



# The Quinta Primary School

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## NEW ONLINE ORDERING SYSTEM

Dear Parent,

We are introducing an online ordering system from the 7<sup>th</sup> September 2016. This system will allow you to choose your child's meal options in advance. I will be sending some more information home via email during the holidays when the function becomes live. If you have any questions regarding this change please call into the school office and speak to myself either on Friday 15<sup>th</sup> July or when we return in September on the 5<sup>th</sup>.

Thanks in advance

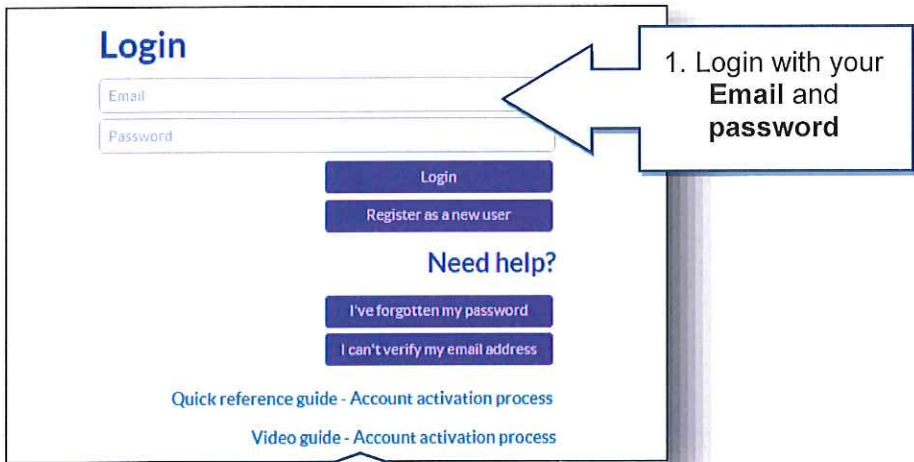
Mrs J Griffin

School Office



## How do I view my child's reserved meals?

Go to the Online Account Website address provided by your school, or visit [www.scopay.com](http://www.scopay.com)



**1. Login with your Email and password**

The screenshot shows a 'Login' form with fields for 'Email' and 'Password', a 'Login' button, and a 'Register as a new user' button. Below the form are links for 'Need help?', 'I've forgotten my password', and 'I can't verify my email address'. At the bottom, there are links for 'Quick reference guide - Account activation process' and 'Video guide - Account activation process'.

**Important:** if you haven't yet registered your online account, then refer to the separate Quick Reference Guide or Video Guide, or contact the school for further details.



The screenshot shows a dropdown menu titled 'Selected account:' with the selected option 'Marc Ackroyd - Tucast School 1'.

**2. Select the correct account name using the dropdown arrow.**

NB if you only have one child linked to your account, then this option will not be available.

### Account balances

4 items in Account balances

[Collapse all](#) | [Expand all](#)

#### Account balances

Name	Actions	Balance	Enter top
Breakfast Club	<a href="#">View history</a> <a href="#">Order sessions</a>	£0.00	
Dinner money	<a href="#">View history</a> <a href="#">Order meals</a>	£0.00	

**IMPORTANT:** You will only see the **Order meals** option if your child's school have opted for parents to reserve meals online.

If this facility is not available, you will instead see the option to **view the meal calendar**

[View calendar](#)

**3. Click Order meals against the Dinner money option.**

## Marc Ackroyd - Dinner money calendar

March 2016						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
D	D	D	D	D		
	1	2	3	4	5	6
	M	M	V	S	x	x
7	8	9	10	11	12	13
M	M				x	x
14	15	16	17	18	19	20
T					x	x

4. Use the arrows to scroll back or forward through the calendar.

5. Use the calendar to view the meal type assigned to each day.

### Key

Sessions	Codes
D: Dinners	A: Absent
	M: Meat meal
	P: School sandwich
	J: Jacket potato
	S: School closed
	V: Veg meal
	T: On trip
	S: Home sandwich
	B: Baguette

6. A key to meal codes used in school is provided at the bottom of the screen.

## How do I reserve additional meals?

1. Double check that you have selected the correct child.

### Marc Ackroyd - Dinner money calendar

March 2016						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
D	D	D	D	D		
	1	2	3	4	5	6
	M	M	V	S	x	x
		9	10	11	12	13
			14	15	16	17
				18	19	20
					x	x

2. Click the appropriate future date slot.  
NB only dates bordered in red are editable.

3. Click the appropriate meal choice for the date and click OK.

### Select session choice

Dinner money  
Dinners  
23 March 2016

- None
- M: Meat meal (GBP2.00)
- V: Veg meal (GBP2.00)
- S: Home sandwich (GBP0.00)

OK

Cancel

# How do I change or cancel a reserved meal?

## Marc Ackroyd - Dinner money calendar

1. Click the appropriate **future** date slot.  
**NB** only dates bordered in red are editable. Contact the school to amend choices for other dates.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
D	D	D	D	D		
	1	2	3	4	5	6
	M	M	V	S	x	x
7	8	9	10	11	12	13
M	M				x	x
14	15	16	17	18	19	20
T					x	x
	22	23	24	25	26	27
		V			x	x
	29	30	31			

3. Click the new meal **choice** or select **None** to cancel a reserved meal, and click **OK**.

Select session choice

Dinner money  
 Dinners  
 23 March 2016

- None
- M: Meat meal (GBP2.00)
- V: Veg meal (GBP2.00)
- S: Home sandwich (GBP0.00)

OK Cancel

Mon	Tue	Wed	Thu	Fri	Sat	Sun
D	D	D	D	D		
	1	2	3	4	5	6
	M	M	V	S	x	x
7	8	9	10	11	12	13
M	M				x	x
14	15	16	17	18	19	20
T					x	x
	22	23	24	25	26	27
		S			x	x
28	29		31			

3. The amended meal choice (or a blank if a meal was cancelled) will now show in the calendar.