displayed on the **VIEW PRODUCTS** screen. See Page 2 of this document which describes how to pay an Invoice.



Select **LOGOUT** to sign out of your SCOPAY account.



❗ If you need help with SCOPAY or for further enquiries, please contact the School/Sports facility office.