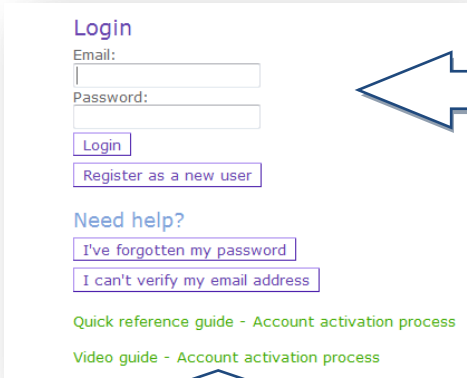


## How do I view my child's reserved meals?

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

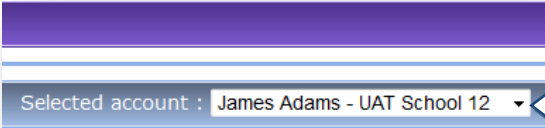


The screenshot shows a login form with the following elements:

- Login** heading
- Email:
- Password:
- 
- 
- Need help?** section with links:
  - 
  -
- Links for guides:
  - [Quick reference guide - Account activation process](#)
  - [Video guide - Account activation process](#)

1. Login with your **Email 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.




The screenshot shows a dropdown menu with the text: "Selected account : James Adams - UAT School 12".

2. Select the correct **account name** using the drop-down arrow.  
NB if you only have one child linked to your account, then this option will not be available.

**Account balances**  
2 items in Account balances  
[Collapse all](#) | [Expand all](#)

---

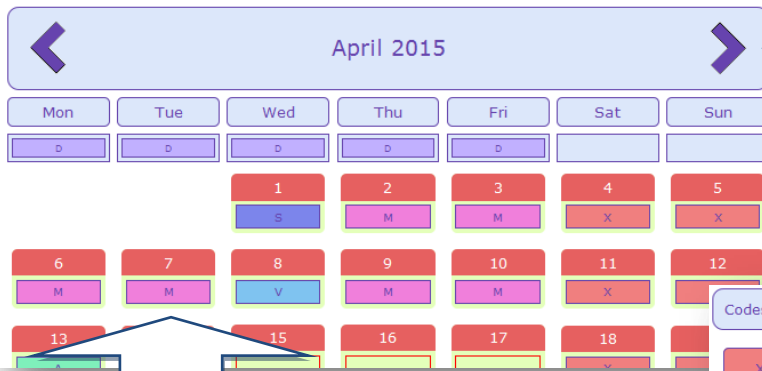
 **Account balances**

Name	Actions	Balance
Breakfast Club	<input type="button" value="View history"/> <input type="button" value="Order sessions"/>	£0.00
Dinner money	<input type="button" value="View history"/> <input type="button" value="Order meals"/>	-£8.00

**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

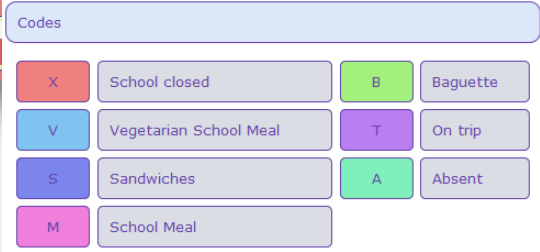
3. Click **Order meals** against the Dinner money option.

### James Adams - Dinner money calendar



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

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

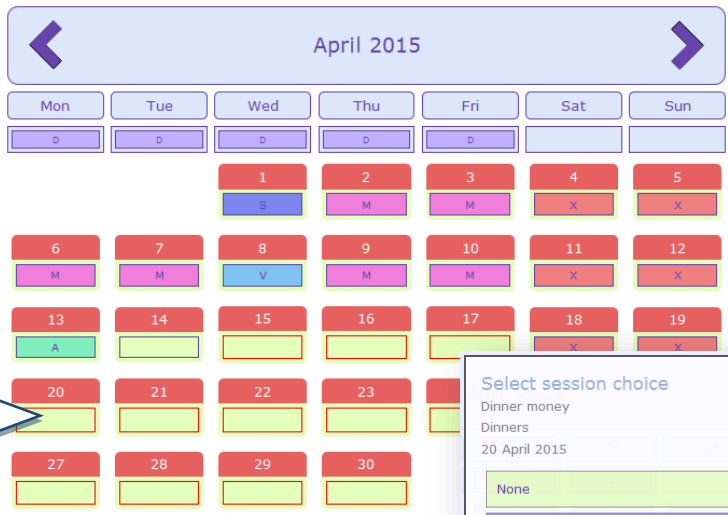


5. A key to meal codes used in school is provided at the bottom of the screen.

## How do I reserve additional meals?

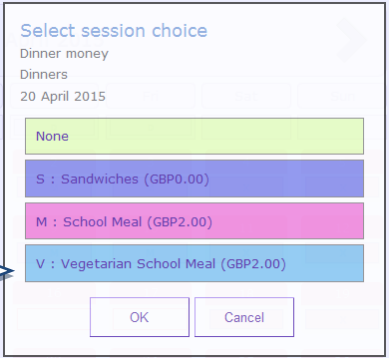
1. Double check that you have selected the correct child.

### James Adams - Dinner money calendar



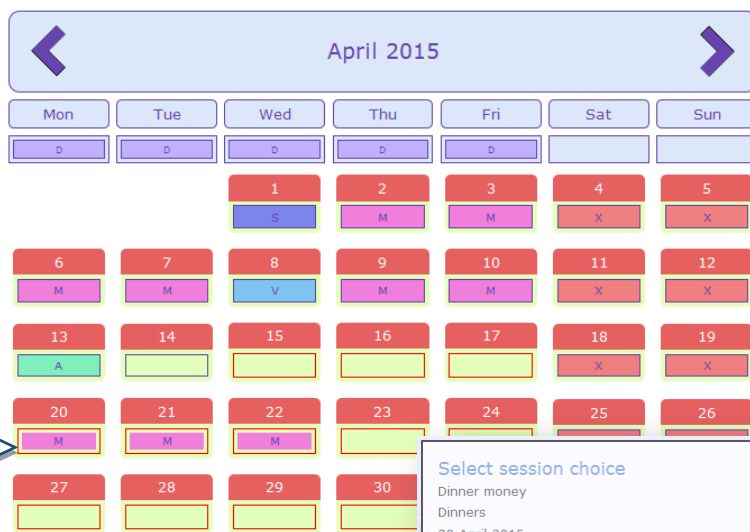
2. Click the appropriate **future** date slot.  
**NB only dates bordered in red are editable.**

3. Click the appropriate menu **choice** for the date and click **OK**.



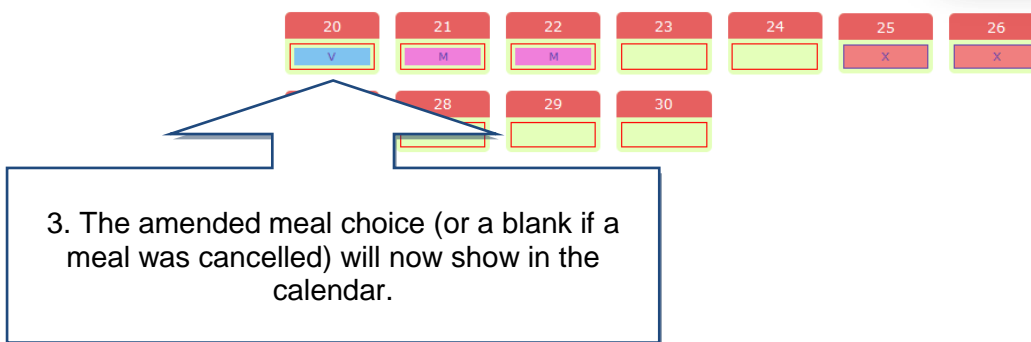
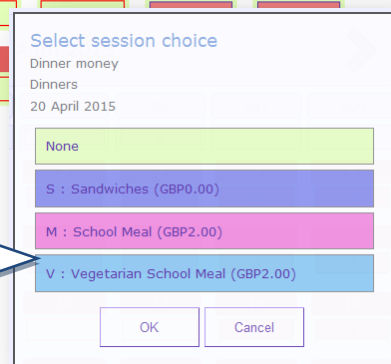
# How do I change or cancel a reserved meal?

James Adams - 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.**

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



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