



GUIDE FOR PARENTS MAKING PAYMENTS ON SCOPAY

This Guide provides help with the following

- How to add items to your basket
- How to get to the checkout
- How to make a payment
- How to view your child's school meal history

Other Guides for Parents

All parents:

How to **Manage** your SCOPAY Account

How to Set up **Alerts** (for low balances, new trips and products, Parents' Evening Meetings)

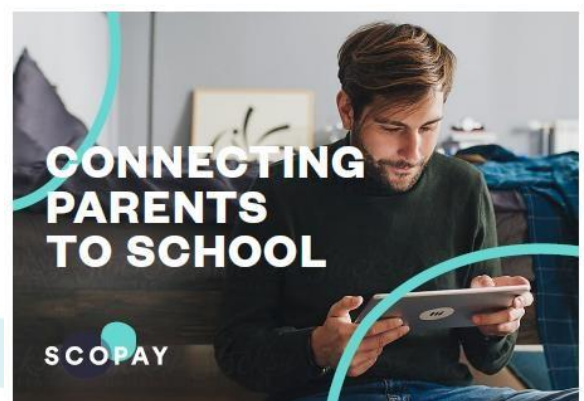
Parents should check with their school to see which of the following options are available to you:

How to **Order Dinners** Online

How to **Book Clubs** Online

How to **Book a Parents' Evening Meeting**

How to **Save Card Details / Recurring Payments**



You might see slight variations to the SCOPAY layout depending on the type and size of screen display you are using.

HOW DO I ADD ITEMS TO MY BASKET?

- ❗ To enable you to register your child's SCOPAY account you will need a letter or email from your school with a unique Link Code or QR Code. You will also need an active email address. Once your account is created, you will receive an email with a link which will enable you to verify the account.

Step 1

Go to the www.scopay.com website or the SCOPAY Mobile App and login with your email address and password



LOGIN

Email Address

Password

LOGIN

MARC ACKROYD ▾

SCOPAY School

French For Beginners - SCOPAY School

Marc Ackroyd - SCOPAY School

Mary Ackroyd - SCOPAY School

Step 2

Select the child you wish to make a payment for

▾ ACCOUNT BALANCES

After School Activities ⓘ

£1.00

VIEW HISTORY

VIEW CALENDAR

MAKE PAYMENT

Breakfast Club ⓘ

-£8.00

VIEW HISTORY

ORDER SESSIONS

MAKE PAYMENT

Dinner Money ⓘ

-£16.00

VIEW HISTORY

ORDER MEALS

MAKE PAYMENT

Step 3

Tap the item name or the

VIEW HISTORY

button to view further details

After School Activities  £1.00

[VIEW HISTORY](#) [VIEW CALENDAR](#) [MAKE PAYMENT](#)

Step 3
Top up an item by tapping

[MAKE PAYMENT](#)

Step 4

Enter the amount you wish to pay and tap

[ADD TO BASKET](#)

After School Activities 

Current Balance: £1.00

Enter Top-Up Amount

[ADD TO BASKET](#)

▼ **SWEATSHIRTS: PRODUCTS**

Sweatshirt 24" 

£8.50

Quantity

▼

[ADD TO BASKET](#)

Sweatshirt 26" 

£8.50

Quantity

▼

[ADD TO BASKET](#)

Sweatshirt 28" 

£8.50

Quantity

▼

[ADD TO BASKET](#)

Step 5

If it's a product, you wish to buy such as uniform or books, tap the down arrow to select the Quantity and click

[ADD TO BASKET](#)

HOW DO I CHECKOUT?

Step 6

Tap on your basket



Step7

Check the items in your basket and edit if necessary.

Tap

CHECKOUT

YOUR BASKET

	Qty.	Name	For	Total	
EDIT	1	After School Activities	Marc Ackroyd	£15.00	TOTAL £23.50
DELETE					
EDIT	1	Sweatshirt 26"	Marc Ackroyd	£8.50	CHECKOUT
DELETE					
Subtotal:				£23.50	

Step 8

Confirm your billing address.
Tap  to make any changes.

i The billing address must match the address of the bank card you will use for online payments.

CHECKOUT: ENTER PAYMENT AND CONTACT INFORMATION

Please confirm your address for payment. This address must be the same as your billing address for your credit/debit card.

MrBobbyAckroyd
221b Baker Street
Holywell
Flintshire
CH8 7BP
GB

EDIT ADDRESS

Tick here to save your details for next time: ☐

PROCESS PAYMENT

Step 9

Select ☒ here to save your address details for next time:

Step 10

Tap

PROCESS PAYMENT



WorldPay
Help FAQs Security

Secure Payment Page
TEST MODE - This is not a live transaction.
Please review your purchase details, then select a payment method to continue.

Select language English
Choose currency £13.00 (Pounds Sterling)
Recurring Payments
Description Purchases at Tucasi School 3 (ref 999/9903)
Amount £13.00

Select your payment method
Diners Club International, Mastercard, VISA, Amex, Maestro, JCB

payments powered by **WorldPay**
For help with your payment visit the: [WorldPay Help](#)

WorldPay (UK) Limited © 2012

Step 11
Select your payment method,
enter your card details and
tap on **submit order**

*Note that that the payment page
might look different to this example
if your child's school uses a Local
Authority payment Gateway.*

Step 12

A receipt will be displayed on SCOPAY and you will receive an email confirming
your purchase
(remember to check your email spam/junk folder)

PAYMENT DETAILS

Please keep this receipt for your records.

[VIEW PRINTER FRIENDLY VERSION](#)

Item	For	Price	Quantity	Total	Order status
After School Activities	Marc Ackroyd	£15.00	1	£15.00	
Sweatshirt 26"	Marc Ackroyd	£8.50	1	£8.50	Open

Totals

Total: £23.50

Payment status

Paid online

WorldPay

Billing information

62 Graham Road

Flintshire, OX6 1ZG

GB

sm@tucasi.com

Payment information

Transaction number:

100000034

Date placed: 20 May 2019

11:47

Status: COMPLETE

- ① Your child's balance will be updated on SCOPAY and in school.
Note that for secondary schools topping up canteen accounts, it might take up to an hour for
the canteen to pull the payments down to their system.
Please check with the school office for further information.

HOW DO I VIEW MY CHILD'S SCOPAY HISTORY?

PRIMARY SCHOOLS

Tap **VIEW PRODUCTS**
Tap **VIEW HISTORY**
Payment History for the account or product will be displayed
This will include Online transactions as well as Cash or Cheque paid in school

▼ **ACCOUNT BALANCES**

After School Activities ⓘ

[VIEW HISTORY](#) [VIEW CALENDAR](#)

Breakfast Club ⓘ

[VIEW HISTORY](#) [ORDER SESSIONS](#)

Dinner Money ⓘ

[VIEW HISTORY](#) [ORDER MEALS](#)

← **PAYMENT HISTORY FOR AFTER SCHOOL ACTIVITIES**

Date of last online payment:	20 May 2019 11:47	VIEW CALENDAR
Last online payment amount:	£15.00	
Current balance:	£16.00	

Description	Date	Paid	Amount
After School Activities	20 May 2019 11:47	Online	£15.00
After School Activities	25 Apr 2019 16:50	Online	£1.00

Tap **VIEW CALENDAR**
Any booked sessions will be displayed together with the Key

← **MARC ACKROYD**
AFTER SCHOOL ACTIVITIES

Key

Sessions

F Football
S Swimming

Codes

Unavailable
Bookable
X Closed
F Football
S Swimming

JUNE 2019

	MON	TUE	WED	THU	FRI
	3	4	5	6	7
	F		F		
	S	S			
	10	11	12	13	14
	F				
	S				

SECONDARY SCHOOLS

Under Cafeteria
account tap

[VIEW HISTORY](#)

Cafeteria account

[VIEW HISTORY](#)

You will see all online payments and the purchases made in the cafeteria.

← PAYMENT HISTORY FOR CAFETERIA ACCOUNT

Description	Date	Paid	Amount
Cafeteria account	15 Mar 2019 16:26	Online	£15.00
1 x Water Lrg, 1 x Mini Cuplet, 1 x Large Baguette	15 Mar 2019 12:30	Online	-£2.68
1 x Misc, 1 x Tray Bakes, 1 x Sandwich	14 Mar 2019 13:15	Online	-£3.11

SUMMARY

Date of last online payment:

16 Mar 2019 16:25

Last online payment amount:

£15.00

Current balance:

£18.00

❗ If you need help with SCOPAY or for further enquiries, please contact the School Office at your child's school.