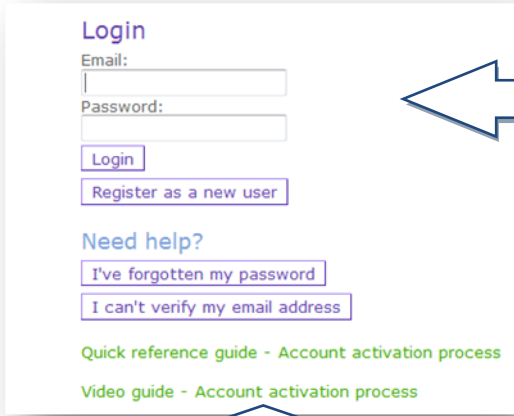


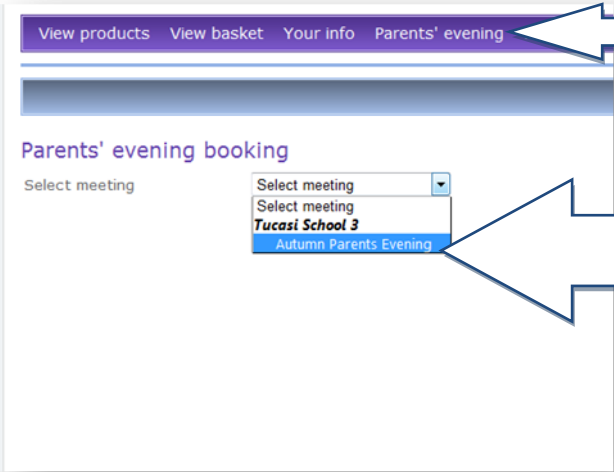
**How do I see my current bookings?**

Go to the Online Account Website address provided by your school, or visit [www.scopay.com](http://www.scopay.com)



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.



2. Select **Parents' evening**

3. Select the **meeting** from the list.  
NB. If no meetings are listed, then there are no current meetings for which appointments need to be made.

# How do I make a new booking online?

Parents' evening booking

Select meeting Autumn Parents Evening

[View my schedule](#)  
[Download my schedule](#)

Marc Ackroyd

**Miss Brownlow**

Class Teacher

Room 6

Mary Ackroyd

**Miss Chimbani**

Class Teacher

Room 4

**Wed, Oct 14**

16:10 - 16:20	Unavailable	Book
	Book	Book
16:30 - 16:40	Book	Book
16:30 - 16:40	Book	Book
16:40 - 16:50	Unavailable	Unavailable
16:50 - 17:00	Unavailable	Book
17:00 - 17:10	Book	Unavailable
17:10 - 17:20	Book	Book
17:20 - 17:30	Unavailable	Unavailable
17:30 - 17:40	Book	Book

1. If you need to make appointments for more than one child at the same meeting, both will be listed

2. Click **Book** on any available slot

**Confirm booking?**

Appointment to see Miss Brownlow regarding Marc Ackroyd at 16:10 - 16:20

Yes  No

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

Marc Ackroyd

**Miss Brownlow**

Class Teacher

Room 6

Mary Ackroyd

**Miss Chimbani**

Class Teacher

Room 4

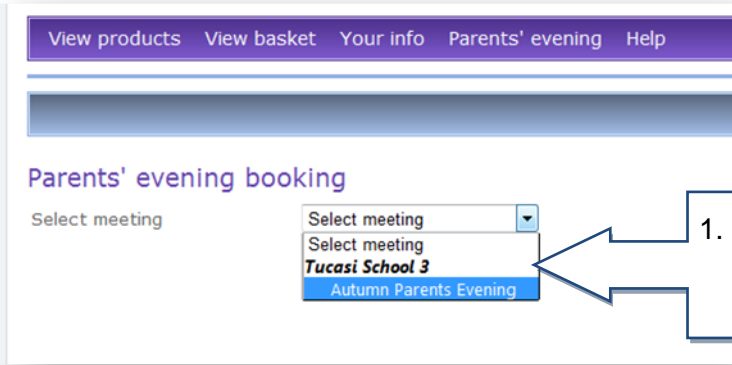
**Wed, Oct 14**

16:10 - 16:20	Unavailable	Book
	Cancel booking	Book
16:20 - 16:30	Move here	Book

4. Your confirmed booking slot will display in blue

If you need to make a booking for another child at the same meeting then repeat steps 2 & 3

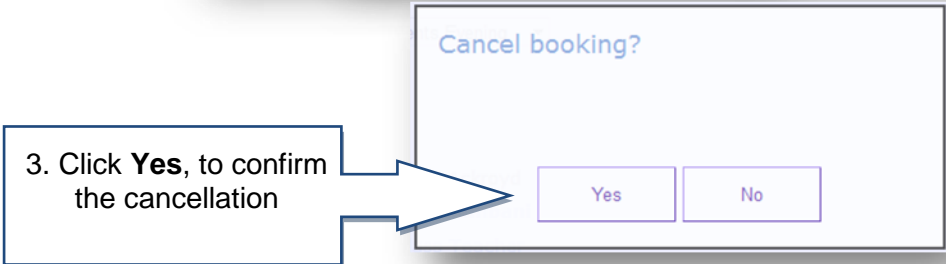
# How do I cancel a booking online?



1. Select the correct **Meeting** from the drop down menu

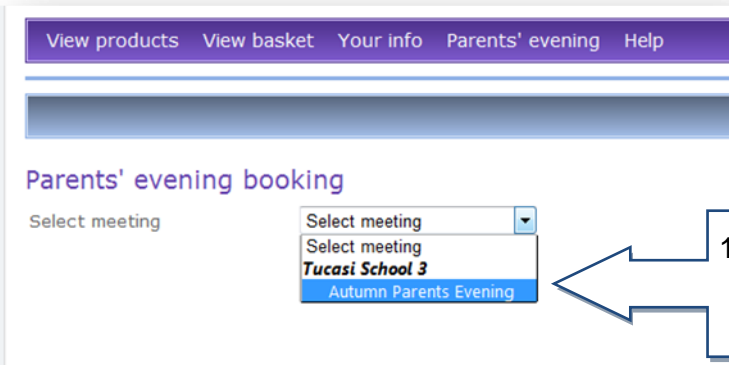


2. Click **Cancel booking**



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

# How do I move my booking to an alternative time?



1. Select the correct **Meeting** from the drop down menu

Marc Ackroyd  
Miss Brownlow  
Class Teacher  
Room 6

Wed, Oct 14

16:00 - 16:10	Unavailable
16:10 - 16:20	Move here
16:20 - 16:30	Cancel booking
16:30 - 16:40	Move here
16:40 - 16:50	Unavailable
16:50 - 17:00	Unavailable
17:00 - 17:10	Move here
17:10 - 17:20	Move here
17:20 - 17:30	Unavailable
17:30 - 17:40	Move here
17:40 - 17:50	Unavailable
17:50 - 18:00	Unavailable
18:00 - 18:10	Unavailable

2. Click **Move here** on any available slot.  
**NB Amber slots indicate times which clash with your existing bookings for another child**

3. Review the message and click **Yes**, to confirm the new appointment time

Move booking?

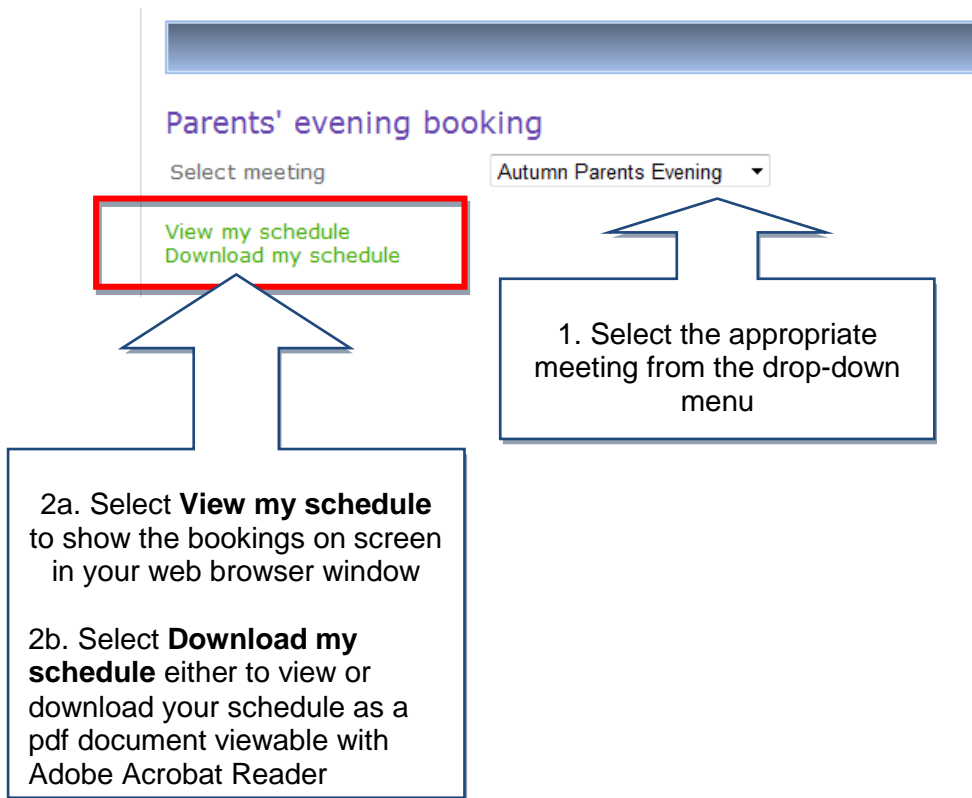
Please confirm you are moving the following booking

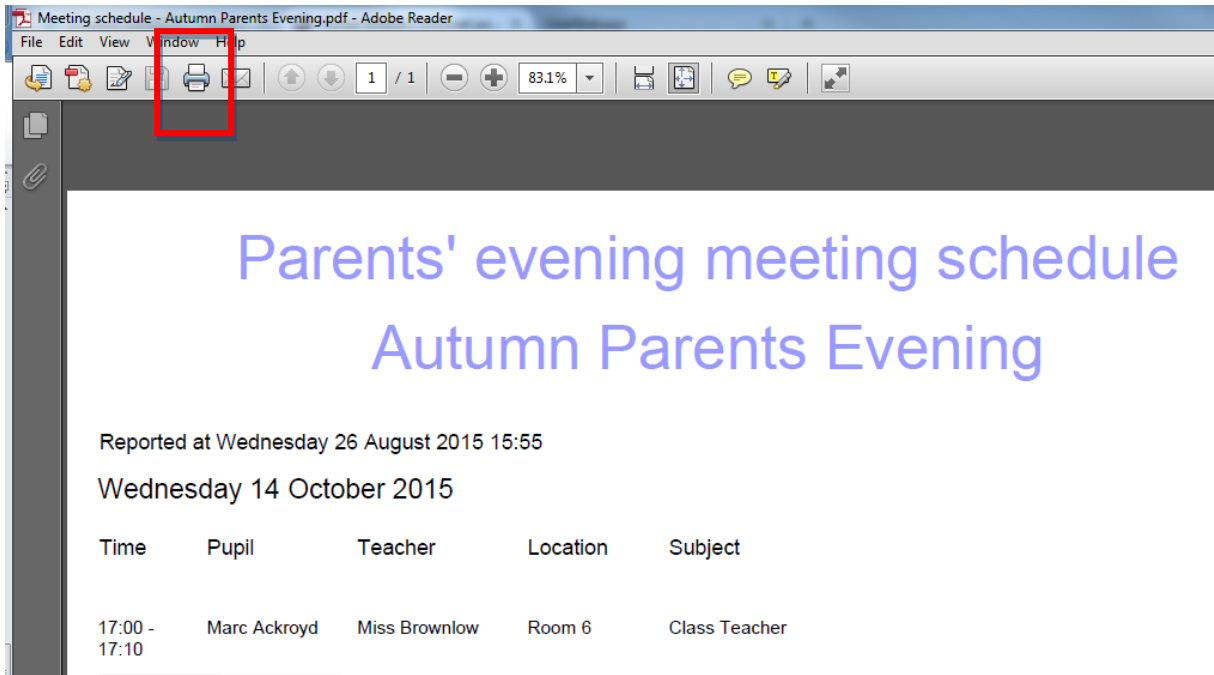
16:20 - 16:30

Replace with:  
Appointment to see Miss Brownlow regarding Marc Ackroyd at 17:00 - 17:10

Yes No

## How do I print out my schedule for a meeting?





To print your schedule press **CTRL + P** on your keyboard, or use the print button on either the document's tool bar or 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)