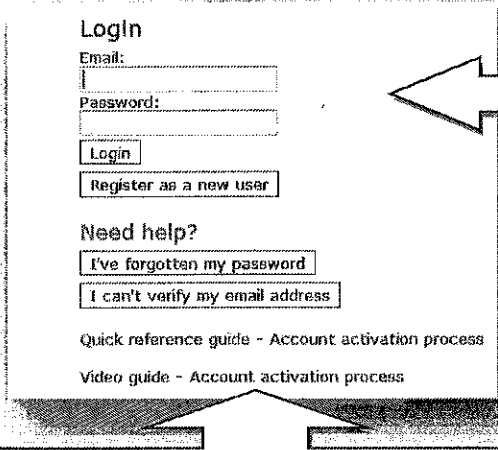


How do I see my current bookings?

Go to the Online Account Website address provided by your school, or visit www.scopay.com



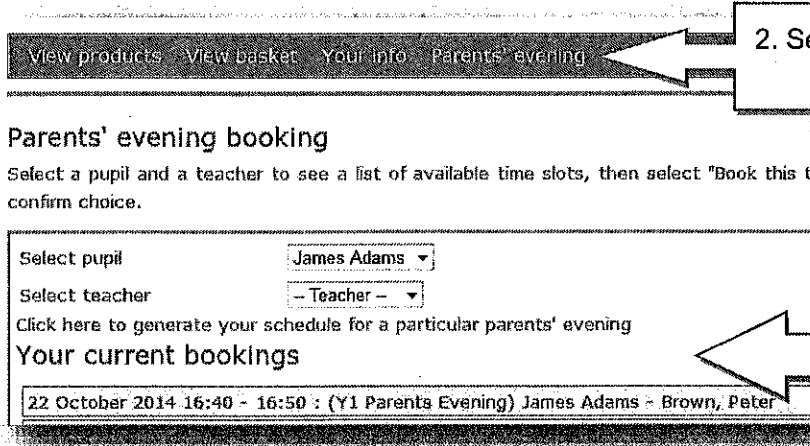
Login
Email:
Password:

Need help?

Quick reference guide - Account activation process
Video guide - Account activation process

1. Login with your username and password

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.



View products View basket Your info **Parents' evening**

Parents' evening booking
Select a pupil and a teacher to see a list of available time slots, then select "Book this time slot" to confirm choice.

Select pupil:
Select teacher:
Click here to generate your schedule for a particular parents' evening

Your current bookings

22 October 2014 16:40 - 16:50 : (Y1 Parents Evening) James Adams - Brown, Peter

2. Select Parents' evening

3. Your current bookings will be listed in date/time order

How do I make a new booking online?

The screenshot shows the 'Make a booking' interface. At the top, there are two drop-down menus: 'Select pupil' with 'James Adams' selected and 'Select teacher' with 'Green, Tracy' selected. Below these is a link: 'Click here to generate your schedule for a particular parents' evening'. Underneath is a table titled 'Your current bookings' with one entry: '22 October 2014 16:40 - 16:50 : (Y1 Parents Evening) James Adams - Brown, Peter'. The main section is titled 'Make a booking for Green, Tracy' and 'Gifted & Talented Review'. It shows the location 'Main Hall' and the date '18 November 2014'. There are four time slots listed: '16:00 - 16:10', '16:20 - 16:30', '16:40 - 16:50', and '16:50 - 17:00'. The first, third, and fourth slots have a 'Book this time slot' button. The second slot is shaded and labeled 'Unavailable'. A callout box '1. Select the correct pupil and teacher using the drop-down arrows' points to the top menus. Callout box '2. Check the meeting details' points to the meeting title and location. Callout box '3. Click Book this time slot on any available slot' points to the 'Book this time slot' button for the 16:40-16:50 slot. Callout box '4. Click Yes to confirm the booking' points to the 'Yes' button in the 'Confirm booking?' dialog box.

1. Select the correct **pupil** and **teacher** using the drop-down arrows

2. Check the meeting details

3. Click **Book this time slot** on any available slot

4. Click **Yes** to confirm the booking

How do I cancel a booking online?

The screenshot shows the 'Make a booking' interface, but with a different booking selected. The 'Your current bookings' table now has two entries: '22 October 2014 16:40 - 16:50 : (Y1 Parents Evening) James Adams - Brown, Peter' and '18 November 2014 16:20 - 16:30 : (Gifted & Talented Review) James Adams - Green, Tracy'. The main section is titled 'Make a booking for Green, Tracy' and 'Gifted & Talented Review'. It shows the location 'Main Hall' and the date '18 November 2014'. There are four time slots listed: '16:00 - 16:10', '16:20 - 16:30', '16:40 - 16:50', and '16:50 - 17:00'. The first slot has a 'Move booking to this slot' button. The second slot is shaded and labeled 'Unavailable'. The third slot has a 'Cancel this booking' button. The fourth slot has a 'Book this time slot' button. A callout box '1. Select the correct pupil and teacher using the drop-down arrows' points to the top menus. Callout box '2. Click Cancel this booking' points to the 'Cancel this booking' button for the 16:20-16:30 slot. Callout box '3. Click Yes, to confirm the cancellation' points to the 'Yes' button in the 'Cancel booking?' dialog box.

1. Select the correct **pupil** and **teacher** using the drop-down arrows

2. Click **Cancel this booking**

3. Click **Yes**, to confirm the cancellation

How do I move my booking to an alternative time?

Select pupil James Adams ▾

Select teacher Green, Tracy ▾

Click here to generate your schedule for a particular parents' evening

Your current bookings

22 October 2014 16:40 - 16:50 : (Y1 Parents Evening) James Adams - Brown, Peter
18 November 2014 16:20 - 16:30 : (Gifted & Talented Review) James Adams - Green, Tracy

Make a booking for Green, Tracy

Gifted & Talented Review

Location: Main Hall

18 November 2014

16:00 - 16:10 : <input type="button" value="Move booking to this slot"/>
16:10 - 16:20 : Not available
16:20 - 16:30 : <input type="button" value="Cancel this booking"/>
16:30 - 16:40 : Not available

Move booking?

Please confirm you are moving the following booking

16:20 - 16:30

Replace with:
Appointment to see Green, Tracy regarding James Adams at 16:00 - 16:10

1. Select the correct pupil and teacher using the drop-down arrows

2. Click Move booking to this slot

3. Review the message and click Yes, to confirm the cancellation

How do I print out my schedule for a meeting?

Parents' evening booking

Select a pupil and a teacher to see a list of available time slots, then select "Book this time slot" to confirm choice.

Select pupil James Adams ▾

Select teacher -- Teacher -- ▾

Click here to generate your schedule for a particular parents' evening

Your current bookings

22 October 2014 16:40 - 16:50 : (Y1 Parents Evening) James Adams - Brown, Peter

Generate your parents' evening schedule

Y1 Parents Evening ▾

1. Click the Click here to generate your schedule... message

2. Select the appropriate meeting from the drop-down menu, click Submit

Parents' evening meeting schedule

Y1 Parents Evening

Reported at Monday 6 October 2014 18:08

Wednesday 22 October 2014

Time	Pupil	Teacher	Location	Subject
16:40 - 16:50	James Adams	Peter Brown		
16:50 - 17:00	James Adams	Julie Garland		

To print your schedule press CTRL + P on your keyboard, or use the print button on your web browser's menu.

Exact instructions for printing will depend on the browser you are using (eg Internet Explorer, Mozilla Firefox or Google Chrome)