



# GUIDE FOR PARENTS SETTING UP ALERTS ON SCOPAY

This Guide provides help with the following

To set up email alerts to prompt you about

- Low account balances for meals and clubs
- New parents' evening meetings
- New trips and products
- Trip payment reminders

## 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**

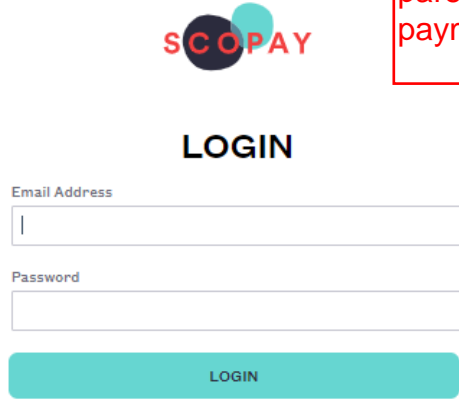


You might see slight variations to the SCOPAY layout depending on the type and size of screen display you are using.

# HOW DO I SET UP ALERTS?

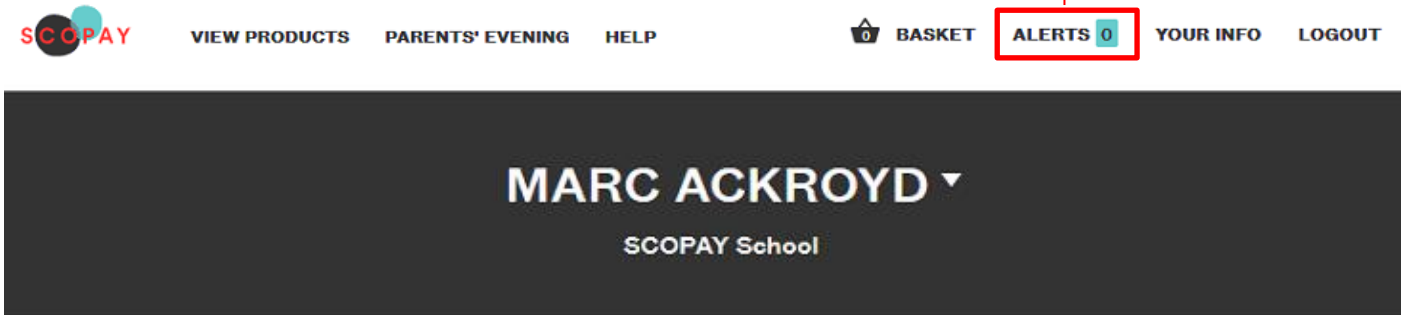
You can access this screen through our website:  
guiseleyschool.org.uk>  
parent-carers>  
payments and catering

**Step 1**  
Go to the  
www.scopay.com website  
or the SCOPAY Mobile App  
and login with your email  
address and password



The image shows the SCOPAY LOGIN interface. At the top is the SCOPAY logo. Below it is the word "LOGIN" in bold. There are two input fields: "Email Address" and "Password". Below the password field is a teal "LOGIN" button.

**Step 2**  
Select ALERTS at the top  
right of the screen



The image shows a navigation bar with the SCOPAY logo on the left and "VIEW PRODUCTS", "PARENTS' EVENING", and "HELP" in the center. On the right, there is a shopping basket icon with "0", a highlighted "ALERTS 0" button, and "YOUR INFO" and "LOGOUT" links. Below the navigation bar is a dark grey header for "MARC ACKROYD" with a dropdown arrow and "SCOPAY School" below it.

**Step 3**  
Select **CLICK HERE TO  
CONFIGURE THE  
ALERTS YOU RECEIVE**



The image shows the "ALERTS" configuration screen. On the left, the word "ALERTS" is displayed in large, bold, dark letters. On the right, there is a red-bordered box containing the text "CLICK HERE TO CONFIGURE THE ALERTS YOU RECEIVE." in teal, bold letters.

**Step 5**  
Enter an amount to trigger alerts when your balance reaches this level

**Step 4**  
Tap **Receive Alerts** and **Email** for any alerts you wish to receive

**Account 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.

Send alerts when balance is below £

Receive Alerts       Email

**New trip or event available**

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



**New product available**

Receive alerts when a new product becomes available online.



**Parents' evening invitation**

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



**Parents' evening reminder**

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

Send alert  day(s) before the meeting



**Trip payment reminder**

Receive alerts when payments for trips are due.

Send daily alerts starting  day(s) before the payment is due



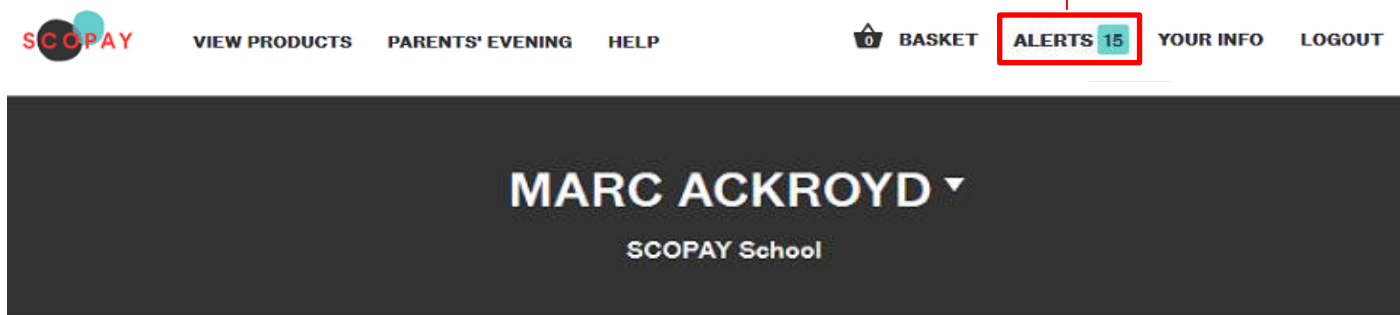
**UPDATE**

**Step 6**  
Tap **UPDATE**

# HOW DO I VIEW ALERTS THAT I HAVE RECEIVED?

Alerts will be sent by email to the address used to log in to your SCOPAY account. Alerts can also be viewed in SCOPAY.

**Step 1**  
Select **ALERTS**  
at the top right  
of your SCOPAY screen



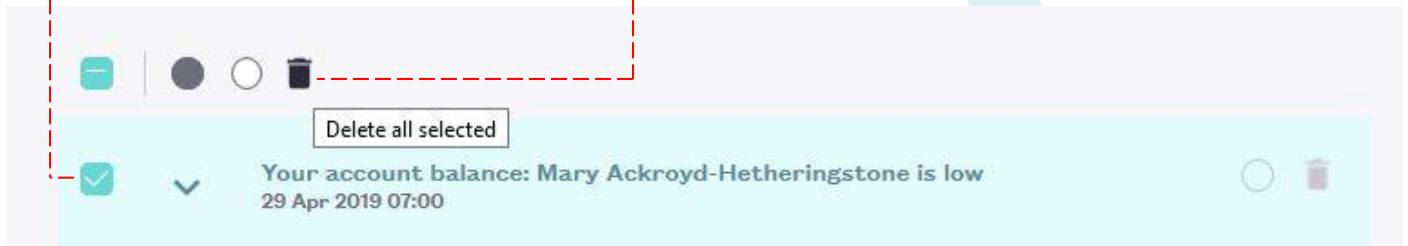
**Step 2**  
Any alerts will be  
displayed



# HOW DO I DELETE ALERTS?

**Step 1**  
Select all alerts  
to delete

**Step 2**  
Tap on the  
Trash icon



**Step 3**  
All alerts will be  
deleted



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