

# Quick Reference Guide Parents' Evening Booking

## How do I see my current bookings?

Go to the OnlineAccountWebsite address provided by your school, or visit [www.scopay.com](http://www.scopay.com)

**IMPORTANT** if logging to **scopay.com** via a smartphone, please **do not** use the Tucasi mobile site as it does not support Parents Evening functionality as yet. Instead, select **Cancel** on the prompt and load the full scopay.com site.

1. Login with your **Email** and **password**

**Important** if you haven't yet registered your online account, then refer to the separate Quick Reference Guide or Video Guide, or contact the school for further details.

2. Select **Parents' evening**

3. Select the **meeting** from the list.  
**Note** If no meetings are listed, then there are no current meetings for which appointments need to be made.


# How do I make a new booking online?

**Parents' evening booking**

Select meeting: Summer term review

View my schedule  
Download my schedule

**Attachments for this meeting**

 School map

**Key**

- Time slot available
- You have this time slot booked
- Time slot available, but clashes with one of your current bookings
- Time slot unavailable

Quick reference guide - Parents' evening booking system

Marc Ackroyd      Mary Ackroyd  
Peter Brown      Miss Chimbani  
Summer term review  
Main Hall

Time Slot	Marc Ackroyd	Mary Ackroyd
16:00 - 16:10	Book	Book
16:10 - 16:20	Unavailable	Book
16:20 - 16:30	Book	Book
16:30 - 16:40	Book	Book

1. If you need to make appointments for more than one child at the same meeting, both will be listed

2. Click **Book** on any available slot

**Confirm booking?**

Appointment to see Peter Brown regarding Marc Ackroyd at 16:20 - 16:30

Yes      No

3. Click **Yes** to confirm the booking

**Confirm booking?**

Appointment to see Peter Brown regarding Marc Ackroyd at 16:20 - 16:30

**Booking successful.**

OK