**PARENT INSTRUCTIONS FOR BOOKING
BREAKFAST CLUB VIA PARENTPAY**

Making bookings
1. Go to www.parentpay.com and log in

2. Select the child to make bookings for

3. Select **Bookings > Make or view bookings**

4. Select **Breakfast** from the drop-down menu

5. Select the week to view

6. Select **Make or view bookings**

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

Breakfast selection

		Week commencing 7th Sep 2020		
Mon 7 Sep	Tue 8 Sep	Wed 9 Sep	Thu 10 Sep	Fri 11 Sep
Book a session	Book a session	Book a session	Book a session	Book a session

Booking summary

Show symbols | Help | Hide info

Bookings added	0
Bookings cancelled	0
Cost of new bookings	£0.00
Payment due	£0.00

Cancel   Confirm 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	
Bookings added	3
Bookings cancelled	0
Cost of new bookings	£6.90
Unpaid bookings	£2.30
Payment due	£9.20

Cancel   Confirm 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