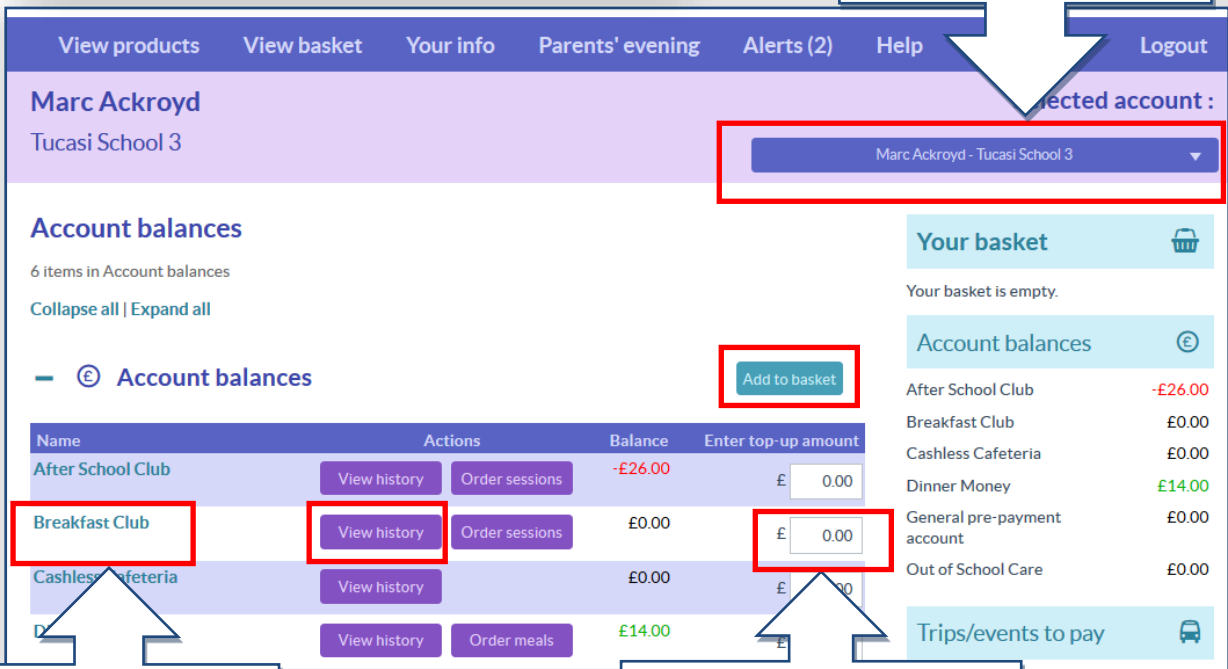


How do I add items to my basket?

Important: you must register before you can purchase an item online. Your school will provide you with a letter explaining the registration process.

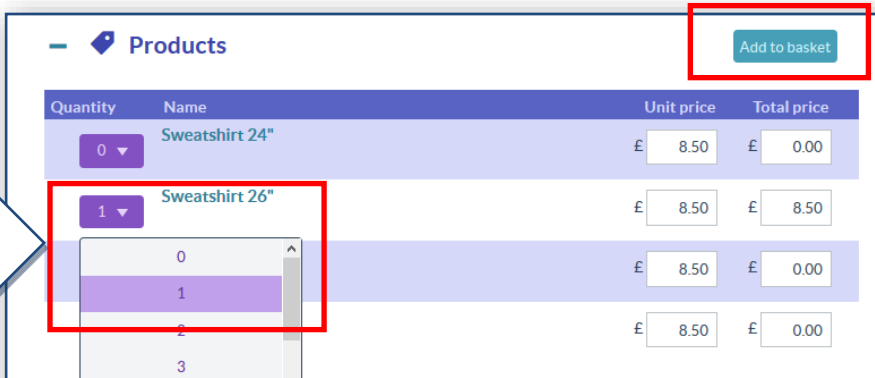
1. Login to your account at www.scopay.com and select the pupil you wish to make a purchase for.



You can click on the **item name** or the **View history** button to view further details

2. Top up an item by **entering the amount** you wish to pay, and **Add to basket**

3. If it's a product you want to purchase choose the **quantity** and **Add to basket**



How do I view my child's school dinner history?

Primary Schools

1. Select the **Order Meals** or **View Calendar*** button alongside the Dinner Money header.

*Note that the label depends on the setup configured by the school

2. The calendar opens to display the pupil's meal history.

A meal key is displayed on screen.

Secondary Schools

1. Select the **View history** button beside the cafeteria account

2. The purchase and top up history is displayed

Description	Date	Paid	Amount
Cashless Catering (Chartwells)	17 Nov 2014 11:51	Online	£10.00
1 x MISC, 1 x TRAY BAKES, 1 x SANDWICH	06 Nov 2014 13:20	Cashless	-£3.11
1 x WATER LRG (500ML), 1 x MINI CUPLET, 1 x LARGE BAGETTE	05 Nov 2014 13:28	Cashless	-£2.68
1 x MISC, 1 x FRUIT, 1 x SANDWICH	04 Nov 2014 13:24	Cashless	-£2.80
Money Added	04 Nov 2014 12:53	Cashless	£12.00
1 x MINI CUPLET, 1 x BACON & CHEESE BAGEL	04 Nov 2014 11:05	Cashless	-£1.34
1 x MISC	03 Nov 2014 14:39	Cashless	-£3.11
Money Added	03 Nov 2014 12:46	Cashless	£5.00

How do I go to the checkout?

1. Click on **View basket** which is displayed on the right-hand side of the screen

Selected account :
Marc Ackroyd - Tucasi School 3

Your basket

Book bag	Marc Ackroyd
Total: £3.00	

Water bottle	Marc Ackroyd
Total: £2.00	

Subtotal: £5.00	

View basket

2. Check the items in your basket, edit or delete if necessary and click on **Checkout**

Your basket
Payment processor: WorldPay

	Qty.	Name	For	Total
Edit Delete	1	Book bag	Marc Ackroyd	£3.00
Edit Delete	1	Water bottle	Marc Ackroyd	£2.00
				Subtotal: £5.00

Continue shopping Go back to view products.

Checkout Pay for the items in your basket.

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.

Your billing address

Title

First name

Last name

Address 1

Address 2

Town/city

County/state/province

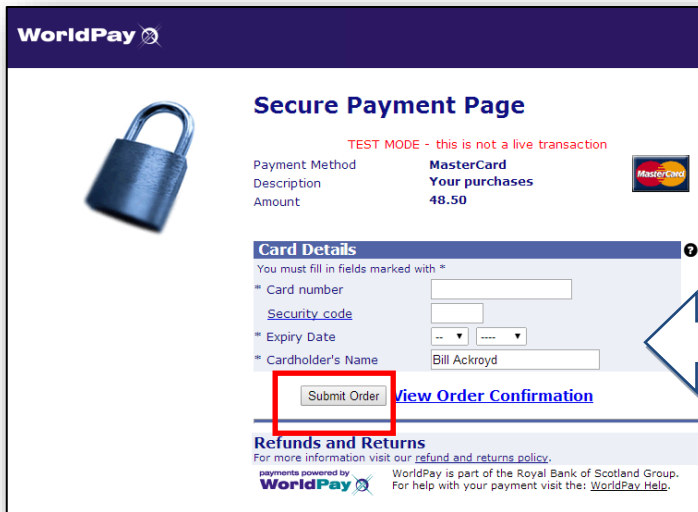
Postcode

Country

Tick here to save your details for next time.

Process payment

3. Enter your payment contact information and click on **Process payment** screen



WorldPay

Secure Payment Page

TEST MODE - this is not a live transaction

Payment Method: **MasterCard**
 Description: **Your purchases**
 Amount: **48.50**

Card Details

You must fill in fields marked with *

* Card number:

Security code:

* Expiry Date: -- / --

* Cardholder's Name: Bill Ackroyd

[View Order Confirmation](#)

Refunds and Returns
 For more information visit our [refund and returns policy](#).

payments powered by **WorldPay**
 WorldPay is part of the Royal Bank of Scotland Group. For help with your payment visit the: [WorldPay Help](#).

NB The payment page may look different to this example if your child's school uses a local authority payment gateway

3. Enter your card details and click on **Submit Order**

You will receive an email confirming your purchase. (Remember to check your spam/junk email)

Payment details

Please keep this receipt for your records. [View printer friendly version](#)

Payment information

Transaction number: 100000003
 Date placed: 16 May 2014 16:13
 Status: COMPLETE

Billing information

123 Street
 , YO1 2AB
 GB
 afr@tucasi.com

Item	For	Price	Quantity	Total
Dinner Money	Marc Ackroyd	£10.00	1	£10.00
Polo Shirt 28"	Marc Ackroyd	£8.50	1	£8.50
Totals				Total: £18.50

Payment status

Paid online WorldPay

Support

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

If you have any questions please also refer to **See our frequently asked questions** link on the online payments login screen.