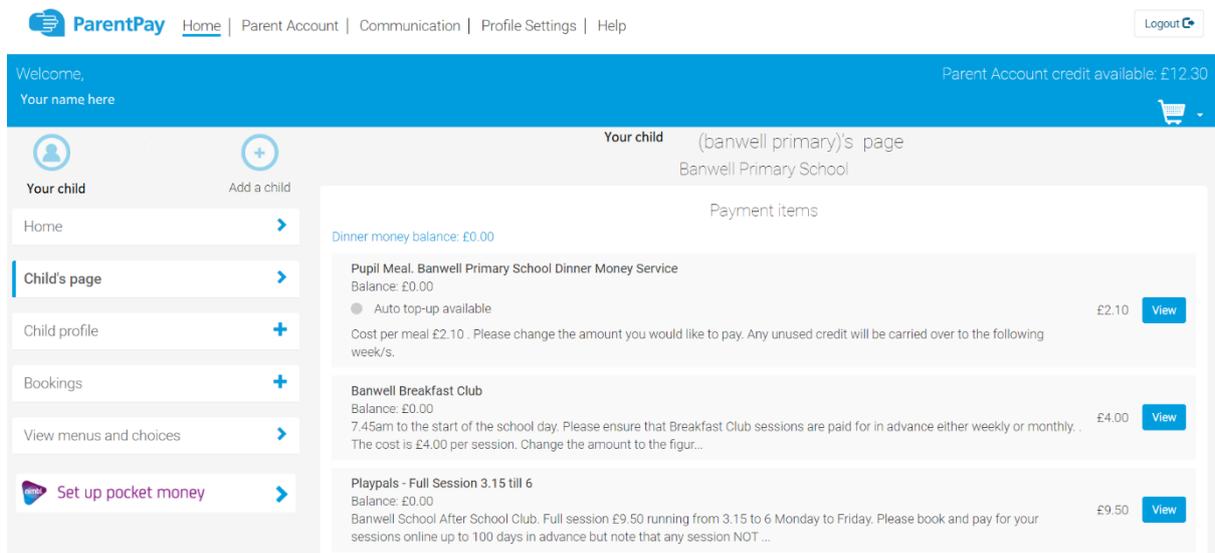


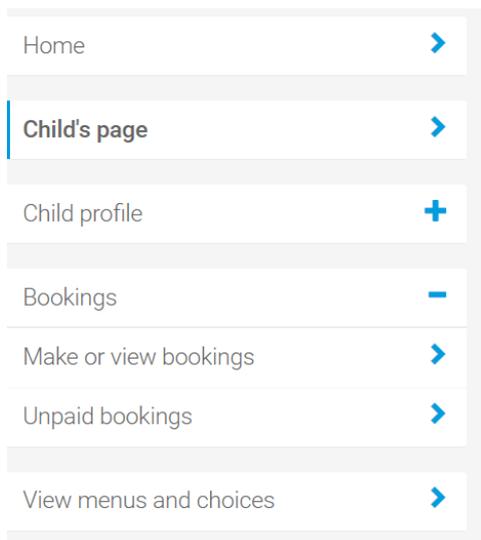
How to book sessions on Parentpay

Step 1: Login to your child's Parentpay account and select Bookings



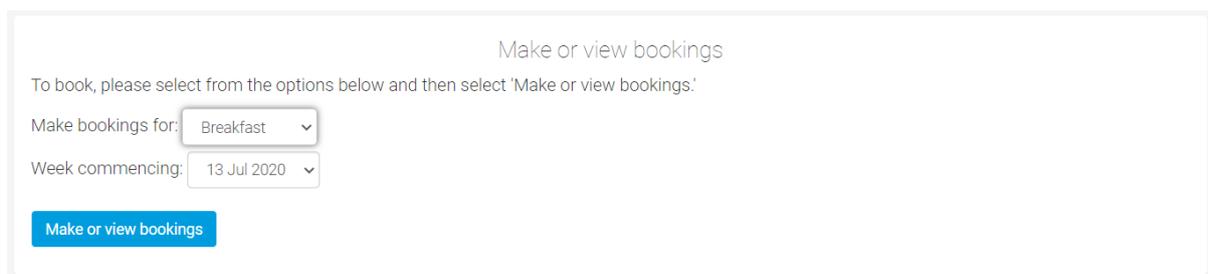
The screenshot shows the ParentPay website interface. At the top, there is a navigation bar with the ParentPay logo and links for Home, Parent Account, Communication, Profile Settings, and Help. A 'Logout' button is also present. Below the navigation bar, a blue banner displays 'Welcome, Your name here' and 'Parent Account credit available: £12.30'. The main content area is divided into two columns. The left column contains a sidebar menu with options: Home, Child's page, Child profile, Bookings (highlighted with a blue arrow), View menus and choices, and Set up pocket money. The right column displays the child's page for '(banwell primary)'s page at Banwell Primary School. It shows a 'Dinner money balance: £0.00' and a list of 'Payment items' including 'Pupil Meal', 'Banwell Breakfast Club', and 'Playpals - Full Session 3.15 till 6', each with a 'View' button.

Step 2: Select Make or view bookings



The screenshot shows a close-up of the 'Bookings' menu in the ParentPay interface. The menu items are: Home, Child's page, Child profile, Bookings, Make or view bookings (highlighted with a blue arrow), Unpaid bookings, and View menus and choices. The 'Bookings' item has a minus sign icon, while the other items have right-pointing arrows.

Step 3: Choose the relevant options – Breakfast, Afternoon (3.15 – 4.15), Afterschool (3.15-6pm) then click 'Make or view bookings'.



The screenshot shows the 'Make or view bookings' form in the ParentPay interface. The form has a title 'Make or view bookings' and a sub-header 'To book, please select from the options below and then select 'Make or view bookings.''. There are two dropdown menus: 'Make bookings for:' with 'Breakfast' selected, and 'Week commencing:' with '13 Jul 2020' selected. A blue button labeled 'Make or view bookings' is located at the bottom of the form.

Step 4: Select the sessions you require, then select 'confirm bookings'.

After school selection

Previous week **Week commencing 13th Jul 2020** Next week

Mon 13 Jul	Tue 14 Jul	Wed 15 Jul	Thu 16 Jul	Fri 17 Jul
Book a session	Book a session ✓	Book a session ✓	Book a session	Book a session ✓
Clear day		Clear day		Clear day

Booking summary

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

Your child's	After school
Bookings added	3
Bookings cancelled	0
Cost of new bookings	£28.50
Payment due	£28.50

[Cancel](#) [Confirm bookings](#)

Step 5: Make payment for your bookings.

Basket

Item	Total cost	Edit	Remove
Your Child- Playpals - Full Session 3.15 till 6	£28.50		

Order summary

Items: £28.50
Total: £28.50

Pay by Parent Account credit: -£12.30

Amount to pay: £16.20

Pay by

[Bank Transfer](#)

Visa

[Change](#)

[Other payment method](#)

[Continue shopping](#)

That's it! Your child is now booked, and you don't need to do anything else!