**Making bookings**

1. Go to [www.parentpay.com](https://www.parentpay.com/) and log in.
2. Select the child to make bookings for **[1]**.  
     
   A screenshot of a computer screen

   Description automatically generated
3. From the menu **[2]** select **Book meals and places** > **Make bookings [3].**  
   A screenshot of a computer

   Description automatically generated
4. Select the **Event** that you wish to make a booking for **[4]**and If required choose a week. Then select **Make or view bookings [5].  
     
   A screenshot of a web page

   Description automatically generated**
5. A booking screen will be presented:  
     
   **NOTE** Several possible bookings screens are available based on the options chosen by the child's school setup. Each of these options are displayed below:  
     
   * **OPTION 1**: Full menu choices are displayed with images (where available) for each item for each day. Nutritional information may also be available. Additional weeks can be viewed by using the **Next week**button **[X]**.  
     A screenshot of a calendar

     Description automatically generated
   * **OPTION 2**: Individual choices are available to select for example main, side, and dessert for each day **[X]**. Additional weeks can be viewed by using the **Next week**button **[X]**.  
     A screenshot of a calendar

     Description automatically generated
   * **OPTION 3**: View the available options shown on a fixed menu and then book a meal or event for each day. Use the **Next week**button to make further bookings.  
     A menu on a computer screen

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   * **OPTION 4**: Book a meal or event with no menu to view. Use the **Next week**button to make further bookings.  
     A blue and white rectangular box with text

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6. Make all desired bookings.
7. A summary will be displayed at the bottom of the page with any previous unpaid bookings shown in red.A screenshot of a computer

   Description automatically generated**WARNING**: Any bookings must be confirmed and (if required) paid for within 2 hours of selecting them.  Failure to do so will result in the bookings being automatically cancelled.
8. Review the booking summary, and select Confirm booking.
9. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by Bank Transfer (if enabled) or Other payment method.A screenshot of a computer

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