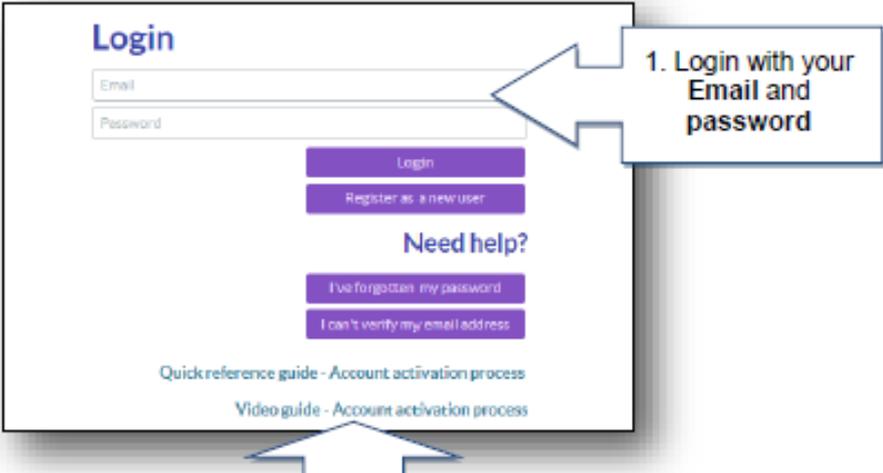


How do I view my child's reserved sessions?

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



Login

Email

Password

Login

Register as a new user

Need help?

I've forgotten my password

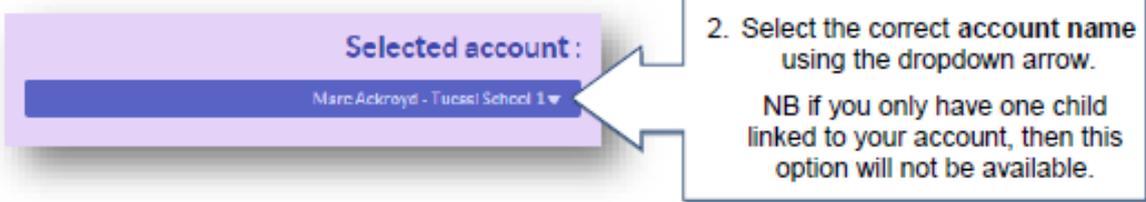
I can't verify my email address

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.

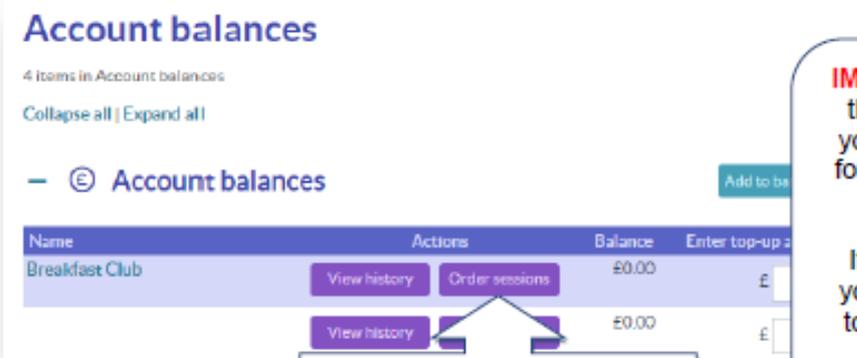


Selected account :

Marc Ackroyd - Tuscot School 1

2. Select the correct account name using the dropdown arrow.

NB if you only have one child linked to your account, then this option will not be available.



Account balances

4 items in Account balances

Collapse all | Expand all

Account balances

Name	Actions	Balance	Enter top-up
Breakfast Club	View history Order sessions	£0.00	£
	View history	£0.00	£

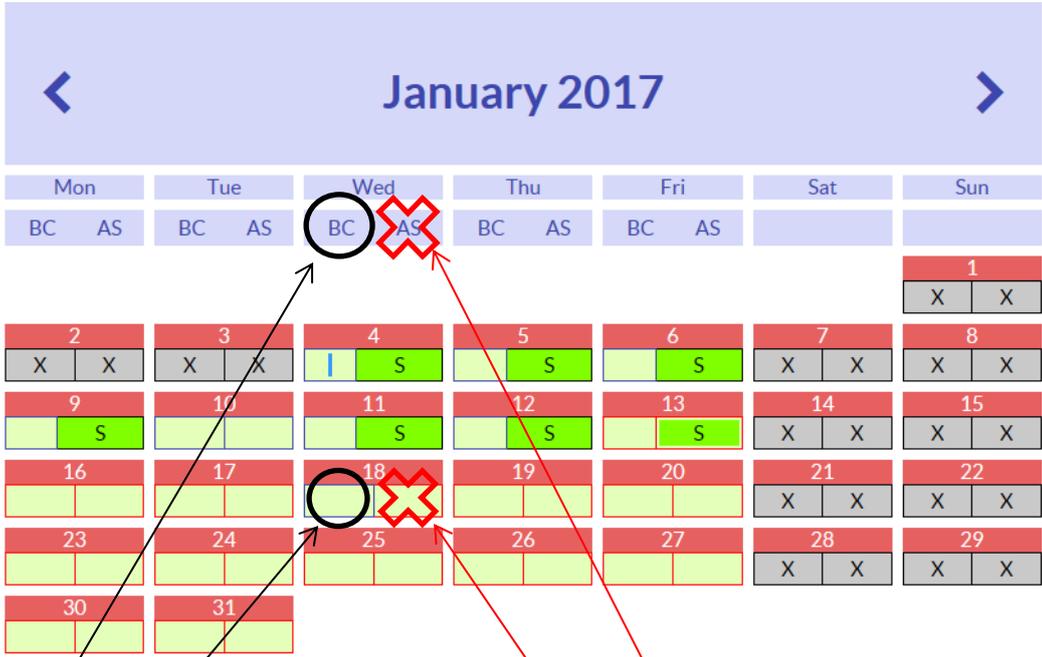
3. Click **Order sessions** against the relevant Club.

IMPORTANT: You will only see the **Order sessions** option if your child's school have opted for parents to reserve sessions online.

If this facility is not available, you will instead see the option to **view the session calendar**

View calendar

How do I reserve additional sessions?



Click on column headed BC for Breakfast Club bookings only

Click on column headed AS for Action Staytions after school club from 15:15 – 17:45 only

Key

Sessions		Codes			
BC	Breakfast Club	X	Closed	B	Breakfast Club 8:00 - 8:50
AS	After School Club	S	Short Session 3:15pm - 4:45pm	F	Full Session 3:15pm - 5:45pm