

PARENTMAIL – HOW TO MAKE A PAYMENT

The screenshot shows the ParentMail web application interface. On the left is a navigation menu with various options. The 'Payments' option is highlighted with a red circle and labeled '1'. At the bottom of the screen is a navigation bar with icons for 'To Pay', 'Shop', 'Basket', and 'History'. The 'Shop' icon is highlighted with a red circle and labeled '2'. The main content area has a green header with 'Shop' and a box containing the number '3'. Below the header is a search bar and a 'Trip' section. A list of items is displayed, including 'Year 7 Horrible Histories, Preston Guild Hall' with a 'SOLD OUT' status. A blue arrow points from the 'Payments' menu item to the 'Shop' icon, and another blue arrow points from the 'Shop' icon to the 'Shop' header.

When you log in your screen looks like this.

You need to go to Payments (1) on the left and then Shop (2) (trolley icon) along the bottom. If there are items to buy they should then appear in the Shop (3) at the top.