

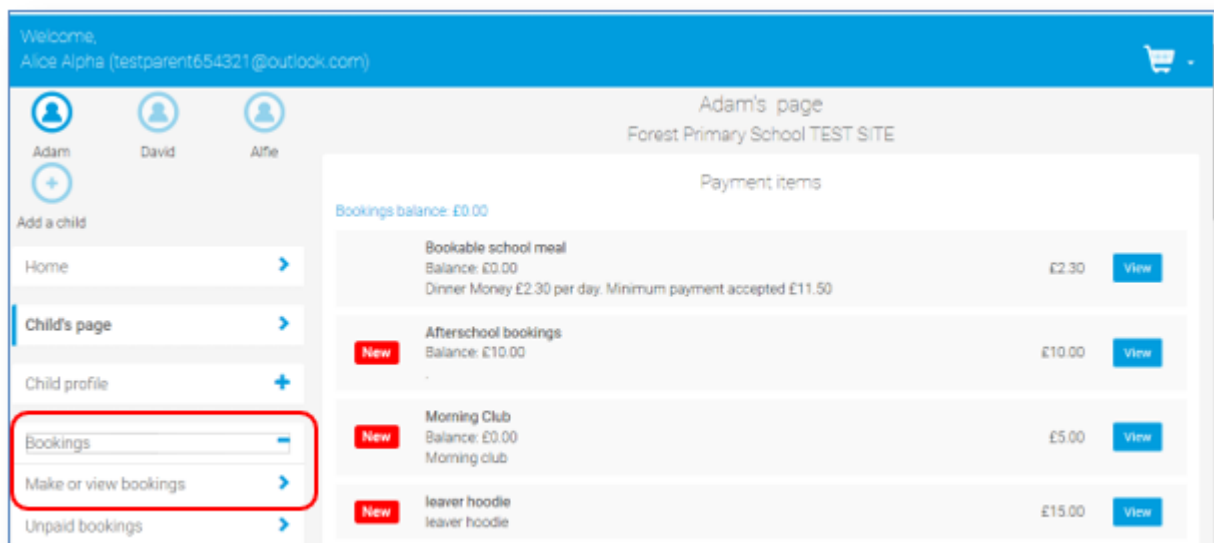
Payer guidance – How to make a Club booking

If your child's school makes use of the ParentPay booking service, you will be able to book your child's Club places in advance of the session.

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 Club bookings

1. Go to www.parentpay.com and log in
2. Select the child to make bookings for
3. Select **Bookings > Make or view bookings**



4. Select the time of day that you wish to make a booking for:

for the First Session this is ASC First Session

for Both Sessions it is ASC Both Sessions

5. Select the week to view

6. Select **Make or view bookings**

Welcome, Alice Alpha (testparent654321@outlook.com)

Adam's bookings

Make or view bookings

To book, please select from the options below and then select 'Make or view bookings'.

Make bookings for: Lunch time

Week commencing: 8 Jan 2025

Make or view bookings

Add to bookings balance

If you wish to add to your bookings balance, you can do so by selecting 'Add to bookings balance'.

Add to bookings balance

7. You will then be presented with a booking screen.

Mon 18 Jan	Tue 19 Jan	Wed 20 Jan	Thu 21 Jan	Fri 22 Jan
Book a meal	Book a meal	Book a meal	Book a meal	Book a meal
Clear day				

8. Select the required days to book.

9. A summary will be displayed at the bottom of the page with any previous unpaid bookings shown in red

Booking summary

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

Adam Aplha's Lunch time	
Bookings added	3
Bookings cancelled	0
Cost of new bookings	£6.90
Unpaid bookings	£2.30
Payment due	£9.20

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

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

Basket

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

50p

[Tell me more](#)

Add donation

Order summary

Items: £9.20

Total: £9.20

Pay by Parent Account credit: -£0.00

Amount to pay: £9.20

Pay by

>>> Bank Transfer

> **VISA Checkout**
[Tell Me More](#)

[Other payment method](#)

[Continue shopping](#)