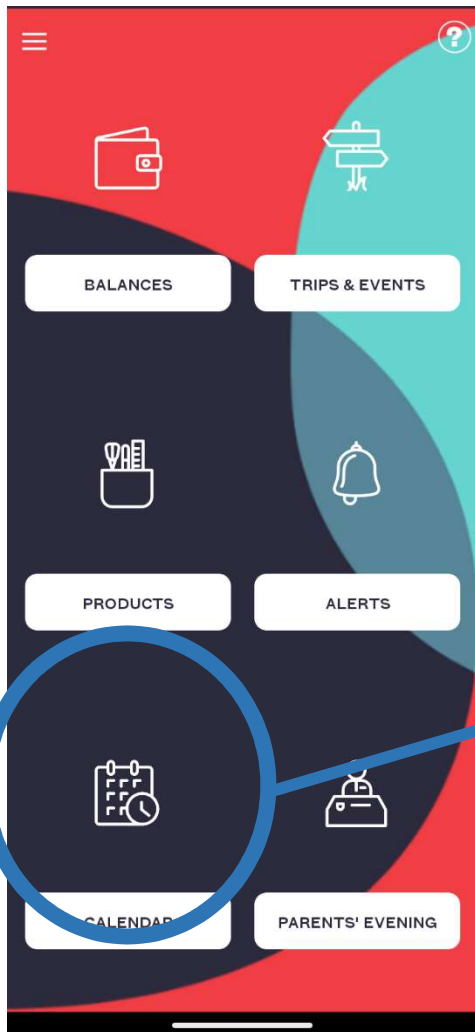
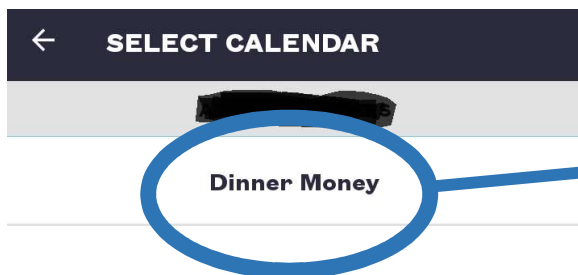


How to order lunches on ScoPay via mobile app

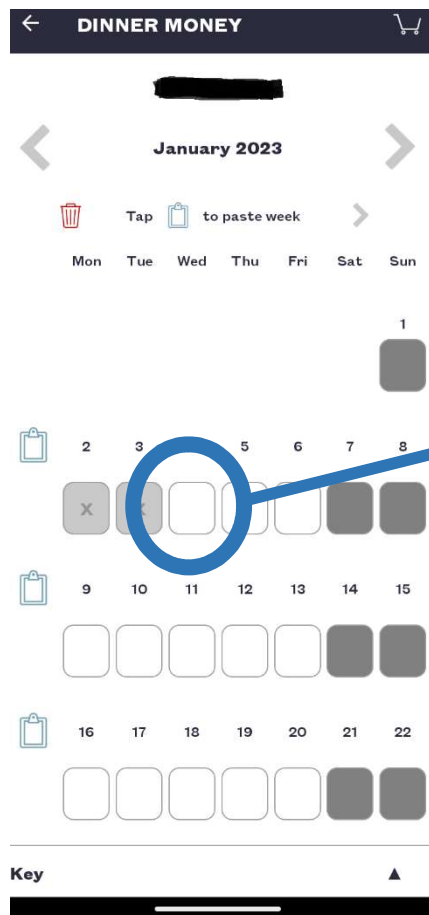


Once you have logged in you should see the home screen. Please select the calendar icon.

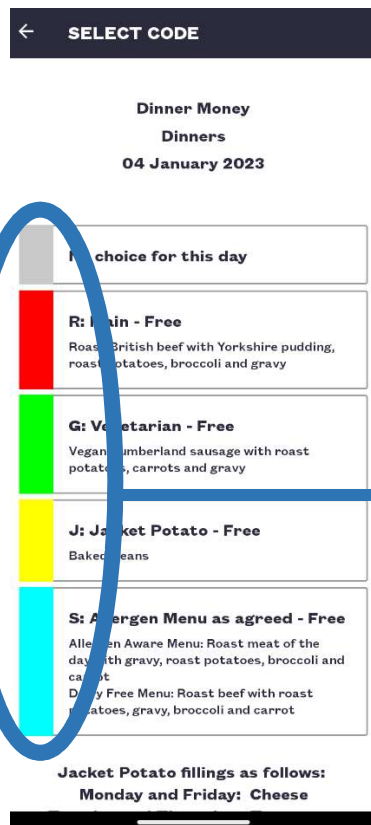


You should then come to a screen that looks like this, you will need to click on the 'dinner money' option under your child's name.

How to order lunches on ScoPay via mobile app



This should bring you to the calendar page. Click on the date to enter a meal option.




You should then come to a screen with the available menu choices. Please click to select your child's choice. Please only choose the Allergen menu if this has been advised. If your child wants a packed lunch please leave it blank. Repeat this step for the full week.

How to order lunches on ScoPay via mobile app

← DINNER MONEY 

[Redacted]

December 2022

Tap  to copy week
Mon Tue Wed Thu Fri Sat Sun

1 2 3 4
R J




5 6 7 8 9 10 11
J R R R R

Once you have completed a whole week you are able to copy and paste it onto the future weeks to save you from selecting each day again. Be careful as to whether it is week 1, 2 or 3 of the menu. The dates for each week are on the attached menu.

To copy click on the circled item shown here next to the week you want to copy.

← DINNER MONEY 

December 2022

Tap  to paste week

1 2 3 4
R J

5 6 7 8 9 10 11
J R R R R



13 14 15 16 17 18
R G R R J

19 20 21 22 23 24 25
X X X X X

Key ▲

After you have copied the week and want to paste it click on the clipboard icon at the side of the week you want to paste to.

Please note that if the week you are pasting to goes across 2 months it will only paste to the end of the month, you will need to go to the following month view to paste the remainder of the week.

Once you have finished pasting a week. Click on the bin icon as circled here to clear the clipboard and then repeat the above steps with the new week.

Please notify the office if your child will have packed lunch everyday so that they are aware.

You are able to make changes to your child's menu online up to 10 days in advance of the serving date. If you wish to make a change after this deadline please contact the office.