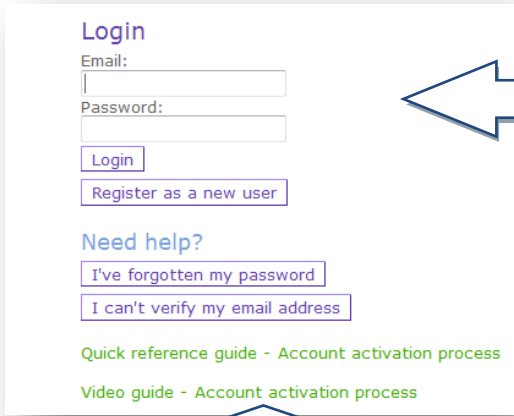


How do I see my current bookings?

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

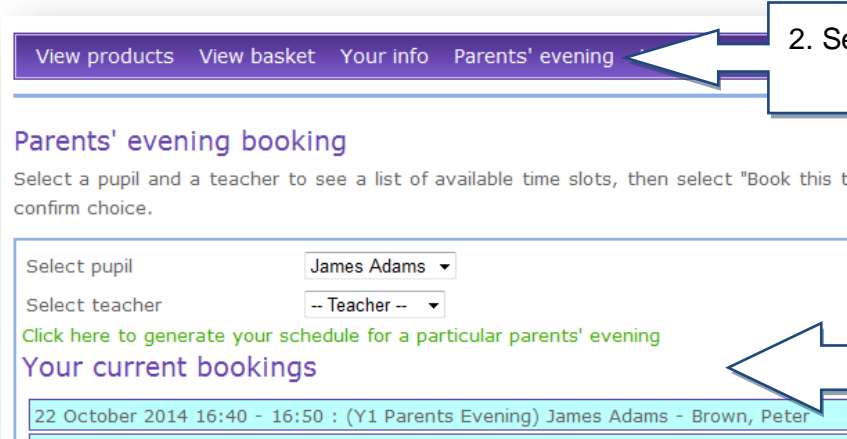


The screenshot shows a login form with the following elements:

- Login** header
- Email:
- Password:
-
-
- Need help?** section with links:
 -
 -
- Links at the bottom:
 - [Quick reference guide - Account activation process](#)
 - [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 bar: [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:
 - Select teacher:
- Link: [Click here to generate your schedule for a particular parents' evening](#)
- Section title: **Your current bookings**
- Table header: [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 'Make a booking for Green, Tracy' page. 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 a section titled 'Your current bookings' with one entry: '22 October 2014 16:40 - 16:50 : (Y1 Parents Evening) James Adams - Brown, Peter'. The main section is 'Make a booking for Green, Tracy' for a 'Gifted & Talented Review' at 'Main Hall' on '18 November 2014'. It shows a time slot grid with the following slots and buttons: 16:00 - 16:10 (Book this time slot), 16:10 - 16:20 (Unavailable), 16:20 - 16:30 (Book this time slot), 16:30 - 16:40 (Unavailable), 16:40 - 16:50 (Book this time slot), and 16:50 - 17:00 (Book this time slot). A 'Confirm booking?' dialog box is open, showing 'Appointment to see Green, Tracy regarding James Adams at 16:20 - 16:30' and 'Yes'/'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 'Make a booking for Green, Tracy' page. 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 a section titled 'Your current bookings' with two entries: '22 October 2014 16:40 - 16:50 : (Y1 Parents Evening) James Adams - Brown, Peter' and '18 November 2014 16:20 - 16:30 : (Gifted & Talented Review) James Adams - Green, Tracy'. The main section is 'Make a booking for Green, Tracy' for a 'Gifted & Talented Review' at 'Main Hall' on '18 November 2014'. It shows a time slot grid with the following slots and buttons: 16:00 - 16:10 (Move booking to this slot), 16:10 - 16:20 (Unavailable), 16:20 - 16:30 (Cancel this booking), and 16:30 - 16:40 (Unavailable). A 'Cancel booking?' dialog box is open, showing 'Cancel booking?' and 'Yes'/'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)