SCOPAY

GUIDE FOR PARENTS

MAKING PAYMENTS ON SCOPAY

This Guide provides help with the following

- How to add items to your basket
- How to get to the checkout
- How to make a payment
- How to view your child's school meal history

Other SCOPAY Guides for Parents

All parents:

How to **Manage your SCOPAY Account**

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 **Book a Parents' Evening Meeting**
How to **Save Card Details/ Recurring Payments**

CONNECTING PARENTS TO SCHOOL

SCOPAY

You might see slight variations to the SCOPAY layout depending on the type and size of screen display you are using.

HOW DO I ADD ITEMS TO MY BASKET?

ⓘ To enable you to register your child's SCOPAY account you will need a letter or email from your school with a unique Link Code or QR Code. You will also need an active email address. Once your account is created, you will receive an email with a link which will enable you to verify the account.

SCOPAY

LOGIN

Email Address

Password

LOGIN

Step 1
Go to the www.scopay.com website or the SCOPAY Mobile App and login with your email address and password

MARC ACKROYD ▾
SCOPAY School

French For Beginners - SCOPAY School

Marc Ackroyd - SCOPAY School

Mary Ackroyd - SCOPAY School

Step 2
Select the child you wish to make a payment for

∨ **ACCOUNT BALANCES**

After School Activities ⓘ   £1.00

VIEW HISTORY   VIEW CALENDAR   MAKE PAYMENT

Breakfast Club ⓘ   -£8.00

VIEW HISTORY   ORDER SESSIONS   MAKE PAYMENT

Dinner Money ⓘ   -£16.00

VIEW HISTORY   ORDER MEALS   MAKE PAYMENT

Step 3
Tap the item name or the
VIEW HISTORY
button to view further details

After School Activities ⓘ   £1.00

VIEW HISTORY   VIEW CALENDAR   MAKE PAYMENT

Step 3
Top up an item by tapping
MAKE PAYMENT

Step 4
Enter the amount you wish to pay and tap
ADD TO BASKET

After School Activities   ✕

Current Balance: £1.00

Enter Top-Up Amount

15.00

ADD TO BASKET

⌄ **SWEATSHIRTS: PRODUCTS**

Sweatshirt 24" ⓘ   £8.50
                        Quantity   0 ⌄   ADD TO BASKET

Sweatshirt 26" ⓘ   £8.50
                        Quantity   0 ⌄   ADD TO BASKET
                                     0
                                     1
                                     2
                                     3   £8.50
Sweatshirt 28" ⓘ   4
                        Quantity   5   ADD TO BASKET

Step 5
If it's a product,
you wish to buy
such as uniform or books,
tap the down arrow to select
the Quantity and click
ADD TO BASKET

HOW DO I CHECKOUT?

Step 6

Tap on your basket

2 BASKET ALERTS 18 YOUR INFO LOGOUT

Step7

Check the items in your basket and edit if necessary.

Tap **CHECKOUT**

YOUR BASKET

		Qty.	Name	For	Total	
EDIT	DELETE	1	After School Activities	Marc Ackroyd	£15.00	**TOTAL** £23.50
EDIT	DELETE	1	Sweatshirt 26"	Marc Ackroyd	£8.50	CHECKOUT
				Subtotal:	£23.50	

Step 8

Confirm your billing address. Tap EDIT ADDRESS to make any changes.

ⓘ *The billing address must match the address of the bank card you will use for online payments.*

CHECKOUT: ENTER PAYMENT AND CONTACT INFORMATION

Please confirm your address for payment. This address must be the same as your billing address for your credit/debit card.

MrBobbyAckroyd
221b Baker Street
Holywell
Flintshire
CH8 7BP
GB

EDIT ADDRESS

Tick here to save your details for next time: ☐

PROCESS PAYMENT

Step 9

Select **Tick here to save your address details for next time:**

Step 10

Tap **PROCESS PAYMENT**

Step 11
Select your payment method, enter your card details and tap on **submit order**

Note that that the payment page might look different to this example if your child's school uses a Local Authority payment Gateway.

Step 12
A receipt will be displayed on SCOPAY and you will receive an email confirming your purchase
(remember to check your email spam/junk folder)

PAYMENT DETAILS

Please keep this receipt for your records.   VIEW PRINTER FRIENDLY VERSION

Item	For	Price	Quantity	Total	Order status
After School Activities	Marc Ackroyd	£15.00	1	£15.00	
Sweatshirt 26"	Marc Ackroyd	£8.50	1	£8.50	Open

Totals	Payment status	
Total: £23.50	Paid online	WorldPay

Billing information	Payment information
62 Graham Road	Transaction number: 100000034
Flintshire, OX6 1ZG	Date placed: 20 May 2019
GB	11:47
sm@tucasi.com	Status: COMPLETE

ⓘ Your child's balance will be updated on SCOPAY and in school.
Note that for secondary schools topping up canteen accounts, it might take up to an hour for the canteen to pull the payments down to their system.
Please check with the school office for further information.

HOW DO I VIEW MY CHILD'S SCOPAY HISTORY?

Under School Dinners tap

VIEW HISTORY

- -

School Dinners

VIEW HISTORY
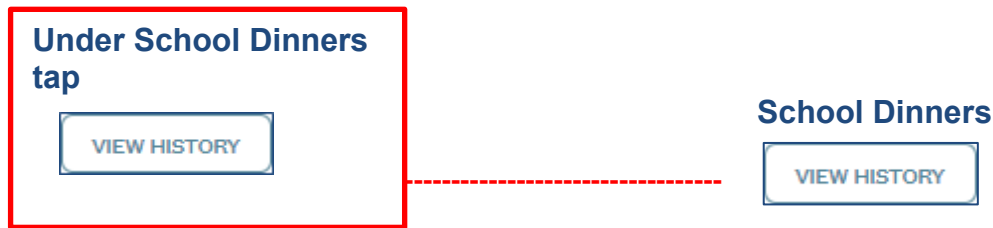
You will see all online payments and the purchases made in the cafeteria.

← **PAYMENT HISTORY FOR CAFETERIA ACCOUNT**

Description	Date	Paid	Amount
Cafeteria account	15 Mar 2019 16:26	Online	£15.00
1 x Water Lrg, 1 x Mini Cuplet, 1 x Large Baguette	15 Mar 2019 12:30	Online	-£2.68
1 x Misc, 1 x Tray Bakes, 1 x Sandwich	14 Mar 2019 13:15	Online	-£3.11

SUMMARY

Date of last online payment:
16 Mar 2019 16:25

Last online payment amount:
£15.00

Current balance:
£18.00

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