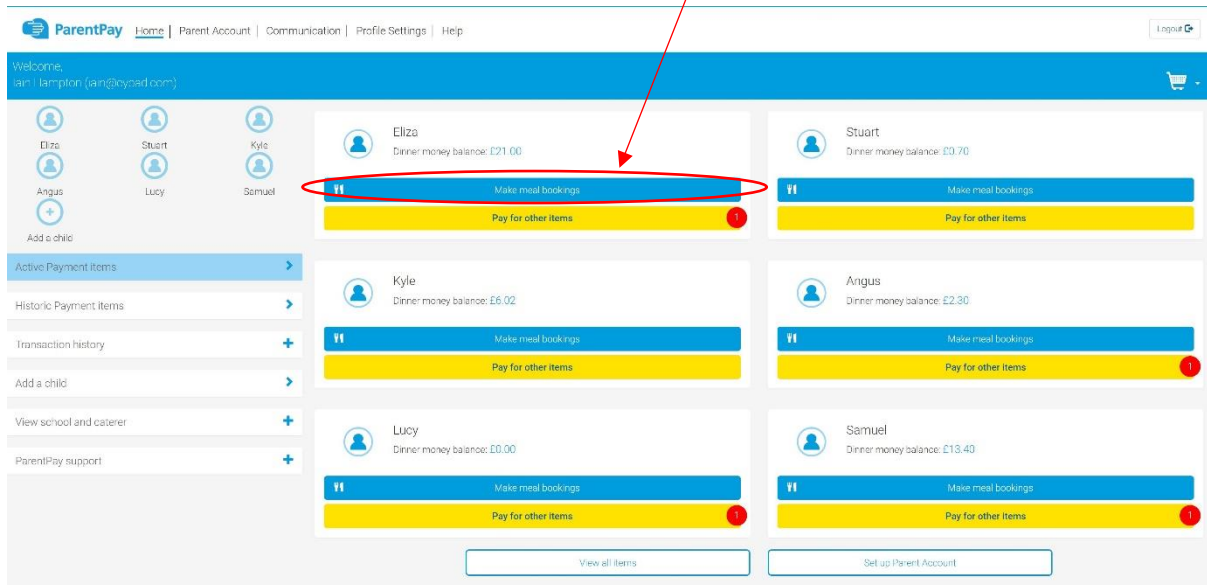


## ParentPay Parent Pre Selection

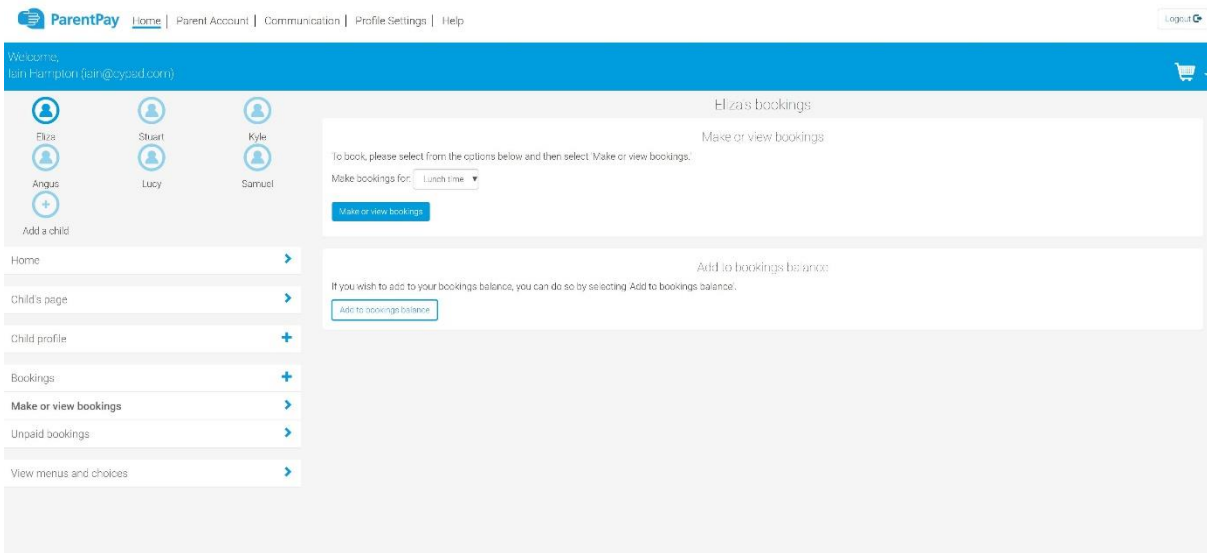
### Guide to Ordering via ParentPay

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



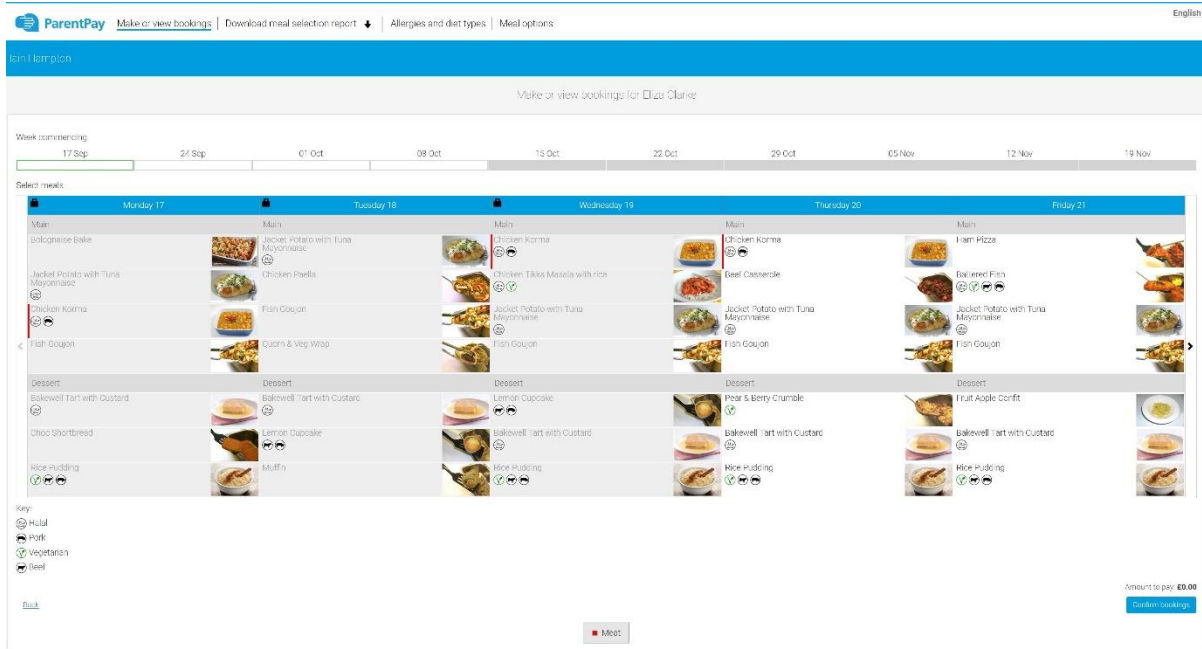
The screenshot shows the ParentPay dashboard for user Iain Hampton. The dashboard features a grid of child profiles, each with a 'Dinner money balance' and two buttons: 'Make meal bookings' and 'Pay for other items'. A red circle highlights the 'Make meal bookings' button for Eliza, with a red arrow pointing to it from the text above. The children listed are Eliza (£21.00), Stuart (£9.70), Kyle (£6.02), Angus (£2.30), Lucy (£0.00), and Samuel (£13.40). A sidebar on the left contains navigation options like 'Active Payment Items', 'Historic Payment Items', and 'Transaction history'. At the bottom, there are buttons for 'View all items' and 'Set up Parent Account'.

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



The screenshot shows the 'Eliza's bookings' page. At the top, it says 'Eliza's bookings' and 'Make or view bookings'. Below this, there is a dropdown menu labeled 'Make bookings for:' with 'Lunch time' selected. A blue button labeled 'Make or view bookings' is visible. Below the dropdown, there is a section titled 'Add to bookings balance' with a button labeled 'Add to bookings balance'. The left sidebar shows navigation options like 'Home', 'Child's page', 'Child profile', 'Bookings', 'Make or view bookings', 'Unpaid bookings', and 'View menus and choices'.

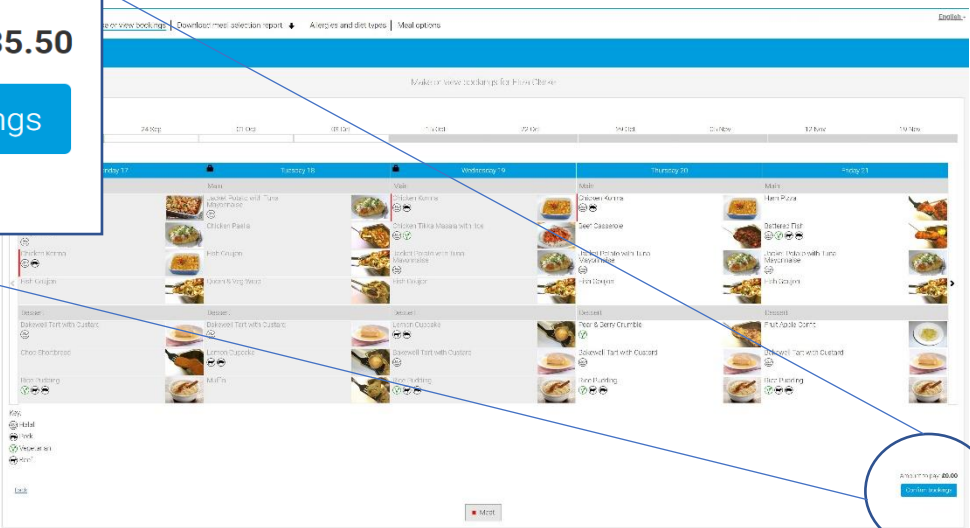
Step 3 – This will take you through to the menu where you can select the meals for your child. You can navigate through the available weeks, to select meals in advance, by clicking on the box under the date. You are unable to select meals for the previous days and for the current day.



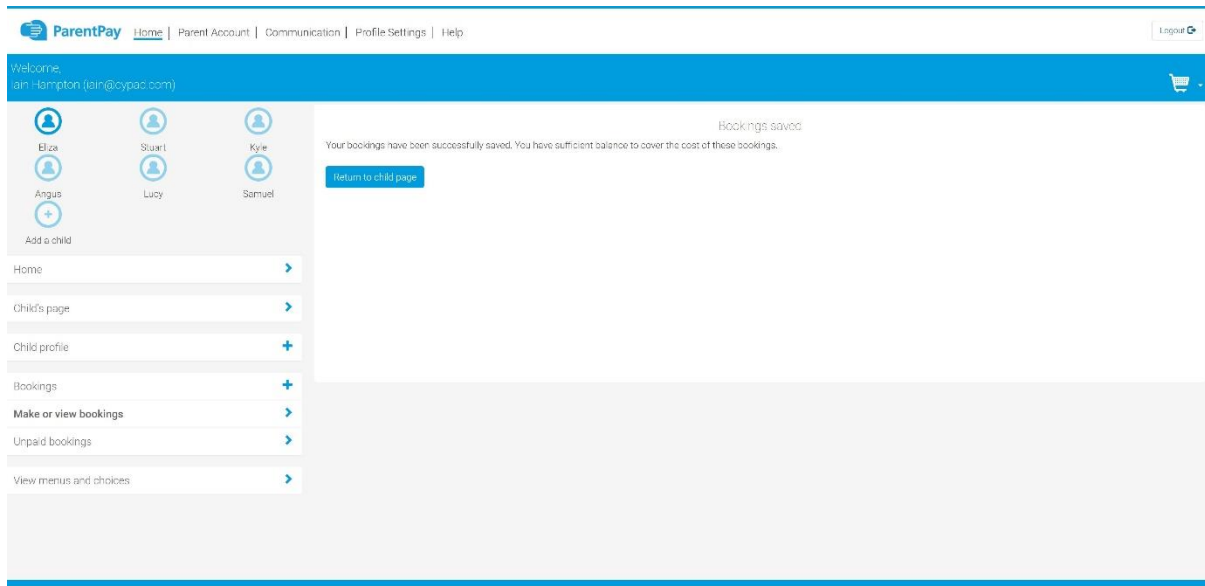
Step 4 – Once you have made the selections you must click 'Confirm Bookings' in the bottom right corner. If your child is UIFSM or FSM you will still need to follow through to payment screen, however no payment will be taken from your account

Amount to pay: **£35.50**

Confirm bookings

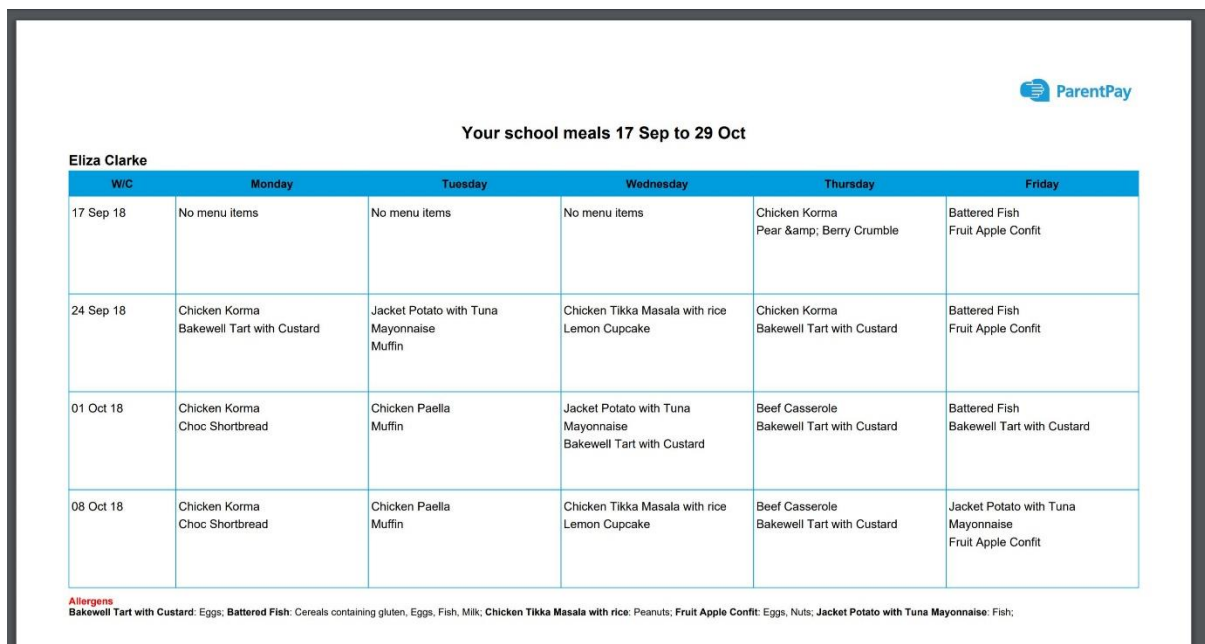



Step 5 – You have now confirmed your meal bookings and will see the following screen.



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 school meals 17 Sep to 29 Oct**

**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

**Allergens**  
**Bakewell Tart with Custard:** Eggs; **Battered Fish:** Cereals containing gluten, Eggs, Fish, Milk; **Chicken Tikka Masala with rice:** Peanuts; **Fruit Apple Confit:** Eggs, Nuts; **Jacket Potato with Tuna Mayonnaise:** Fish;