

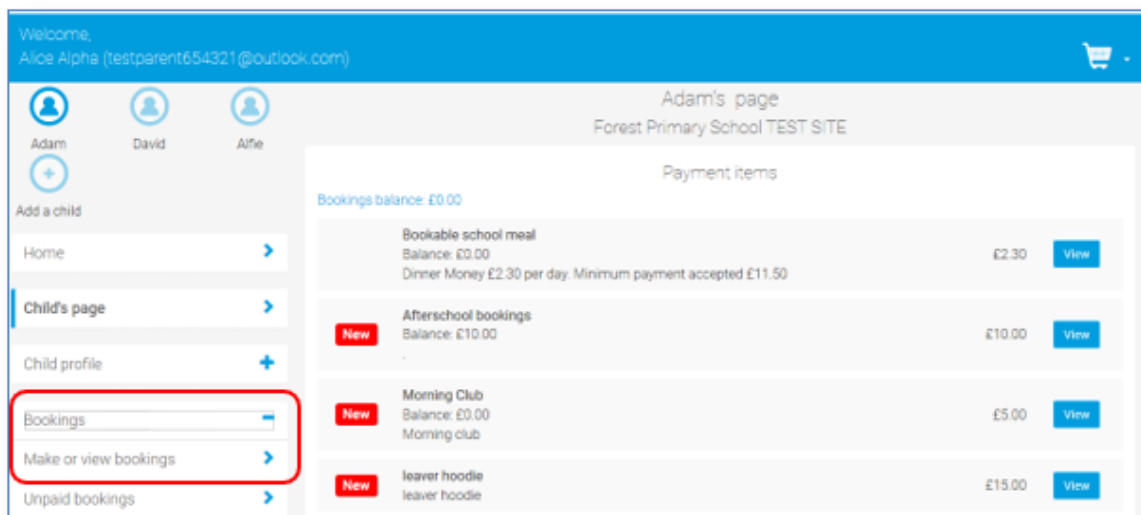
# How to make meal or event bookings

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.

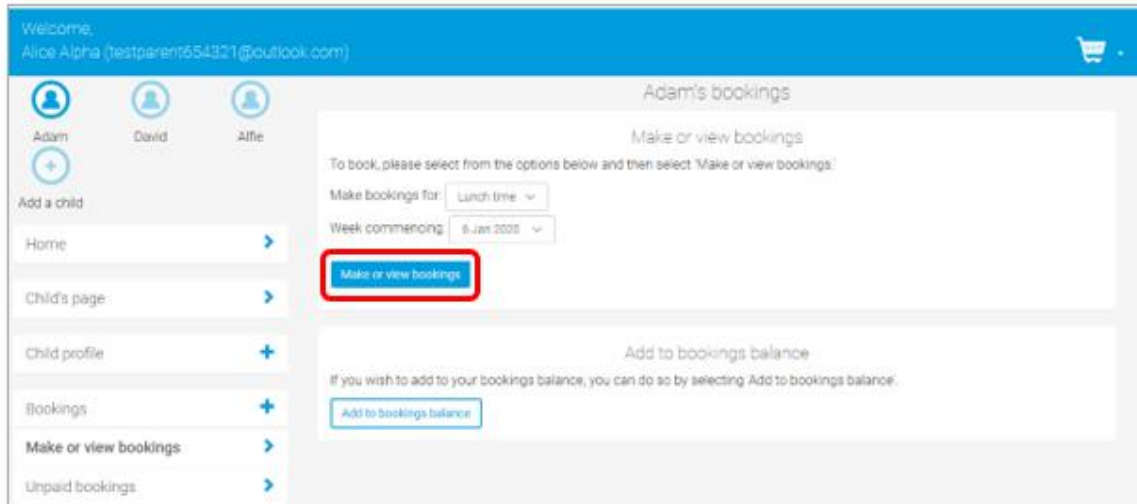
To check whether your child's school uses the booking feature, select the child you wish to view. The bookings option will be available in the left side menu (or in the menu drop down if using a mobile device).

## 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**

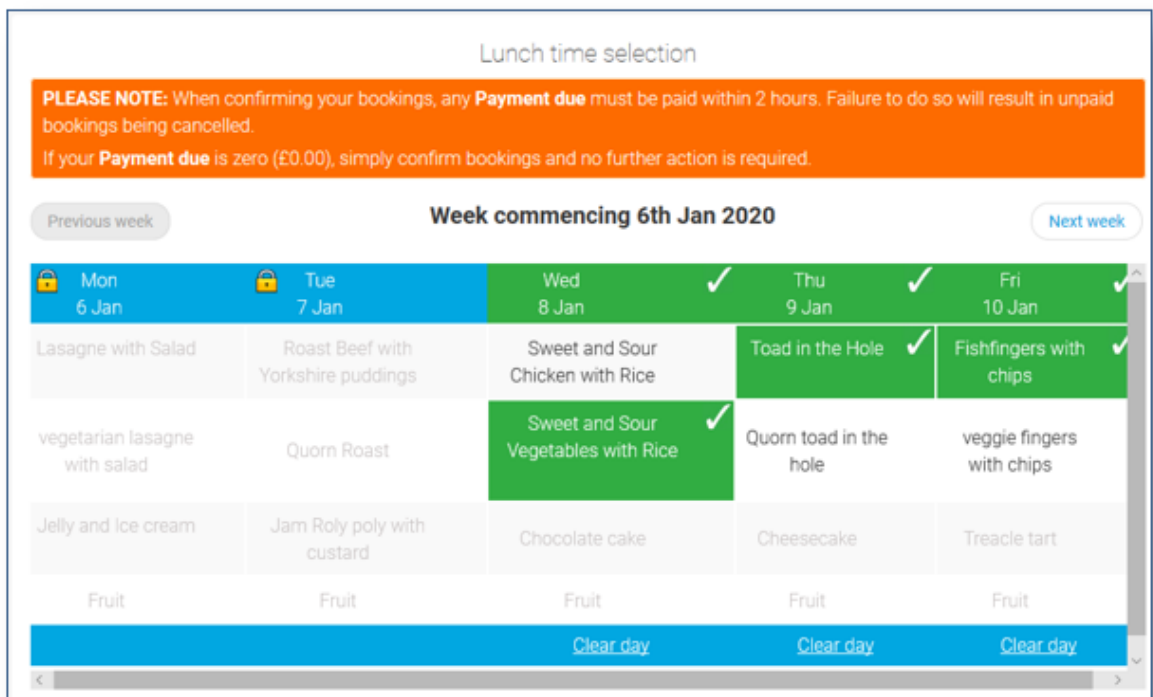


4. Select the time of day that you wish to make a booking for
5. Select the week to view
6. Select **Make or view bookings**



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

- Menu selections: Book a meal by selecting from the menu choices shown.



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

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

Adam Alpha'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>

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

Basket				Order summary	
Item	Total cost	Edit	Remove	Items:	£9.20
Adam - Bookable school meal	£9.20			Total:	£9.20
50p <a href="#">Tell me more</a> <a href="#">Add donation</a>				<b>Pay by Parent Account credit:</b>	<b>-£0.00</b>
				<b>Amount to pay:</b>	<b>£9.20</b>
				Pay by	
				<a href="#">Bank Transfer</a>	
				<a href="#">VISA Checkout</a> Tell Me More	
				<a href="#">Other payment method</a>	
				<a href="#">Continue shopping</a>	