



ParentPay Parent Pre-Selection

Guide to Ordering via ParentPay

Step 1 – Log on to your ParentPay account. Click on the 'Make Meal Bookings' box under the child you would like to book meals for

ParentPay Home Parent	Account Communic	ation Profile Settings H	ep			Logout 🕞
Welcome, Tain Flampton (iain@cysad.com)			/	/		۳.
Diza Stuart	Kyle	Eliza Dinne: mone	y balance: £21.00	۲	Stuart Dinner money balance: £0.70	
Angus Lucy Add e child	Somuel	YI	Make meal bookings Pay for other items		Make meal bookings Pay for other items	
Active Payment items Historic Payment items	>	Kyle Dinner mone;	r balance: E6.02	۲	Angus Dinner money balance: £2.30	
Transaction history	+	¥1	Make meal bookings Pay for other items	ΥI	Make meal bookings Pay for other items	0
Add a child View school and caterer	+	Lucy			Samuel	
ParentPay support	+	Dinner mone;	y balance: E0.00		Dinner money balance: £13.40	
		91	Make meal bookings Pay for other items		Make meal bookings Pay for other items	0
			View all items		Set up Parent Account	

Step 2 – Ensure the drop down box is set to 'Lunchtime'. Click 'Make or View Bookings'

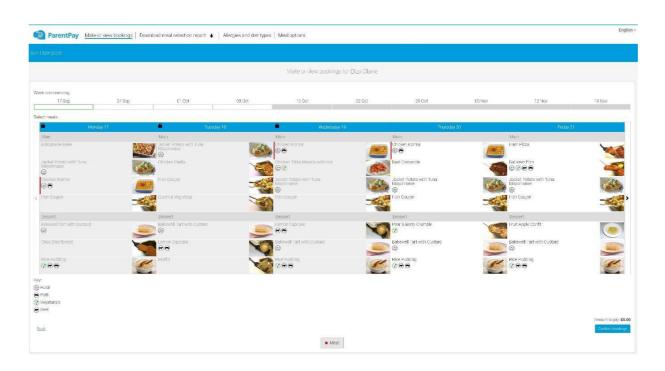
ParentPay	Home Parent Account Co	ommuni	Incation Profile Settings Help	et Ge
Welcome, Tain Hampton (tain@cy)	sad.com)			. -
			Elizais bookings	
Eliza Angus (+) Add a child	Stuart Kyle		Make or view bookings To book please select from the options below and then select. Make or view bookings. Make bookings for View provem bookings	
Home		>	Add to bookings balance	
Child's page		>	If you wish to add to your bookings belance, you can do so by selecting 'Add to bookings balance'. Add to accorgo balance	
Child profile		+		
Bookings		+		
Make or view bookings		>		
Unpaid bookings		>		
View menus and choices				

Cypad 🌄



Step 3 – This will take you through to the menu where

you can select the meals for your child. You can navigate through the available weeks, to select meals in advance, by clicking on the box under the date. You are unable to select meals for the previous days and for the current day.



Step 4 – Once you have made the selections you must click 'Confirm Bookings' in the bottom right corner. If your child is UIFSM or FSM you will still need to follow through to payment screen, however no payment will be taken from your account

Amount to pay: £3	\$5.50	E Cowelascines section riport + Aver	cer and der types Meal pattors Moderner Verlar tocklange for P	ton Chine		Epota).+
Confirm bookir	ngs	Turangy 18 Manu Luwak Dalacawii Tura	Vali Vali Dicher Kunne	./2 Dp 24 (b). Thursday 20 Main Chicker Avros	Diritor 12 hrs Muh Han Paza	10.50%
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	Gradie de Constantino de Constantin		• 400	80 080	296°	





Step 5 – You have now confirmed your meal bookings and will see the following screen.

ParentPay H	ome Parent Account Commun	cation Profile Settings Help. Inger G
Welcome, Tain Hampton (Tain@cypac	icom)	
Elza S	Raari Kyle Lucy Samuel	Bookings saved Your bookings have been successfully saved. You have sufficient balance to cover the cost of these bookings.
Home	>	
Child's page	>	
Child profile	+	
Bookings	+	
Make or view bookings	>	
Unpaid bookings	>	
View menus and choices	>	

If you would like to view the pre-selections you have made, you will need to go back through Step 1 & 2 to reach the menu screen.

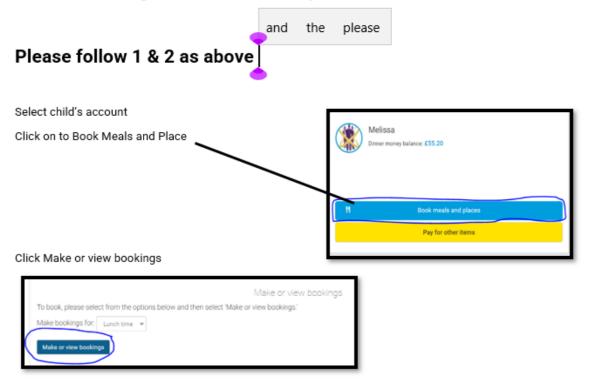
You will see an option to 'Download Meal Selection Report', click this option and open the downloaded PDF file. This will show you all selections you have made for your child over the coming weeks. You can print this out and stick it on your fridge to remind yourself/your child what meal choice they are having on each day

		Your sch	nool meals 17 Sep to 29 Oc	t	
Eliza Clarke					
W/C	Monday	Tuesday	Wednesday	Thursday	Friday
17 Sep 18	No menu items	No menu items	No menu items	Chicken Korma Pear & Berry Crumble	Battered Fish Fruit Apple Confit
24 Sep 18	Chicken Korma Bakewell Tart with Custard	Jacket Potato with Tuna Mayonnaise Muffin	Chicken Tikka Masala with rice Lemon Cupcake	Chicken Korma Bakewell Tart with Custard	Battered Fish Fruit Apple Confit
01 Oct 18	Chicken Korma Choc Shortbread	Chicken Paella Muffin	Jacket Potato with Tuna Mayonnaise Bakewell Tart with Custard	Beef Casserole Bakewell Tart with Custard	Battered Fish Bakewell Tart with Custard
08 Oct 18	Chicken Korma Choc Shortbread	Chicken Paella Muffin	Chicken Tikka Masala with rice Lemon Cupcake	Beef Casserole Bakewell Tart with Custard	Jacket Potato with Tuna Mayonnaise Fruit Apple Confit





Parents wishing to cancel a child's prebooked meal.



Parents cannot cancel a booking for the day if it is after the cut off.

The padlock shown means that the parent has now been locked out for that day to cancel a meal.

 Friday 12

 Main

 Chearny Tuna Baked Potato

 Orrapy Fish and Chips

 Ocheese Jacker with Salad

 Cheese Jacker with Salad

 Chickpea Korma

 Ochickpea Korma

 Ocasey's Vegetable Crumble

 Sudd Chipy Spuds (V)

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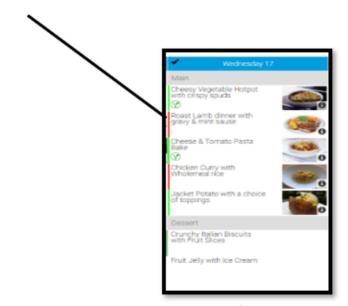




Parents can cancel a meal – They complete this by clicking into the meal selection displayed green and unselect the meal choice.



The meals have now been unselected



Parent must select confirm bookings to confirm the cancelled meals

