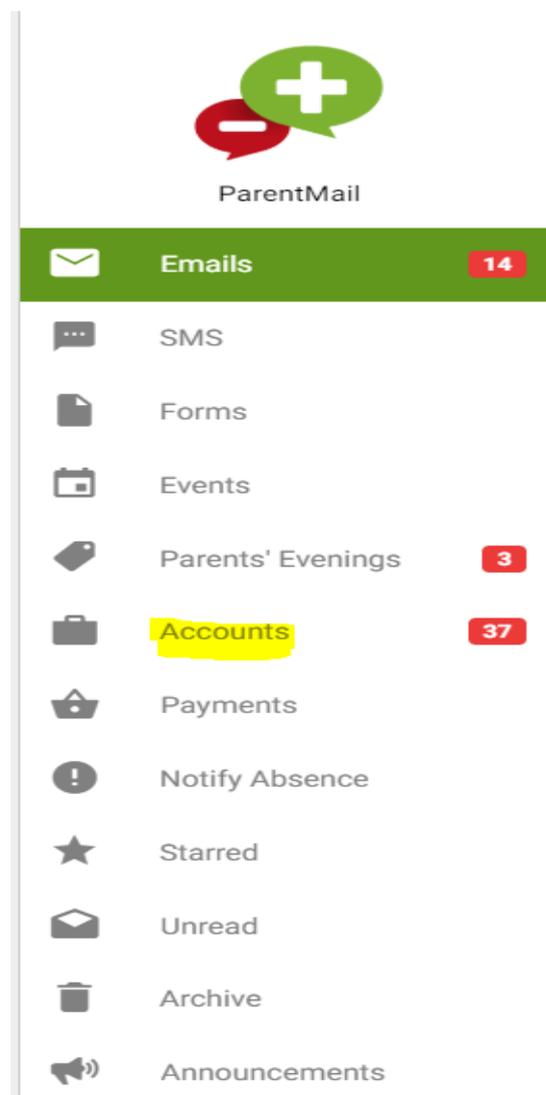ParentMail has evolved! In an ever-changing social landscape, we have moved with the times and launched "Advance Bookings". You can now select meal patters using the same log in detail that you currently use to access communications or payments at your school.

- To access and make choices- log into ParentMail as you usually do.
- When you have logged in- locate "Accounts" on the left side Menu- this is separate to anything else the school has on sale. Trips, uniform and any other item will be in "Payments> To Pay/Shop" area of ParentMail.
- If your child has been offered choices online, the process to book and pay for these have been made simple and clear.

Select the "ACCOUNTS" tab

Balance: £0.00

Dinners- Sandy Lane Test
ZZ_Support Test Account
Kathryn Adams

£ TOP UP

Meal Selections (Daily Charge: £0.00)

Week beginning 30/09/2019

30th Mon	1st Tue	2nd Wed	3rd Thu	4th Fri	5th Sat	6th Sun

Week beginning 07/10/2019

7th Mon	8th Tue	9th Wed	10th Thu	11th Fri	12th Sat	13th Sun

Week beginning 14/10/2019

14th Mon	15th Tue	16th Wed	17th Thu	18th Fri	19th Sat	20th Sun

Week beginning 21/10/2019

21st Mon	22nd Tue	23rd Wed	24th Thu	25th Fri	26th Sat	27th Sun

Week beginning 28/10/2019

28th Mon	29th Tue	30th Wed	31st Thu	1st Fri	2nd Sat	3rd Sun

Week beginning 04/11/2019

4th Mon	5th Tue	6th Wed	7th Thu	8th Fri	9th Sat	10th Sun

Week beginning 11/11/2019

11th Mon	12th Tue	13th Wed	14th Thu	15th Fri	16th Sat	17th Sun

This is the first screen you will see. It is a simple calendar feature where you select days/weeks and make meal selections from the options the school has provided.

PLEASE NOTE THAT MENUS FOR THE FOLLOWING WEEK WILL CLOSE AT MIDNIGHT ON THE THURSDAY. MENUS WILL THEN TURN GREY TO INDICATE THAT THAT CHOICE IS NO LONGER AVAILABLE
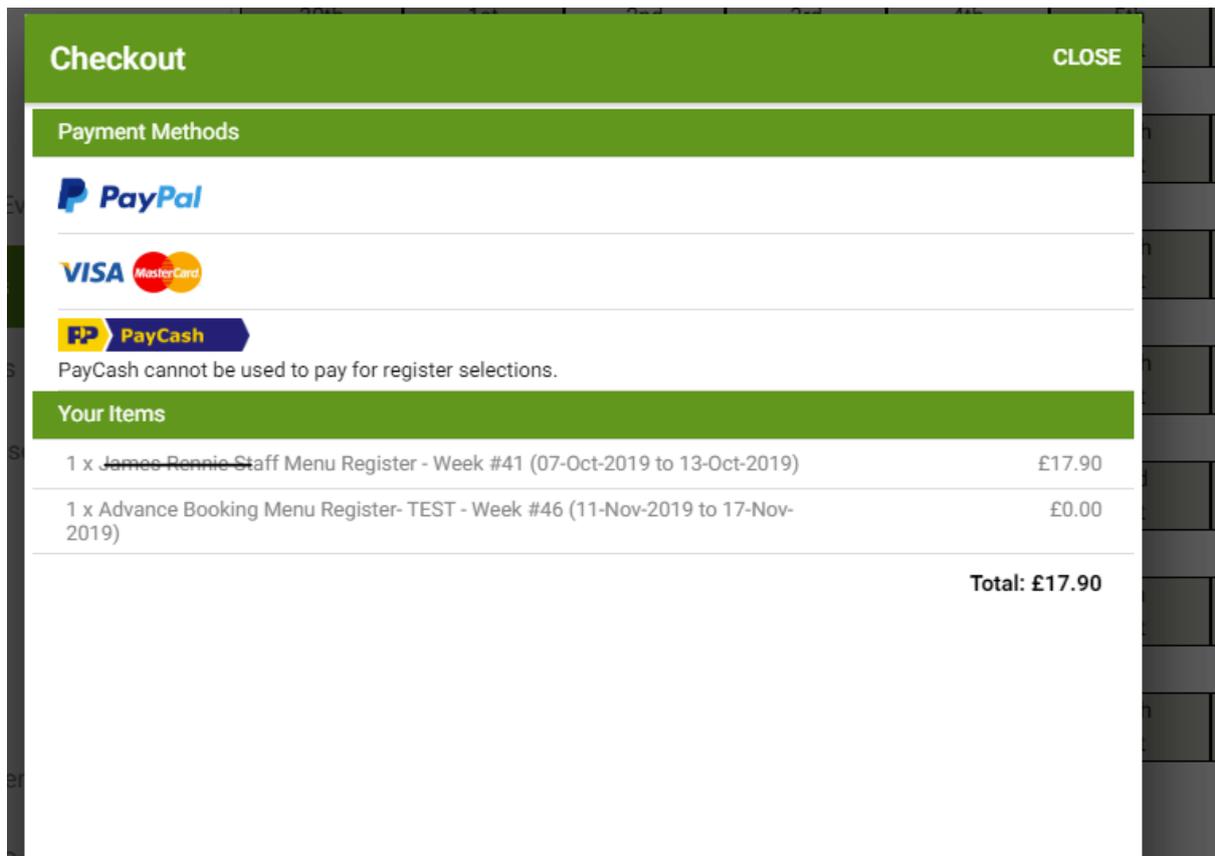
An example of a Menu Booking Screen from another school.

Once a date is clicked, you will be able to make selections for the entire week- costs are clearly displayed at the top of the page. An example of what the school may offer as meal options- you can see clearly the costs and options available. Tick the box relevant to your selection- click checkout to pay.

At checkout you can pay via PayPal, Card or produce a barcode via PayCash (if this is an option at your school) to take to a shop to pay if you do not wish to place card details online.

From the "Accounts" area, you will be able to see all historical purchases/ selections by clicking on History at the bottom right of the page.