

# SCOPAY Mobile App

1. Download the SCOPAY mobile app from the Apple App Store or Google Play Store
2. Click on Sign In if you already use online payments for your child at Guiseley School
3. Enter the e-mail address and password you used to set up your SCOPAY account
4. Click on Register if you do not have an online payments account for your child at Guiseley School. You will need a link code letter to be able to do this. Please contact the Finance Team via [finance@guiseleyschool.org.uk](mailto:finance@guiseleyschool.org.uk)
5. Click on the icons or drop down menu in the top left hand corner of the screen

## PAYMENTS

### Quick Top-Up

Top up your child's Hutchison cashless catering account by entering an amount, clicking on Checkout and following the onscreen process. If you have more than one child in school, switch between accounts by clicking on the arrow in the top right hand corner of the screen and selecting the account you wish to top up. Your child's name will appear in the top left hand of the top up screen.

### Balances - click on the Balances icon or select from the drop down menu

You can check and top up your child's Hutchison cashless catering balance and view, sign up and pay for current trips/events and products available from this screen.

### Balances

Click on Balances option. Your child's name will appear on the left hand side of the screen. The balance on your child's Hutchison account will be displayed. If you have more than one child in school, switch between accounts by clicking on the arrow on the right hand side of the screen and select the account you wish to view.

Click on the Hutchison's entry

To top up your child's cashless catering account, click on Top up Balance, add an amount and add to basket. If you have more than one child, switch between and top up all appropriate accounts adding to basket after each top-up. Click on the trolley icon displayed at the top right hand of the screen to check out and follow the online instructions.

Click on More Details. The date and amount of your last online payment to your child's Hutchison's cashless catering account will be displayed, along with your current balance.

Click on Payment History to view all food and drink purchased by your child at Guiseley School. By clicking on each entry you can view a more detailed breakdown of the purchase.

When you top up your child's Hutchison cashless catering account, please do not add a trip or product to your basket as you will not be able to pay for it at the same time. This is because your cashless catering payment goes to Hutchison and not to Guiseley School.

[Trips & Events – click on the Trips & Events icon or select from the drop down menu](#)

Click on the Trips & Events option. Any trip your child is eligible to sign up for will be listed here. You will be prompted to give your consent and to provide a contact telephone number and any additional medical information not held on the SIMS system relevant to your child before you make your online payment.

[Products – click on the Products icon or select from the drop down menu](#)

Click on the Products option. All products available to buy from Guiseley School are listed here. Departmental products are grouped together. Some products have a fixed price, for example, English text books or Science revision guides. Simply click on the item, amend the quantity (if applicable) and then add to basket. Other products, for example, Music Fees, vary in price. Simply click on the product, enter the price given on your invoice/letter and add to basket.

## HISTORY

Click on History option. This will display all the details of all purchases made on your child's account, whether that be catering, trips or products. By clicking on each entry you can view a more detailed breakdown of the purchase.

[ALERTS – click on the alerts icon or select from the drop down menu](#)

By setting alerts for yourself, you will receive e-mail and/or mobile notifications that, for example, your child's cashless catering account needs topping up, that trip instalment payment dates are approaching or that new products and trips are available.

When you click on the Alerts option from the menu, you will see your UNREAD alerts. To view all alerts received, click on ALL. To delete alerts, click on the individual alert message, click on the three stacked dots in the top right hand of the screen and select delete. Use the up and down arrows to move through your alert messages.

[To set alerts](#)

Click on Alerts

To configure your alert notifications, click on the drop down menu in the top right hand corner of the screen

[Balances](#)

This relates to your child's cashless catering account. To activate an alert simply slide the grey button to the right. It will become turquoise in colour and you will be prompted to add an amount at which a notification will be sent to you when the balance drops below that amount, for example, £5. Select how you would like to receive your notifications by sliding the grey button to the right on the e-mail or mobile options.

### New Trips and Events/Products

You can choose to receive an alert when new products, for example, revision guides and new trips become available. Again, activate alerts and how you would like to receive them by sliding the grey button to the right.

### Trip Payment Due

You can also set an alert to remind you when trip payment instalments are due. Simply activate the alert and choose to receive a reminder up to 14 days before the payment is due. Again, choose how you would like to receive the alert.

## ACCOUNTS

Any account linked to your e-mail address will be displayed.

To link a sibling account:

Click on Link Account

Click on Enter Account Manually

Enter the link code provided on your online payments link code letter. If you do not have a link code letter, please contact the Finance Office via [finance@guiseleyschool.org.uk](mailto:finance@guiseleyschool.org.uk) and we will be happy to assist

Click Link Account

## CONTACT

Click on the Contact option. Guiseley School details are displayed, including an e-mail and web link.

## SETTINGS

Click on Settings Option to amend and confirm your account details as follows:

Name and Address

Password

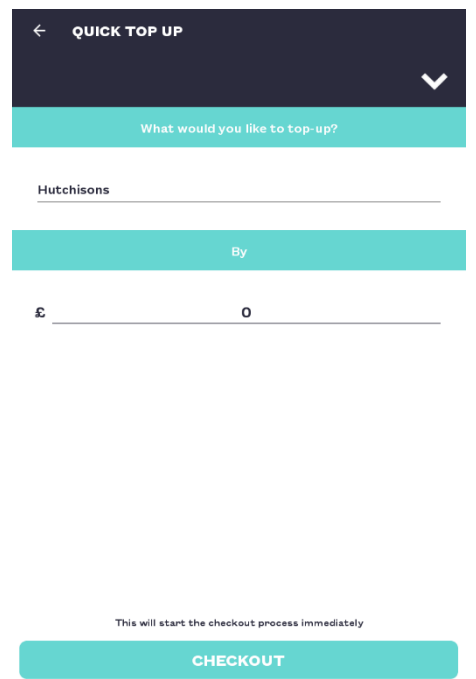
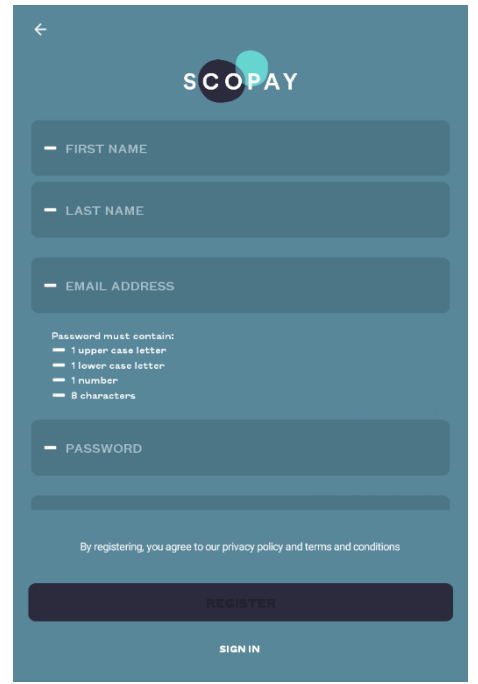
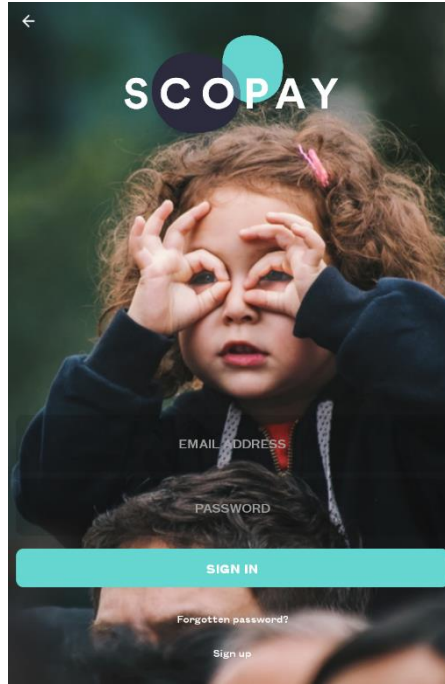
E-mail address (you will be asked to verify your new e-mail address)

Manage Accounts – link siblings via this option

Configure Alerts

## SIGN OUT

Once you have finished topping up your child's Hutchison cashless catering account, signing up and paying for a trip or product, don't forget to sign out!



PAYMENTS		
BALANCES	TRIPS & EVENTS	PRODUCTS
<b>STUDENT FEES</b>		
Exam Resit/Remark Fees		+
MUS ABRSM Exam Fees		+
MUS Instrument Hire	£16.00	
Library Fees		+
<b>PE</b>		
PE KS4 T-shirt	£15.00	
PE KS4 Polo Shirt	£18.80	
PE KS5 Hoodie	£25.00	
PE Revision Guide	£5.00	
PE Practice Workbook	£3.00	
<b>BUSINESS</b>		
BUS Business Materials		+

← **CONFIGURATION** GUIDELEY SCHOOL

**BALANCES**

Receive alerts when one of your accounts' balances drops below a configured amount. Note: account balances relate to dinners/cashless catering/clubs - if provided by the school.

**Activate alerts**

When my balance drops below: £ 5.00

Please also send me:

**Emails**

**Mobile notifications**

**NEW TRIPS AND EVENTS**

Receive alerts when a new trip or event becomes available online.

**Activate alerts**

Please also send me:

**Emails**

**Mobile notifications**

**NEW PRODUCTS**

Receive alerts when a new product becomes available online.

**Activate alerts**

← **SETTINGS**

**YOUR DETAILS**

**Name and address**

**Password**

**Email address**

**PAYMENTS**

**Manage agreements**

**LINKED ACCOUNTS**

**Manage accounts**

**OTHER**

**Configure alerts**

**Delete account**

**Emails**

**Mobile notifications**

**NEW PARENTS EVENING**

Receive alerts when you're invited to a parents' evening meeting.

**Activate alerts**

**PARENTS EVENING REMINDER**

Receive alerts to remind you of an upcoming parents' evening meeting.

**Activate alerts**

**TRIP PAYMENT DUE**

Receive alerts when payments for trips are due.

**Activate alerts**

Day(s) before the payment is due (1-14): 1

Please also send me:

**Emails**

**Mobile notifications**