

HOW TO LOGIN TO PARENTS' EVENING

Step 1

Download the SCOPAY app
or go to the
www.scopay.com website
and login with your email
address and password



LOGIN

Email Address

Password

LOGIN

Step 2

Select the child you wish
to make a booking for

Step 3

Tap on
PARENTS' EVENING

SCOPAY VIEW PRODUCT **PARENTS' EVENING** ELP BASKET ALERTS 0 YOUR INFO LOGOUT

MARY ACKROYD
SCOPAY School

PARENTS' EVENING BOOKING

Select meeting

Select meeting

SCOPAY SCHOOL

April 2019

Step 4

Tap **Select meeting**
and tap the required
meeting

i If no meetings are listed, then there are no current meetings for which appointments need to be made.

HOW TO MAKE A BOOKING

The options for your child(ren) will be displayed.

① If you are using a mobile device, to display any other children, swipe across the screen, or rotate

The teachers available for you to book a meeting with are displayed here

Pupil:	Marc Ackroyd	Marc Ackroyd	Mary Ackroyd	Mary Ackroyd
Teacher:	Miss Chimbani	Mr Hunt	Miss Covington	Mr Hunt
Subject:		Class Teacher		Class Teacher
Room:		Main Hall		Main Hall

TUE, APR 30

16:00 - 16:05	BOOK	BOOK	BOOK	BOOK
16:05 - 16:10	BOOK	BOOK	BOOK	BOOK
16:10 - 16:15	BOOK	UNAVAILABLE	BOOK	UNAVAILABLE
16:15 - 16:20	BOOK	BOOK	BOOK	BOOK

Step 1
Tap the required slot

The slots available for you to book are displayed here

① If you need to make appointments for more than one child at the same meeting, both children will be listed.
If you are using a mobile device, to display any other children, swipe across the screen, or rotate to

Step 2
Add a note for the teacher (optional)

CONFIRM BOOKING?

Appointment to see Miss Chimbani regarding Marc Ackroyd at 16:00 - 16:05

Add a note for the teacher

YES NO

Step 3
Tap YES

Step 4
Tap OK to confirm the booking

Booking successful.

OK