



GUIDE FOR PARENTS COMPLETING FORMS ON SCOPAY

This Guide provides help with the following

To complete trip forms on SCOPAY

- Complete a form
- Submit a form

Other Guides for Parents

All parents:

How to **Manage your SCOPAY Account**

How to **Make Payments** on SCOPAY

Parents should check with their school to see which of the following options are available to you:

How to **Order Dinners** Online

How to **Book Clubs** Online

How to **Book a Parents' Evening Meeting**

How to Set up **Recurring Payments**

You might see slight variations to the SCOPAY layout depending on the type and size of screen display you are using.



HOW DO I COMPLETE A FORM ON SCOPAY?

Step 1

Go to the
www.scopay.com website or
the SCOPAY Mobile App and
login with your email address
and password



LOGIN

Email Address

Password

LOGIN

Step 2

Select VIEW PRODUCTS at the top of the
screen or TRIPS & EVENTS on the app



VIEW PRODUCTS

PARENTS' EVENING

HELP



BASKET

ALERTS 0

YOUR INFO

LOGOUT

MARC ACKROYD ▾

SCOPAY School

Step 3

Scroll down and view any
trips with
Form: Complete form

*Note that you may not see a
MAKE PAYMENT button for
this trip if the school wish
you to complete the form
prior to making a payment*

London Trip ⓘ

£10.00

Form: Complete form

Owed: £10.00

VIEW HISTORY

Step 4

Select **Complete form** and answer all of the questions.
Note that your questions will be different to the example below

London Trip

Please provide details of an emergency contact for the day of the trip.

Emergency Contact Number

Jane Smith 01234 567890

Please list any medical conditions your child may have.

Medical Conditions

Has an EpiPen

Gluten Intolerant

Transport

Please let us know whether your child requires transport by Coach or whether you will provide their transport.

☐ Coach

☒ Own transport

I consent to my child attending this trip.

☒ I consent to my child attending this trip.

Submit

Step 5

Select **Submit** once you have completed the form

Step 6

You will see a message advising you that the form has been submitted successfully

Form submitted successfully. You may now go back to the previous page.

Step 7

If using a browser (rather than the SCOPAY app), use the **back button** to return to SCOPAY



Step 8

The Form button will now display as **Submitted**

Step 9

If there is a charge for this trip, the **MAKE PAYMENT** button is now available for you to make the payment



London Trip ⓘ

Form: Submitted

VIEW HISTORY

£10.00

Owed: £10.00

MAKE PAYMENT

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