



## PARENT INSTRUCTIONS FOR BOOKING BREAKFAST CLUB VIA PARENTPAY

**\*\*Making bookings\*\***

1. Go to [www.parentpay.com](http://www.parentpay.com) and log in
2. Select the child to make bookings for
3. Select **\*\*Bookings > Make or view bookings\*\***

Welcome,  
Alice Alpha (testparent654321@outlook.com)

Adam's page  
Forest Primary School TEST SITE

Payment items

Bookings balance: £0.00

Bookable school meal Balance: £0.00 Dinner Money £2.30 per day. Minimum payment accepted £11.50	£2.30	<a href="#">View</a>
<b>New</b> Afterschool bookings Balance: £10.00	£10.00	<a href="#">View</a>
<b>New</b> Morning Club Balance: £0.00 Morning club	£5.00	<a href="#">View</a>
<b>New</b> leaver hoodie leaver hoodie	£15.00	<a href="#">View</a>

Left sidebar menu items: Home, Child's page, Child profile, **Bookings**, Make or view bookings, Unpaid bookings.

4. Select **Breakfast** from the drop-down menu
5. Select the week to view
6. Select **\*\*Make or view bookings\*\***

Welcome,  
Alice Alpha (testparent654321@outlook.com)

Adam's bookings

Make or view bookings

To book, please select from the options below and then select 'Make or view bookings':

Make bookings for: Lunch time

Week commencing: 6 Jan 2020

**Make or view bookings**

Add to bookings balance

If you wish to add to your bookings balance, you can do so by selecting 'Add to bookings balance':

[Add to bookings balance](#)

Left sidebar menu items: Home, Child's page, Child profile, Bookings, **Make or view bookings**, Unpaid bookings.

7. You will then be presented with a booking screen.

Breakfast selection

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Week commencing 7th Sep 2020

Mon 7 Sep	Tue 8 Sep	Wed 9 Sep	Thu 10 Sep	Fri 11 Sep
Book a session				

Booking summary

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

<b>Bookings added</b>	0
<b>Bookings cancelled</b>	0
<b>Cost of new bookings</b>	£0.00
<b>Payment due</b>	<b>£0.00</b>

CancelConfirm bookings

8. Make the required bookings

9. A summary will be displayed at the bottom of the page with any previous unpaid bookings shown in red

Booking summary

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

Adam Aplha's Lunch time

<b>Bookings added</b>	3
<b>Bookings cancelled</b>	0
<b>Cost of new bookings</b>	£6.90
<b>Unpaid bookings</b>	<b>£2.30</b>
<b>Payment due</b>	<b>£9.20</b>

CancelConfirm bookings

**WARNING:** Any bookings must be confirmed and (if required) paid for within 2 hours of selecting them. Failure to do so will result in the bookings being automatically cancelled.

10. Review the booking summary, and select **\*\*Confirm booking.\*\***

11. Any credit in your Parent Account will be used to pay for the sessions. Any remaining cost can be paid by Bank Transfer (if enabled), Visa Checkout or Other payment method