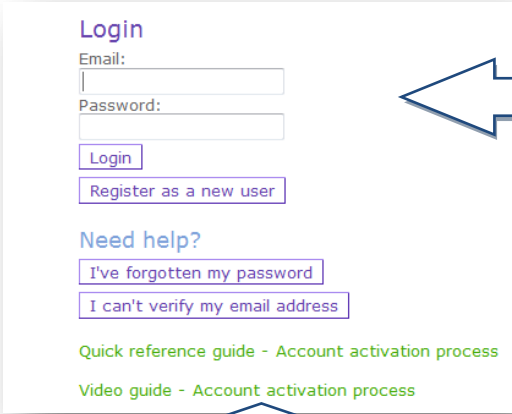


How do I see my current bookings?

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

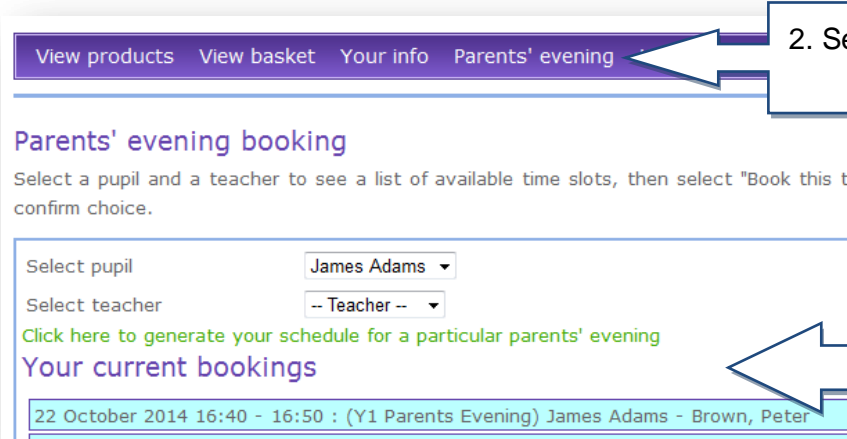


The screenshot shows a login form with the following elements:

- Login** header
- Email:
- Password:
-
-
- Need help?** section with links:
 -
 -
- Links for help: [Quick reference guide - Account activation process](#) and [Video guide - Account activation process](#)

1. Login with your **username** 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.



The screenshot shows the 'Parents' evening booking' page with the following elements:

- Navigation menu: View products, View basket, Your info, **Parents' evening**
- Section title: **Parents' evening booking**
- Text: Select a pupil and a teacher to see a list of available time slots, then select "Book this t... confirm choice.
- Form fields:
 - Select pupil: James Adams
 - Select teacher: -- Teacher --
- Link: [Click here to generate your schedule for a particular parents' evening](#)
- Section title: **Your current bookings**
- Table row: 22 October 2014 16:40 - 16:50 : (Y1 Parents Evening) James Adams - Brown, Peter

2. Select **Parents' evening**

3. Your current bookings will be listed in date/time order

How do I make a new booking online?

The screenshot shows the online booking system interface. At the top, there are two drop-down menus: 'Select pupil' with 'James Adams' selected and 'Select teacher' with 'Green, Tracy' selected. Below these is a link: 'Click here to generate your schedule for a particular parents' evening'. Underneath is the heading 'Your current bookings' followed by a list of existing bookings. The main section is titled 'Make a booking for Green, Tracy' and 'Gifted & Talented Review'. It shows the location 'Main Hall' and the date '18 November 2014'. A time slot grid is displayed with slots from 16:00 to 17:00. Some slots are green (available) and some are red (unavailable). A 'Book this time slot' button is visible for an available slot. A 'Confirm booking?' dialog box is open, showing the appointment details and 'Yes' and 'No' buttons.

1. Select the correct **pupil** and **teacher** using the drop-down arrows
2. Check the meeting details
3. Click **Book this time slot** on any available slot
4. Click **Yes** to confirm the booking

How do I cancel a booking online?

The screenshot shows the online booking system interface. At the top, there are two drop-down menus: 'Select pupil' with 'James Adams' selected and 'Select teacher' with 'Green, Tracy' selected. Below these is a link: 'Click here to generate your schedule for a particular parents' evening'. Underneath is the heading 'Your current bookings' followed by a list of existing bookings. The main section is titled 'Make a booking for Green, Tracy' and 'Gifted & Talented Review'. It shows the location 'Main Hall' and the date '18 November 2014'. A time slot grid is displayed with slots from 16:00 to 16:40. Some slots are green (available), some are red (unavailable), and one is orange (has a booking). A 'Cancel this booking' button is visible for the orange slot. A 'Cancel booking?' dialog box is open, showing the appointment details and 'Yes' and 'No' buttons.

1. Select the correct **pupil** and **teacher** using the drop-down arrows
2. Click **Cancel this booking**
3. Click **Yes**, to confirm the cancellation

How do I move my booking to an alternative time?

1. Select the correct **pupil and **teacher** using the drop-down arrows**

2. Click **Move booking to this slot**

3. Review the message and click **Yes, to confirm the cancellation**

How do I print out my schedule for a meeting?

1. Click the **Click here to generate your schedule... message**

2. Select the appropriate meeting from the drop-down menu, click **Submit**

Parents' evening meeting schedule

Y1 Parents Evening

Reported at Monday 6 October 2014 18:08

Wednesday 22 October 2014

Time	Pupil	Teacher	Location	Subject
16:40 - 16:50	James Adams	Peter Brown		
16:50 - 17:00	James Adams	Julie Garland		

To print your schedule press CTRL + P on your keyboard, or use the print button on your web browser's menu.

Exact instructions for printing will depend on the browser you are using (eg Internet Explorer, Mozilla Firefox or Google Chrome)