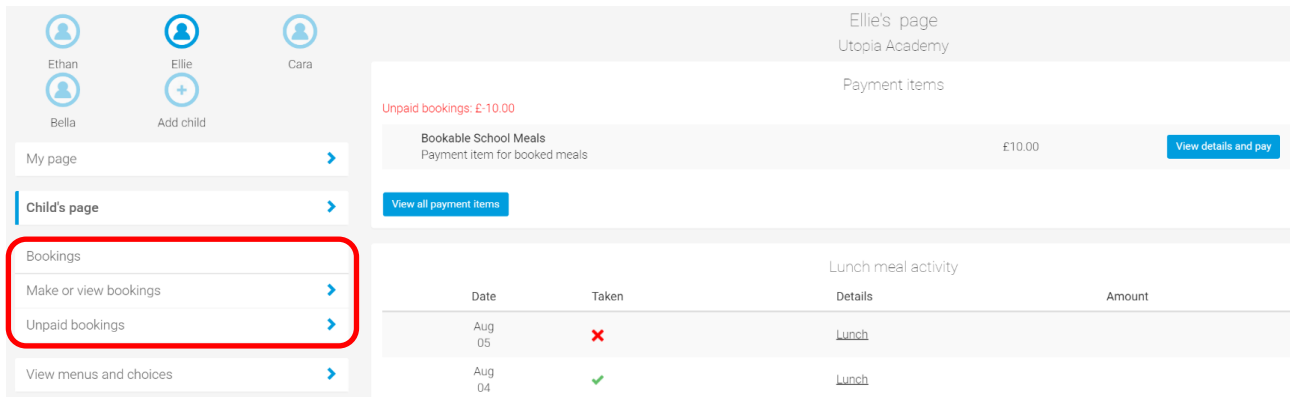


## How to make a meal or event booking

If your child's school make use of the booking service, you will be able to pre book your child's meals and/or event places. This will enable you to book places for services offered by the school, enable your school to more effectively budget, minimise food wastage and will reduce the administrative burden on the school administrators.

To determine if your school use the booking feature, select your child and check the side menu to determine if you have the option for **Bookings**.

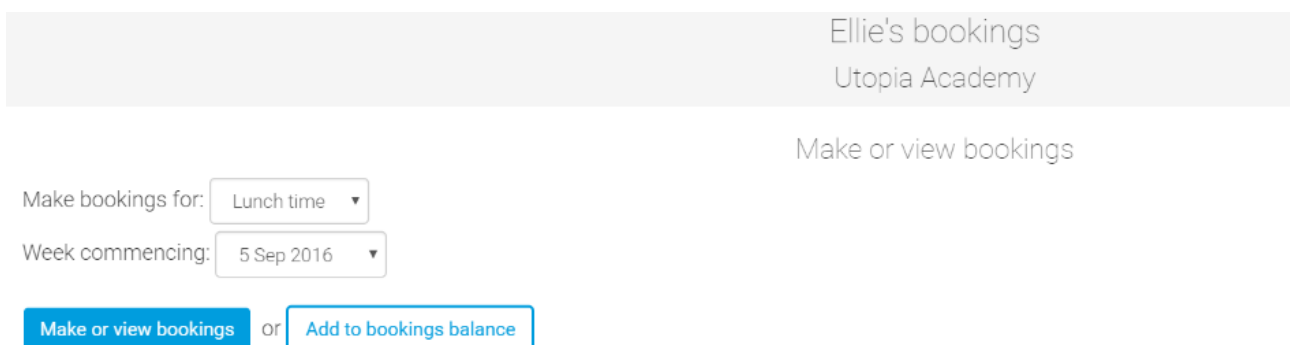


The screenshot shows the ParentPay interface for a user named Ellie at Utopia Academy. The side menu on the left has 'Bookings' highlighted with a red box. The main content area shows 'Unpaid bookings: £-10.00' and a table of 'Bookable School Meals'.

| Date   | Taken | Lunch meal activity | Amount |
|--------|-------|---------------------|--------|
| Aug 05 | ✗     | Lunch               |        |
| Aug 04 | ✓     | Lunch               |        |

To make/edit a booking:

1. Select the child you wish to make bookings for
2. From the navigation panel select **Bookings > Make or view bookings**
3. Select the appropriate 'Booking type' e.g Lunch time. If only one service is available there will only be one option listed
4. Choose the period you wish to make or edit a booking for using 'Week commencing' then select **Make** or **view bookings**



The screenshot shows the 'Make or view bookings' form for Ellie at Utopia Academy. The form includes dropdown menus for 'Make bookings for:' (set to 'Lunch time') and 'Week commencing:' (set to '5 Sep 2016'). There are two buttons: 'Make or view bookings' and 'Add to bookings balance'.

## 5. Select **Make selections**.

Depending on the type of bookings available at your school, you will now be presented with a booking screen with the relevant functionality, as below:

Booking only - the ability to book meals or events for specific days

**Cara's meal selections**  
Utopia Test Site

Lunch time selection

PLEASE NOTE: When confirming your booking, if the Payment due value is not £0.00, you will need to credit the account within 2 hours. Failure to do so will result in your booking being cancelled.  
This will in no way affect free school meal bookings as these are always considered as zero cost.

Week commencing 18th Jan 2016

| Mon<br>18 Jan | Tue<br>19 Jan | Wed<br>20 Jan | Thu<br>21 Jan | Fri<br>22 Jan |
|---------------|---------------|---------------|---------------|---------------|
| Book a meal   | Book a meal   | Book a meal   | Book a meal   | Book a meal   |
| Clear day     |               |               |               |               |

Booking with selection – the ability to review the items planned for the meal or event and then the option to book that item

Lunch time selection

PLEASE NOTE: When confirming your booking, if the Payment due value is not £0.00, you will need to credit the account within 2 hours. Failure to do so will result in your booking being cancelled.  
This will in no way affect free school meal bookings as these are always considered as zero cost.

Week commencing 18th Jan 2016

| Mon<br>18 Jan   | Tue<br>19 Jan   | Wed<br>20 Jan   | Thu<br>21 Jan   | Fri<br>22 Jan   |
|---|---|---|---|---|
| Book a meal   | Book a meal   | Book a meal   | Book a meal   | Book a meal   |
| Macaroni Cheese   | Chicken Pie served with Gravy & Mashed Potato         | Roast Gammon served with Boiled Potatoes              | Homemade Beef Burger served with Potato Wedges        | Fish Fingers served with Chips                        |
| Homemade Cheese Potato & Onion pasty served with crushed potato | Vegetable Casserole served with New Potatoes          | Vegetarian Sausage served with Mashed Potato & Gravy  | Sweet & Sour Vegetables served with Rice              | Creamy Leek & Cheese Potato Boats                     |
| Jacket Potato with choice of Beans, Cheese or Colelaw           | Jacket Potato with choice of Beans, Cheese or Colelaw | Jacket Potato with choice of Beans, Cheese or Colelaw | Jacket Potato with choice of Beans, Cheese or Colelaw | Jacket Potato with choice of Beans, Cheese or Colelaw |
| Seasonal Vegetables   | Seasonal Vegetables                                   | Seasonal Vegetables                                   | Seasonal Vegetables                                   | Seasonal Vegetables                                   |
| Australian Crunch   | Eve's Pudding & Custard                               | Jelly & Pineapple                                     | Parkin Cake   | Orange Shortbread                                     |
| Clear day   |   |   |   |   |

Menu selection – the ability to view and select individual menu choices for a day in a combination of mandatory and optional choices

Lunch time selection

PLEASE NOTE: When confirming your booking, if the Payment due value is not £0.00, you will need to credit the account within 2 hours. Failure to do so will result in your booking being cancelled.  
This will in no way affect free school meal bookings as these are always considered as zero cost.

Week commencing 25th Jan 2016

| Mon<br>25 Jan                        | Tue<br>26 Jan  | Wed<br>27 Jan   | Thu<br>28 Jan   | Fri<br>29 Jan                                  |
|--------------------------------------|--|---|---|--|
| Sweet Chilli<br>Chicken Rice<br>Peas | Roast Beef Roast<br>Potatoes Carrots<br>Green Beans            | Jumbo Fish<br>Fingers Chips<br>Baked Beans              | Roast Turkey<br>Mashed<br>Potatoes<br>Carrots &<br>Broccoli                 | Italian Beef<br>Meatballs Pasta<br>Shells      |
| Stir Fry<br>Vegetables Rice<br>Peas  | Cauliflower<br>Cheese Roast<br>Potatoes Carrots<br>Green Beans | Veggie Bites<br>Chips Baked<br>Beans                    | Red Onion &<br>Cheese Quiche<br>Mashed<br>Potatoes<br>Carrots &<br>Broccoli | Quorn Balls in<br>Tomato Sauce<br>Pasta Shells |
| Jacket Potato<br>with Baked<br>Beans | Jacket Potato<br>with Cheese                                   | Jacket Potato<br>with Tuna &<br>Sweetcorn<br>Mayonnaise | Jacket Potato<br>with Bacon &<br>Beans                                      | Jacket Potato<br>with Curried<br>Chicken       |
| Iced Sponge                          | Fruit Jelly  | Mixed Fruit<br>Sponge & Custard                         | Apricot Flapjack  | Chocolate<br>Cookies                           |
| Yoghurt                              | Yoghurt  | Yoghurt   | Yoghurt   | Yoghurt  |
| Fresh Fruit                          | Fresh Fruit  | Fresh Fruit   | Fresh Fruit   | Fresh Fruit                                    |
| Clear day                            | Clear day  | Clear day   |   |  |

Select the meals for your child. A summary of your bookings will show at the bottom of the page with any previous unpaid bookings showing in red.

Booking summary

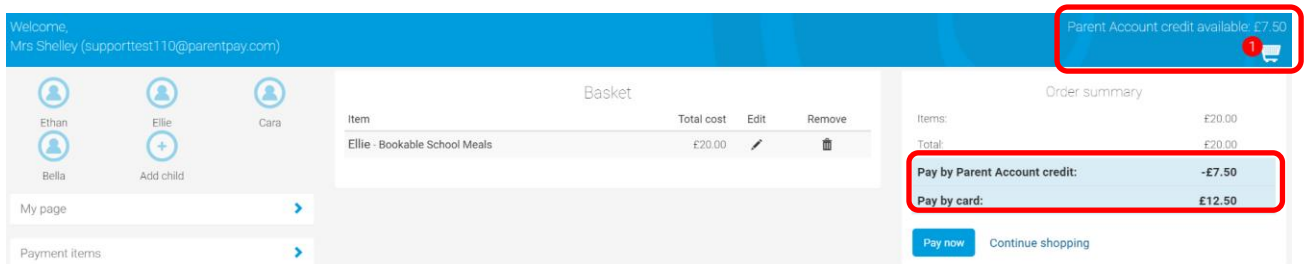
[Show symbols](#) | [Help](#) | [Hide info](#)

| Ellie Shelley's Lunch time |               |
|----------------------------|---------------|
| Bookings added             | 5             |
| Bookings cancelled         | 0             |
| Cost of new bookings       | £10.00        |
| <b>Unpaid bookings</b>     | <b>£10.00</b> |
| Payment due                | <b>£20.00</b> |

[Cancel](#)
[Confirm bookings](#)

**Note:** Lunchtime meal bookings must be paid for within two hours of selecting them. Failure to do so will result in them being automatically cancelled.

- Review the *Booking summary* screen and select **Confirm bookings**. Any credit from your Parent Account will be deducted from the balance to pay. If there is a value in the 'Payment due' section, select **Pay Now** and you will be taken to the payment screen to complete your booking.



Welcome, Mrs Shelley (supporttest110@parentpay.com)

Parent Account credit available: £7.50

| Item                          | Total cost | Edit                 | Remove                 |
|-------------------------------|------------|----------------------|------------------------|
| Ellie - Bookable School Meals | £20.00     | <a href="#">Edit</a> | <a href="#">Remove</a> |

| Order summary                 |        |
|-------------------------------|--------|
| Items:                        | £20.00 |
| Total:                        | £20.00 |
| Pay by Parent Account credit: | -£7.50 |
| Pay by card:                  | £12.50 |

[Pay now](#) [Continue shopping](#)

**Note:** Free School Meals (FSM) and Infant Free School Meals (UFSM) are automatically calculated and will reduce the 'Payment due' value where appropriate. In most cases this will show a zero cost. You should still confirm the bookings to ensure that they are registered on the system for your school to view and plan for.