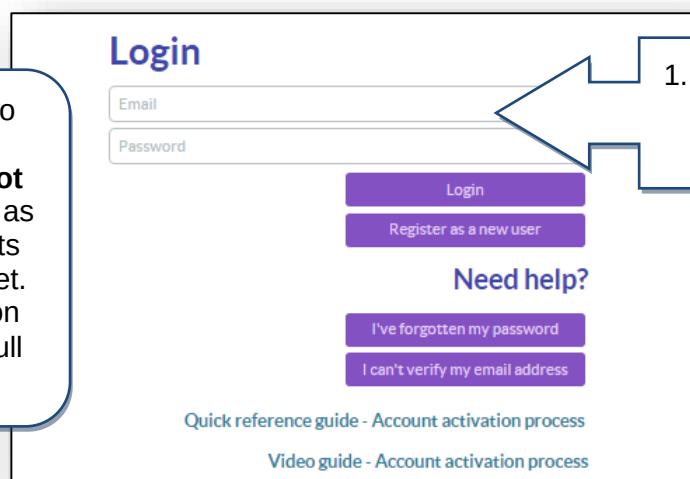


How do I see my current bookings?

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

IMPORTANT: if logging to **scopay.com** via a smartphone, please **do not** use the Tucasi mobile site as it does not support Parents Evening functionality as yet. Instead, select '**Cancel**' on the prompt and load the full scopay.com site.

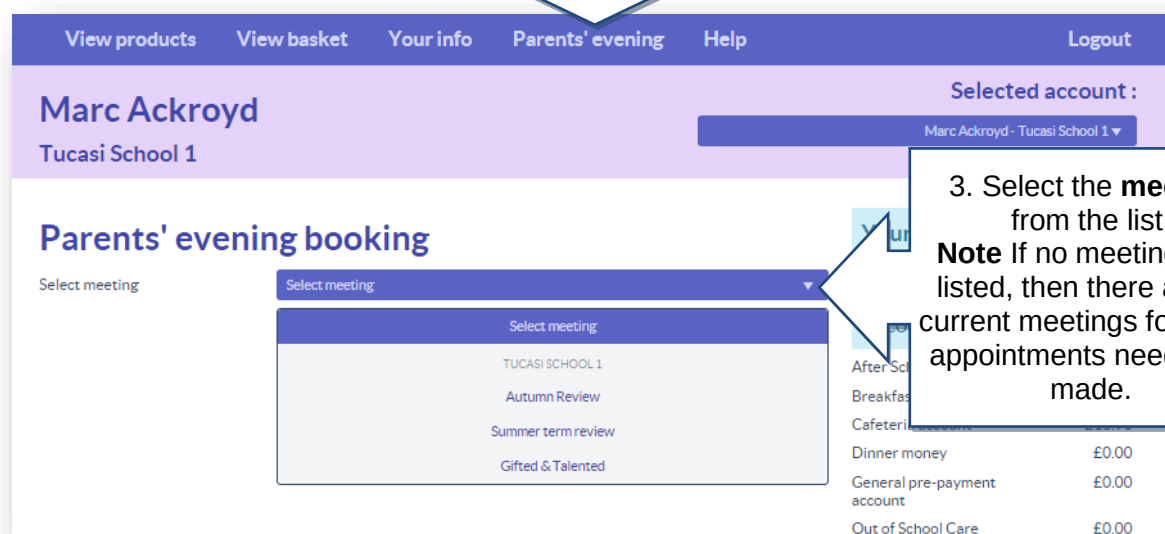


The screenshot shows the login page with fields for Email and Password, and buttons for Login, Register as a new user, and Need help? (I've forgotten my password, I can't verify my email address). Below the login section are links for 'Quick reference guide - Account activation process' and 'Video guide - 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.

2. Select **Parents' evening**



The screenshot shows the 'Parents' evening booking' page. The user is logged in as Marc Ackroyd from Tucasi School 1. The page has a navigation bar with 'View products', 'View basket', 'Your info', 'Parents' evening', 'Help', and 'Logout'. The 'Parents' evening' tab is selected. Below the navigation bar, there is a 'Selected account:' section showing 'Marc Ackroyd - Tucasi School 1'. The main content area is titled 'Parents' evening booking' and includes a 'Select meeting' dropdown menu. The dropdown menu is open, showing a list of meetings: 'TUCASI SCHOOL 1', 'Autumn Review', 'Summer term review', and 'Gifted & Talented'. To the right of the dropdown menu, there is a table with a list of items and their prices: 'After School', 'Breakfast', 'Cafeteria', 'Dinner money', 'General pre-payment account', and 'Out of School Care', all with a price of £0.00.

3. Select the **meeting** from the list.

Note 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 Summer term review

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

Attachments for this meeting

 [School map](#)

Key

- Time slot available
- You have this time slot booked
- Time slot available, but clashes with one of your current bookings
- Time slot unavailable

Quick reference guide - Parents' evening booking system

	Marc Ackroyd Peter Brown Summer term review Main Hall	Mary Ackroyd Miss Chimbani
Wed, May 18		
16:00 - 16:10	Book	Book
16:10 - 16:20	Unavailable	Book
16:20 - 16:30	Book	Book
16:30 - 16:40	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 Peter Brown regarding Marc Ackroyd at 16:20 - 16:30

Yes No

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

Confirm booking?

Appointment to see Peter Brown regarding Marc Ackroyd at 16:20 - 16:30

Booking successful.

OK

Marc Ackroyd
Peter Brown
Summer term review
Main Hall

Mary Ackroyd
Miss Chimbani

Wed, May 18

16:00 - 16:10	Move here	Book
16:10 - 16:20	Unavailable	Book
16:20 - 16:30	Cancel booking	Book
16:30 - 16:40	Move here	Book
16:40 - 16:50	Move here	Book
16:50 - 17:00	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 move my booking to an alternative time?

Parents' evening booking

Select meeting

Select meeting

Select meeting

TUCASI SCHOOL 1

Autumn Review

Gifted & Talented

Summer term review

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

Marc Ackroyd
Peter Brown
Summer term review
Main Hall

Mary Ackroyd
Miss Chimbani

Wed, May 18

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

2. Click **Move here** on any available slot.

NB Amber slots indicate times which clash with your existing bookings for another child.

Move booking?

Please confirm you are moving the following booking

16:20 - 16:30

Replace with:

Appointment to see Peter Brown regarding Marc Ackroyd at 16:40 - 16:50

Yes No

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

How do I cancel a booking online?

Parents' evening booking

Select meeting

Select meeting

Select meeting

TUCASI SCHOOL 1

Autumn Review

Gifted & Talented

Summer term review

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

Marc Ackroyd

Mary Ackroyd

Peter Brown

Miss Chimbani

Summer term review

Main Hall

Wed, May 18

16:00 - 16:10

Move here

Book

16:10 - 16:20

Unavailable

Book

16:20 - 16:30

Move here

Book

16:30 - 16:40

Unavailable

Book

16:40 - 16:50

Cancel booking

Book

16:50 - 17:00

Move here

Book

17:00 - 17:10

Unavailable

Book

17:10 - 17:20

Unavailable

Book

2. Click **Cancel booking**

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

Cancel booking?

Yes

No

Cancel booking?

Booking cancelled.

OK

How do I print out my schedule for a meeting?

The screenshot shows the 'Parents' evening booking' interface. A blue header bar contains the text 'Parents' evening booking'. Below it, there is a 'Select meeting' label and a blue dropdown menu currently showing 'Summer term review'. A red box highlights two links: 'View my schedule' and 'Download my schedule'. Two callout boxes provide instructions: one points to the dropdown menu with the text '1. Select the appropriate meeting from the drop-down menu', and the other points to the highlighted links with the text '2a. Select **View my schedule** to show the bookings on screen in your web browser window' and '2b. Select **Download my schedule** either to view or download your schedule as a pdf document viewable with Adobe Acrobat Reader'.

Parents' evening booking

Select meeting Summer term review

View my schedule
Download my schedule

1. Select the appropriate meeting from the drop-down menu

2a. Select **View my schedule** to show the bookings on screen in your web browser window

2b. Select **Download my schedule** either to view or download your schedule as a pdf document viewable with Adobe Acrobat Reader

The screenshot shows a PDF document titled 'Parents' evening meeting schedule Summer term review'. The document content includes the text 'Reported at Tuesday 8 March 2016 18:26' and 'Wednesday 18 May 2016'. Below this is a table with the following data:

Time	Pupil	Teacher	Location	Subject
16:50 - 17:00	Marc Ackroyd	Peter Brown	Main Hall	Summer term review

A red box highlights the print icon in the top right corner of the browser window. The browser's address bar shows 'view.html' and the page number '1 / 1'.

view.html 1 / 1

Parents' evening meeting schedule
Summer term review

Reported at Tuesday 8 March 2016 18:26
Wednesday 18 May 2016

Time	Pupil	Teacher	Location	Subject
16:50 - 17:00	Marc Ackroyd	Peter Brown	Main Hall	Summer term review

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)