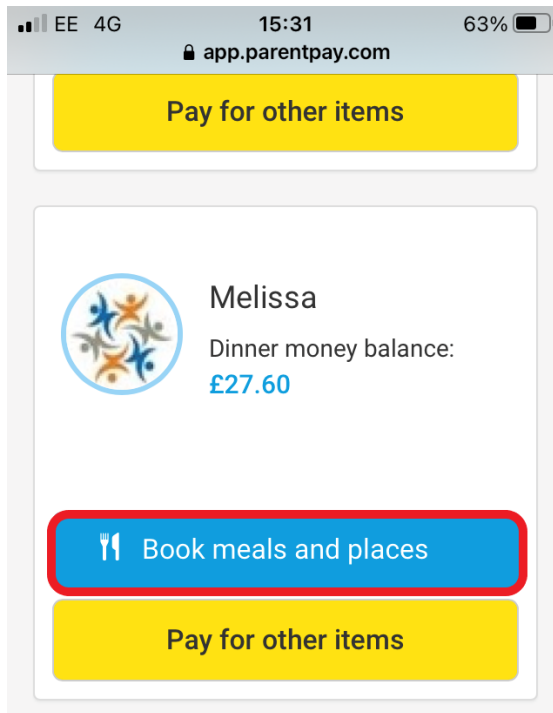
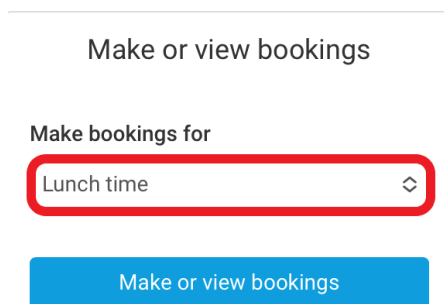


Making Meal bookings

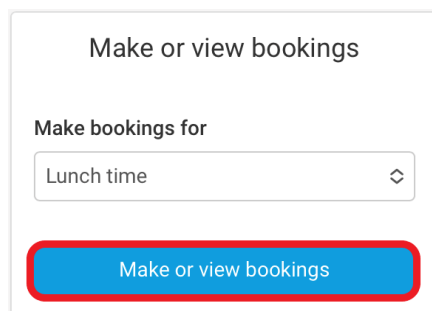
1. Login to www.parentpay.com
2. Select **Book meals and places** for the person you wish to make the booking for.



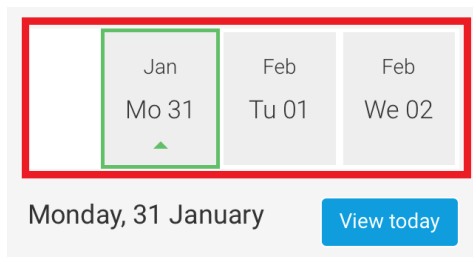
3. Select the time of day that you wish to make a booking for.



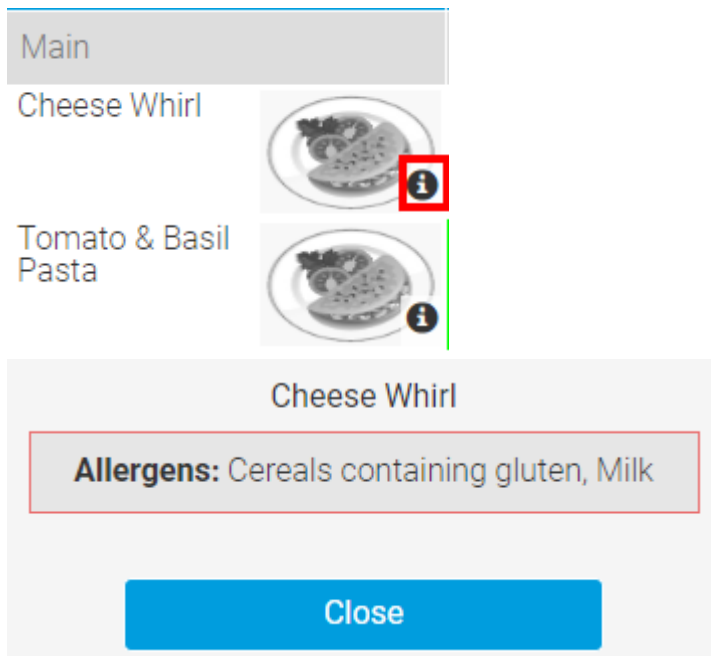
4. Select **Make or view bookings**.



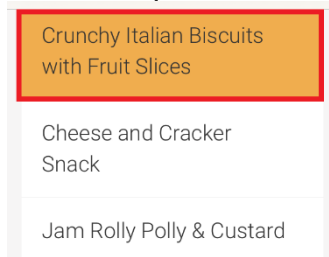
5. You will then be presented with the booking screen.
6. Select the date you wish to book.



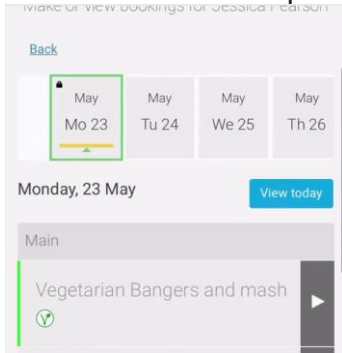
7. Scroll and tap the **main meal choice** for your child (this will then be highlighted in orange).
8. Tap the arrow to view Allergen or nutritional information (if available).



9. Some menu's may require you to select a dessert. Scroll to view dessert options and tap the desired choice.

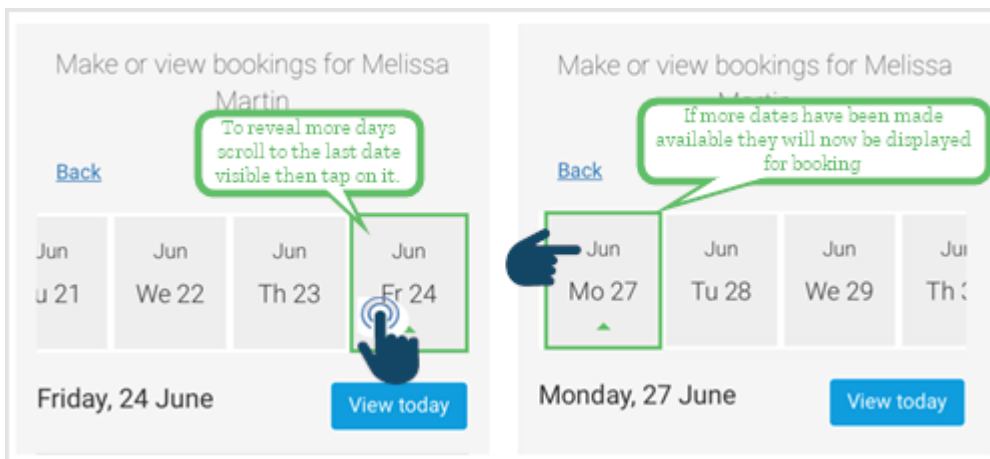


10. Scroll back to the top of the screen to choose another day.

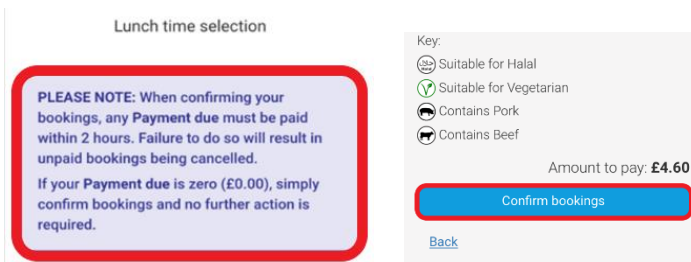


11. Repeat steps 7 through to 9 until you are ready to confirm your bookings.

Note: You are able to scroll through the dates and choose meals for up to 10 weeks in advance (depending on your schools settings). You will need to select the last date that appears, to be able to see further dates.



12. If you pay for the MEALS these will need to be paid within two hours of confirming.



13. Tap on the **Confirm bookings**, if payment is due you will be taken to the basket.

Basket

Item	Edit	Remove
Melissa - A - School meals £2.30		

Order summary

Items:	£2.30
Total:	£2.30
Pay by Parent Account credit:	-£0.00
Amount to pay:	£2.30

Payment method

[Set up One-click payments](#)

One-click payments are faster and simpler. Simply set up a direct debit mandate that allows payments to be taken from your bank account. Payments will only be taken when you tell us to.

[Other payment method](#)

[Cancel](#)

14. Once you have completed your bookings return to the basket and choose the payment option that most suits you.

15. Confirmation of payment will appear on your mobile device and you meal or places bookings will have been sent to the school.

ParentPay [Logout](#)

Home

Menu

✓ **Payment successful**
Card payment amount: £2.30
Cost of items: £2.30
Your Parent Account credit is now: £0.00
[View receipt](#)