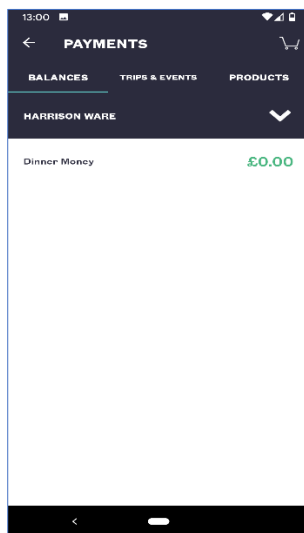# How to use SCOPAY to order lunches

If your child receives free school meals you will only need to follow the Ordering of School dinners as detailed further below..
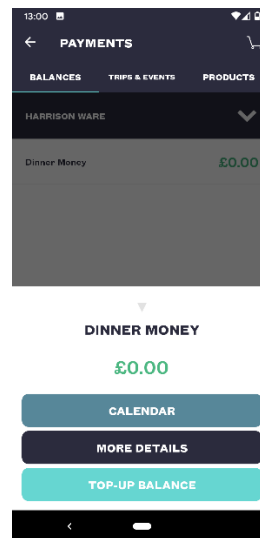
If your child does not receive free school meals, you will need to Top Up their dinner money account as follows:

Step 1: From the main Screen (As seen in Step 2 above) Select the Balances Icon
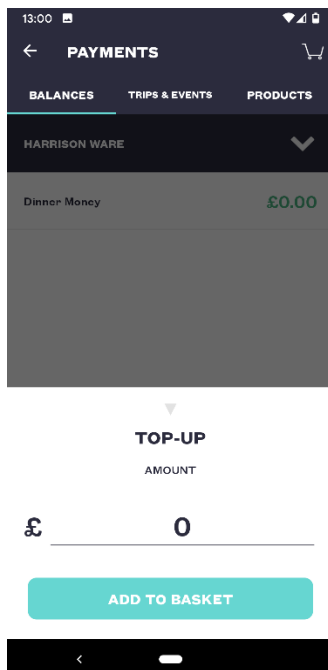
Step 2: Select Dinner Money   Step 3: Select Top Up Balance

Step 4: Enter the amount of money you wish to pay into the account for the Day/Week/Month And then select Add To Basket
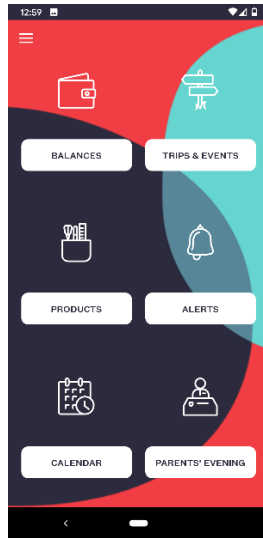

Once you Select add to basket you will see items in your trolley (Top right hand corner). Click on your trolley and then select CHECKOUT, and this will take you through to the payment screen.
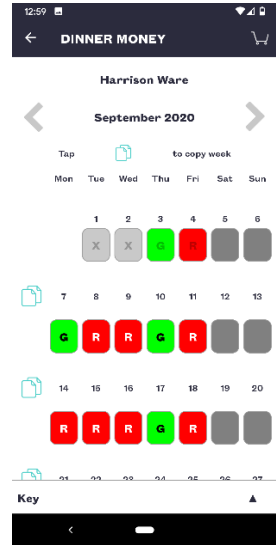
Ordering of School Dinners

Step One: Load up Scopay
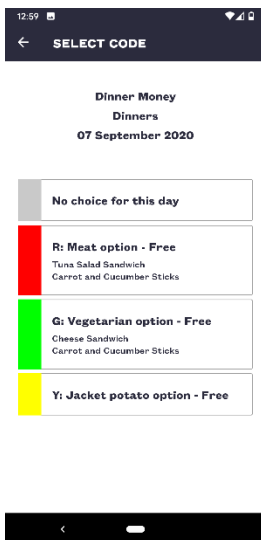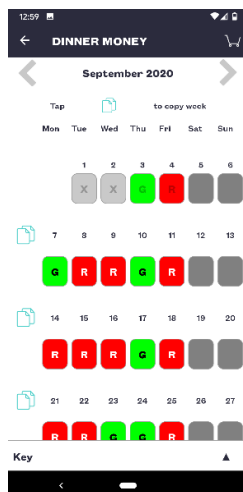
Step 2: Select Calendar

Step 3: Select Date

Please note: If the date square is white no selection has been made.

Step 4: Select your child's menu choice which coincides with the Menu provided
Please Note: Jacket Potato option is NOT available at this time.

Step 5: when you have selected all your menu choices, the date square will be colour coded to show you your choice.

END