



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

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)

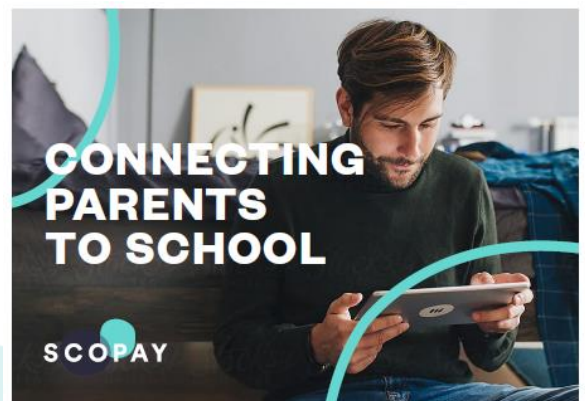
Parents should check with their school to see which of the following options are available to you:

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

Go to the
www.scopay.com website
and login with your email
address and password

*(note that it is not yet possible
to book meetings on the
SCOPAY mobile app)*



LOGIN

Email Address

Password

LOGIN

Step 2

Select the child you wish to
make a booking for

Step 3

Tap on
PARENTS' EVENING

SCOPAY VIEW PRODUCT **PARENTS' EVENING** HELP

BASKET ALERTS 0 YOUR INFO LOGOUT

MARY ACKROYD
SCOPAY School

PARENTS' EVENING BOOKING

Select meeting

Select meeting

April 2019

Step 4

Tap **Select meeting**
and tap the required meeting

❗ 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.

① 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

① 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	The current booking(s) display here		
TUE, APR 30				
16:00 - 16:05	CANCEL BOOKING	BOOK	BOOK	BOOK
16:05 - 16:10	MOVE HERE	BOOK	BOOK	BOOK
16:10 - 16:15	MOVE HERE	UNAVAILABLE	BOOK	UNAVAILABLE
16:15 - 16:20	MOVE HERE	BOOK	BOOK	BOOK

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

Step 1
Tap **MOVE HERE** against the new booking time

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

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

Step 2
Tap **YES** to move the booking

YES NO

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

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.

The screenshot shows the 'PARENTS' EVENING BOOKING' interface. At the top, it says 'Select meeting' and 'April 2019'. Below this is the 'MEETING SCHEDULE' section with the text 'Meetings booked below will be added to your schedule'. Two buttons are visible: 'VIEW MY SCHEDULE' and 'DOWNLOAD MY SCHEDULE'. Red dashed lines and boxes highlight these buttons, with callouts explaining their functions.

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

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