

GUIDE FOR PARENTS COMPLETING FORMS ON SCOPAY

This Guide provides help with the following

To complete trip forms on SCOPAY

- Complete a form
- Submit a form



All parents:

How to **Manage your SCOPAY Account** How to **Make Payments** on SCOPAY

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 Set up **Recurring Payments**

CONNECTING PARENTS TO SCHOOL

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

HOW DO I COMPLETE A FORM ON SCOPAY?

Step 1

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



Step 2

Select VIEW PRODUCTS at the top of the screen or TRIPS & EVENTS on the app



VIEW PRODUCTS	PARENTS' EVENING	HEL
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ALERTS 0

YOUR INFO LOGOUT

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SCOPAY School

Step 3

Scroll down and view any trips with

Form: Complete form

Note that you may not see a **MAKE PAYMENT** button for this trip if the school wish you to complete the form prior to making a payment

London Trip

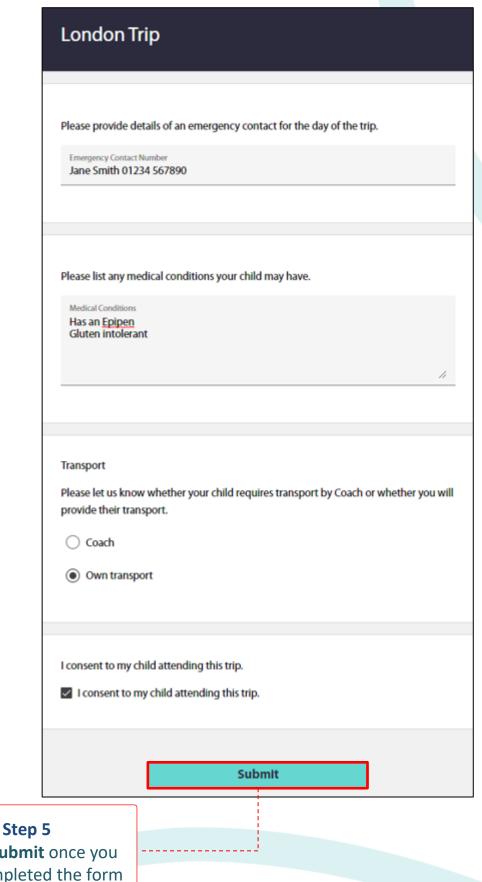
£10.00

Form: Complete form

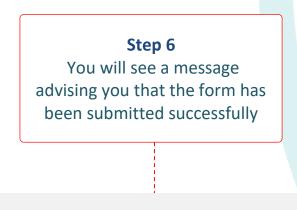
Owed: £10.00

Step 4

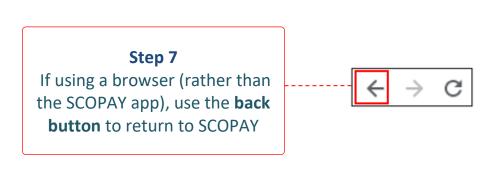
Select Complete form and answer all of the questions. Note that your questions will be different to the example below

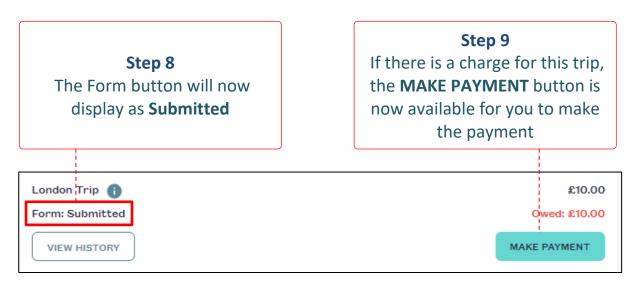


Select **Submit** once you have completed the form



Form submitted successfully. You may now go back to the previous page.





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