



# PARENTPAY SUPPORT FOR SCHOOLS



[Home](#) » How to make meal or event bookings

## How to make meal or event bookings

If your child's school makes use of the ParentPay booking service, you will be able to book your child's meals and/or event places in advance of the session. This helps the school minimise food waste, and reduce administrative burden on the school staff.

To check whether your child's school uses the booking feature, select the child you wish to view. The bookings option will be available in the left side menu (or in the menu drop down if using a mobile device).

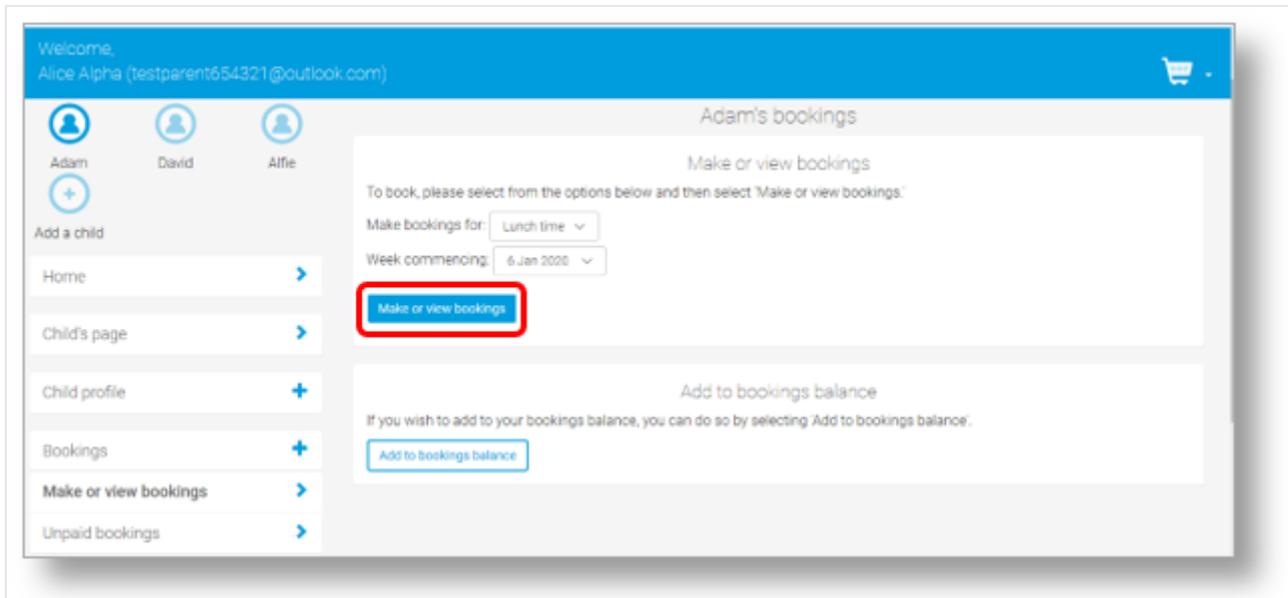
### Making bookings

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**

The screenshot shows the ParentPay user interface for a parent named Alice Alpha. The page title is 'Adam's page' for 'Forest Primary School TEST SITE'. The left-hand navigation menu includes 'Home', 'Child's page', 'Child profile', 'Bookings', 'Make or view bookings', and 'Unpaid bookings'. The 'Bookings' menu item is highlighted with a red box. The main content area displays 'Payment items' with a 'Bookings balance: £0.00'. Below this, there are three items listed:

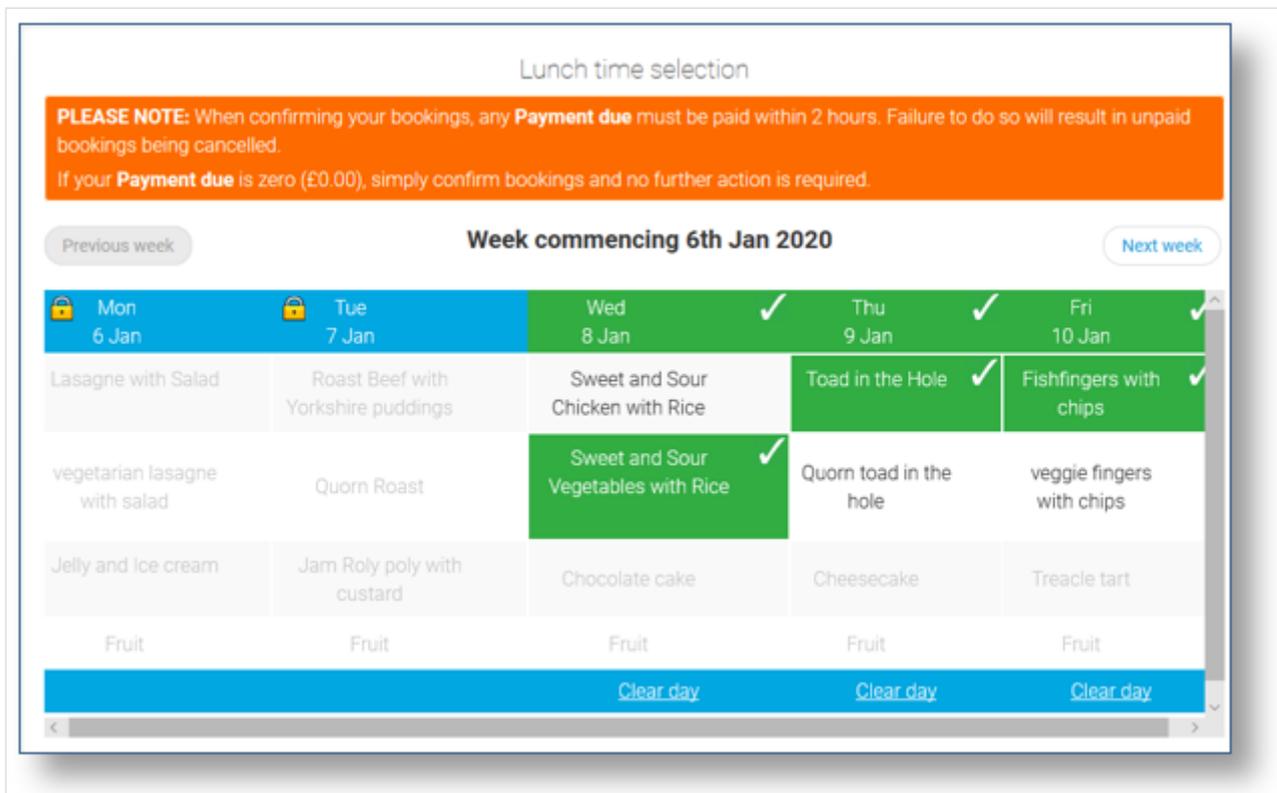
Item	Balance	Amount	Action
Bookable school meal Balance: £0.00 Dinner Money £2.30 per day. Minimum payment accepted £11.50	£2.30		View
<b>New</b> Afterschool bookings Balance: £10.00	£10.00		View
<b>New</b> Morning Club Balance: £0.00 Morning club	£5.00		View
<b>New</b> leaver hoodie leaver hoodie	£15.00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

4. Select the time of day that you wish to make a booking for
5. Select the week to view
6. Select **Make or view bookings**



7. You will then be presented with a booking screen. Schools can opt for varying functionality, so you will see one of the following formats:

- Menu selections: Book a meal by selecting from the menu choices shown (please note that some menu's may require you to select dessert also)



- Booking with menu to view: Book a meal or event. Menu shown, but choices cannot be selected. You simply book to say that your child would like a meal on that day.

Mon 18 Jan	Tue 19 Jan	Wed 20 Jan	Thu 21 Jan	Fri 22 Jan
<b>Book a meal</b>	<b>Book a meal</b>	<b>Book a meal</b>	<b>Book a meal</b>	<b>Book a meal</b>
Macaroni Cheese	Chicken Pie served with Gravy & Mashed Potato	Roast Gammon served with Boiled Potatoes	Homemade Beef Burger served with Potato Wedges	Fish Fingers served with Chips
Homemade Cheese Potato & Onion pasty served with crushed potato	Vegetable Casserole served with New Potatoes	Vegetarian Sausage served with Mashed Potato & Gravy	Sweet & Sour Vegetables served with Rice	Creamy Leek & Cheese Potato Boats
Jacket Potato with choice of Beans, Cheese or Coleslaw	Jacket Potato with choice of Beans, Cheese or Coleslaw	Jacket Potato with choice of Beans, Cheese or Coleslaw	Jacket Potato with choice of Beans, Cheese or Coleslaw	Jacket Potato with choice of Beans, Cheese or Coleslaw
Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables
Australian Crunch	Eve's Pudding & Custard	Jelly & Pineapple	Parkin Cake	Orange Shortbread
<a href="#">Clear day</a>				

- Booking only: Book a meal or event for a specific day. No menu shown.

Mon 18 Jan	Tue 19 Jan	Wed 20 Jan	Thu 21 Jan	Fri 22 Jan
<b>Book a meal</b>	<b>Book a meal</b>	<b>Book a meal</b>	<b>Book a meal</b>	<b>Book a meal</b>
<a href="#">Clear day</a>				

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	
<a href="#">Show symbols</a>   <a href="#">Help</a>   <a href="#">Hide info</a>	
Adam Aplha's Lunch time	
Bookings added	3
Bookings cancelled	0
Cost of new bookings	£6.90
<b>Unpaid bookings</b>	<b>£2.30</b>
<b>Payment due</b>	<b>£9.20</b>
<a href="#">Cancel</a>	<a href="#">Confirm bookings</a>

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 meals. Any remaining cost can be paid by Bank Transfer (if enabled), Visa Checkout or Other payment method

The screenshot displays the checkout interface. On the left, the 'Basket' section contains one item: 'Adam - Bookable school meal' with a total cost of £9.20. Below the basket is a yellow banner for 'Children in Need' with a 50p donation option. On the right, the 'Order summary' shows the total cost of £9.20 and a credit of -£0.00 from the Parent Account, resulting in an amount to pay of £9.20. Payment options include Bank Transfer, VISA Checkout, and Other payment method. A 'Continue shopping' link is also present.

Item	Total cost	Edit	Remove
Adam - Bookable school meal	£9.20		

Order summary	
Items:	£9.20
Total:	£9.20
Pay by Parent Account credit:	-£0.00
<b>Amount to pay:</b>	<b>£9.20</b>

Pay by

- [Bank Transfer](#)
- [VISA Checkout](#)  
Tell Me More
- [Other payment method](#)
- [Continue shopping](#)

#### USEFUL LINKS

- [ParentPay Main site](#)
- [e-Learning training material](#)
- [Log a support request](#)
- [Support documentation](#)