This Guide provides help with the following

- View the Dinners calendar
- Order meals
- Change ordered meals

Other Guides for Parents

All parents:
How to Manage your SCOPAY Account
How to Make Payments on SCOPAY
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 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 VIEW THE DINNER CALENDAR?

Step 1
Go to the www.scopay.com website and login with your email address and password.

Step 2
Select the child you wish to view.

Step 3
Next to Dinner Money select ORDER MEALS or VIEW CALENDAR.
The calendar will be displayed showing meals ordered. Note the Key on the left hand side.

**HOW DO I ORDER MEALS?**

Note that depending on the options selected by your school, you may need to make a payment for school dinners before you can order them online. The system will prompt you to top up.

Select the day you wish to order a meal. The options available to you will be displayed. Tap the required option. Tap OK.
HOW DO I CHANGE A MEAL ORDER?

Refer to the steps above to View the Calendar.

**Step 1**
Tap on the meal for the day you wish to change

**Step 2**
Select your new meal choice
Tap OK

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