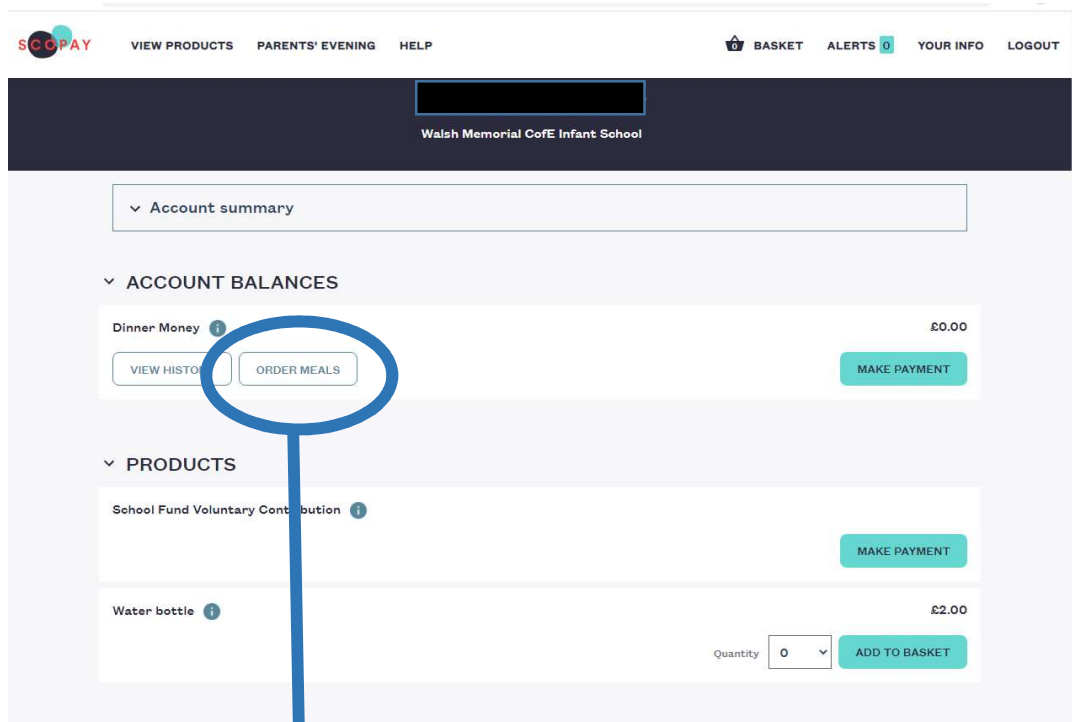
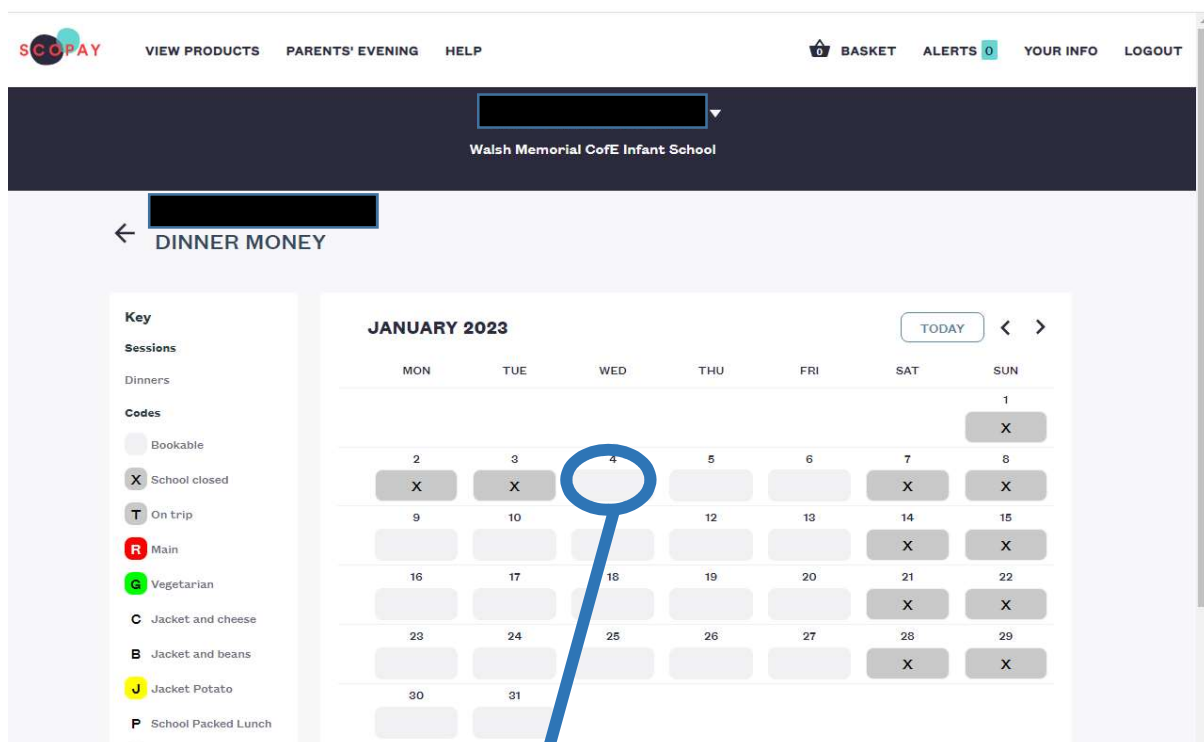


# How to order on ScoPay via a web browser

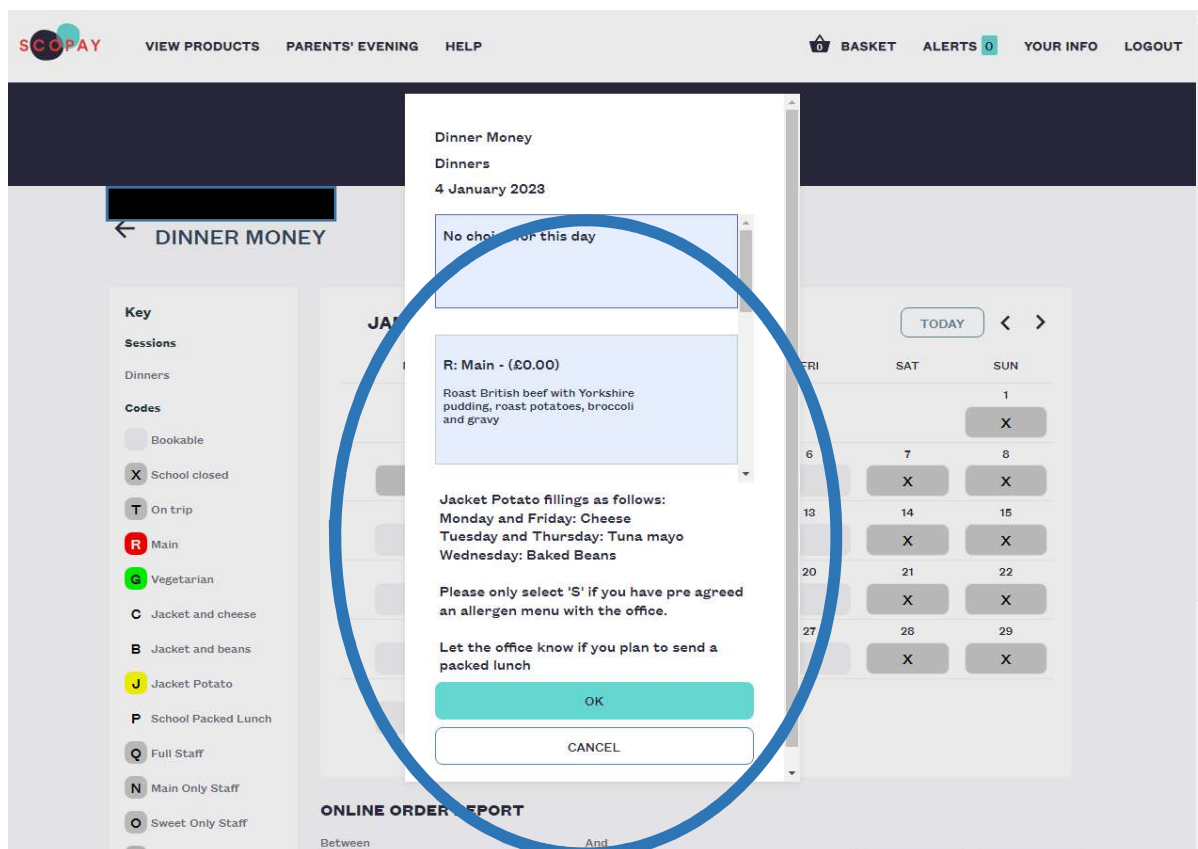


Once you have logged in, select the order meals button under the account balances



Click on the date to enter a meal option.

# How to order on ScoPay via a web browser



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 on ScoPay via a web browser

The screenshot shows the ScoPay website interface for Walsh Memorial CoFE Infant School. The page is titled "DINNER MONEY" and displays a calendar for December 2022. A key on the left lists various session codes: Bookable, School closed, On trip, Main (R), Vegetarian (G), Jacket and cheese (C), Jacket and beans (B), Jacket Potato (J), School Packed Lunch (P), Full Staff (Q), Main Only Staff (N), Sweet Only Staff (O), and Absent (A). The calendar shows dates from 1st to 31st, with letters indicating the menu type for each day. A blue circle highlights the date 12th, which is marked with a red 'R' for Main. A blue line points from this date to a text box below.

MON	TUE	WED	THU	FRI	SAT	SUN
			1 R	2 J	3 X	4 X
5 J	6 R	7 R	8 R	9 R	10 X	11 X
12 R	13 G	14 R	15 R	16 J	17 X	18 X
19 X	20 X	21 X	22 X	23 X	24 X	25 X
26 X	27 X	28 X	29 X	30 X	31 X	

You should then be able to view your child's selections. You can make changes by just clicking on the date and reselecting.

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.