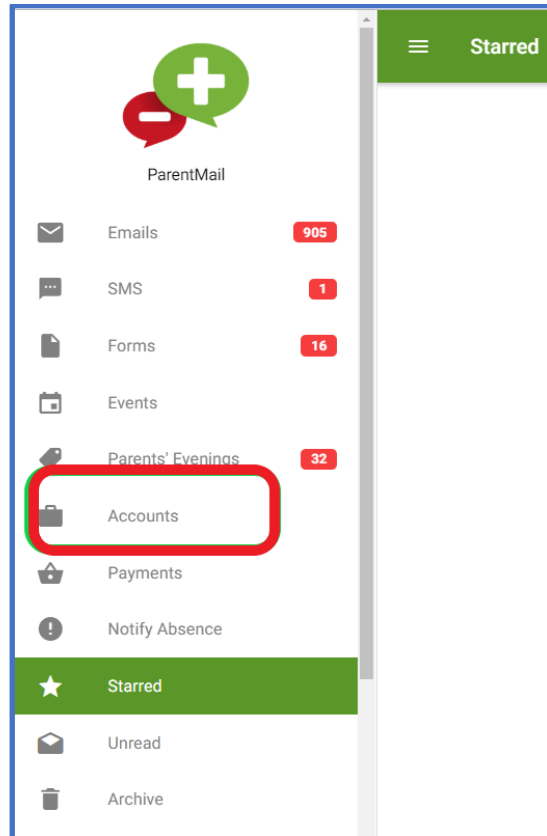
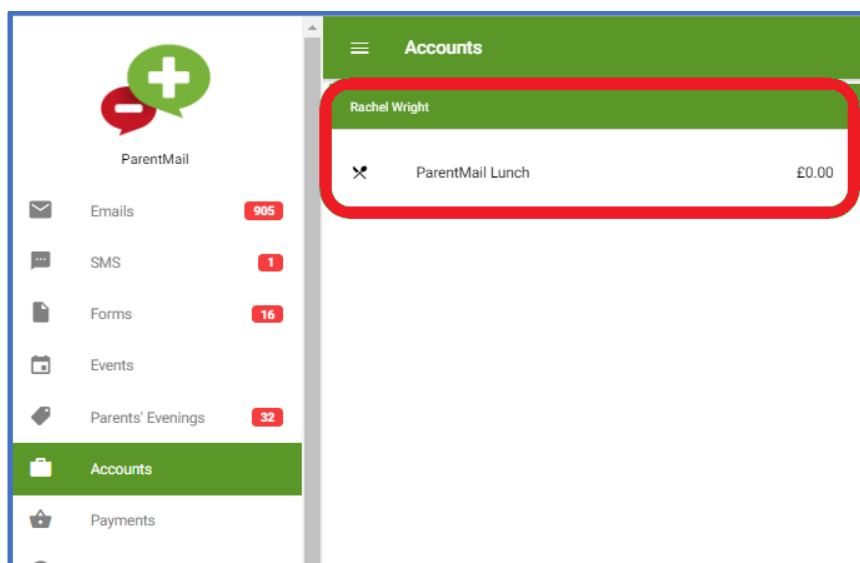


Using ParentMail for Dinner Bookings

To get started with dinner registers, head to the **Accounts** section of the app, this will be in your left-hand menu.



If you click here, you should be able to see your students on the right-hand panel. If you have multiple children at the same school, they will all show here.



You can see the child's name in the **green** bar, and then the balance is on the right hand side (Your school might be using Instant Pay – In this case, you will have to pay when you book, you won't have a balance)

Clicking on this brings up the **Calendar View** for you to make bookings.

At the top you can see the register name, and you can also see what **child** your making selections for – their name will be just underneath the register name.

In the green bar below this, you can see the **Meal Selections** and how much it costs per day as standard.

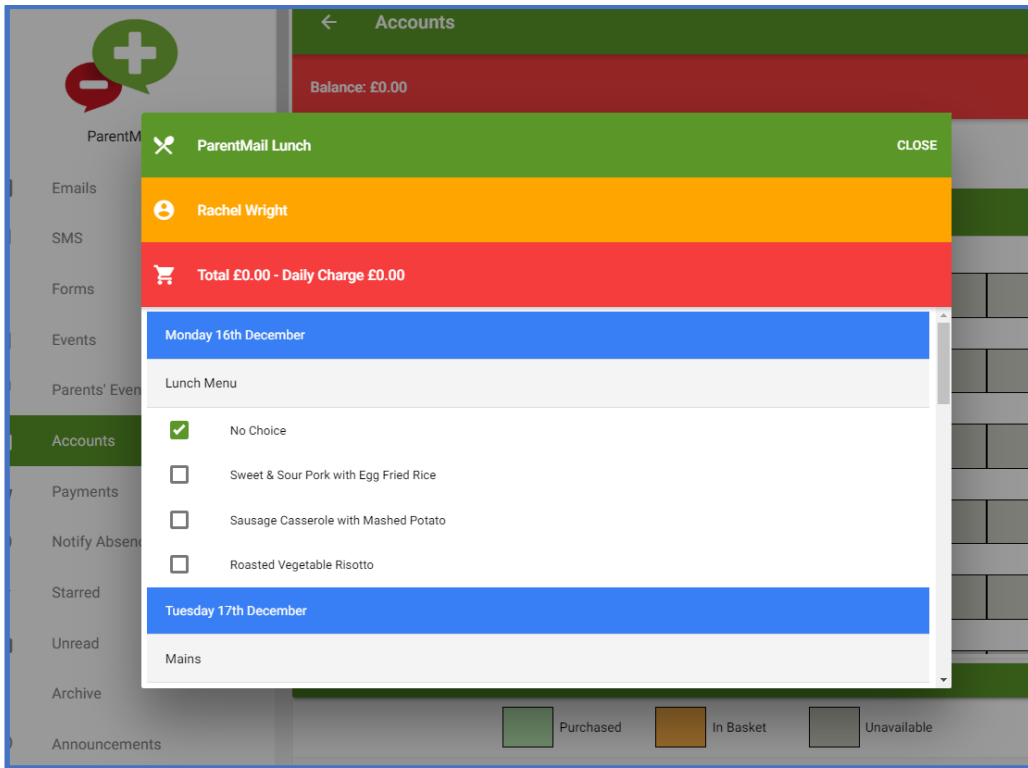
The screenshot shows the 'Accounts' page in a mobile application. On the left is a navigation menu with options: ParentMail, Emails (905), SMS (1), Forms (16), Events, Parents' Evenings (32), Accounts (selected), Payments, Notify Absence, Starred, Unread, Archive, Announcements, and Manage Organisation. The main content area is titled 'Accounts' and shows a balance of £0.00. Below this, it displays 'ParentMail Lunch' for 'ZZ_Support Test Account' and 'Rachel Wright'. A green bar indicates 'Meal Selections (Daily Charge: £0.00)'. The calendar shows several weeks with days color-coded: white for unselected, green for purchased, and orange for in basket. A legend at the bottom identifies these colors: green for 'Purchased', orange for 'In Basket', and grey for 'Unavailable'. The bottom navigation bar includes 'Upcoming', 'Basket', and 'History'.

Meal Selections (Daily Charge: £0.00)						
Week beginning 16/12/2019						
16th Mon	17th Tue	18th Wed	19th Thu	20th Fri	21st Sat	22nd Sun
Week beginning 23/12/2019						
23rd Mon	24th Tue	25th Wed	26th Thu	27th Fri	28th Sat	29th Sun
Week beginning 30/12/2019						
30th Mon	31st Tue	1st Wed	2nd Thu	3rd Fri	4th Sat	5th Sun
Week beginning 06/01/2020						
6th Mon	7th Tue	8th Wed	9th Thu	10th Fri	11th Sat	12th Sun
Week beginning 13/01/2020						
13th Mon	14th Tue	15th Wed	16th Thu	17th Fri	18th Sat	19th Sun
Week beginning 20/01/2020						

The **Calendar View** will show you what days you can book for –

White days are unselected, **Green days** you've already chosen and paid, and the **Orange days** you have in your basket, pending payment.

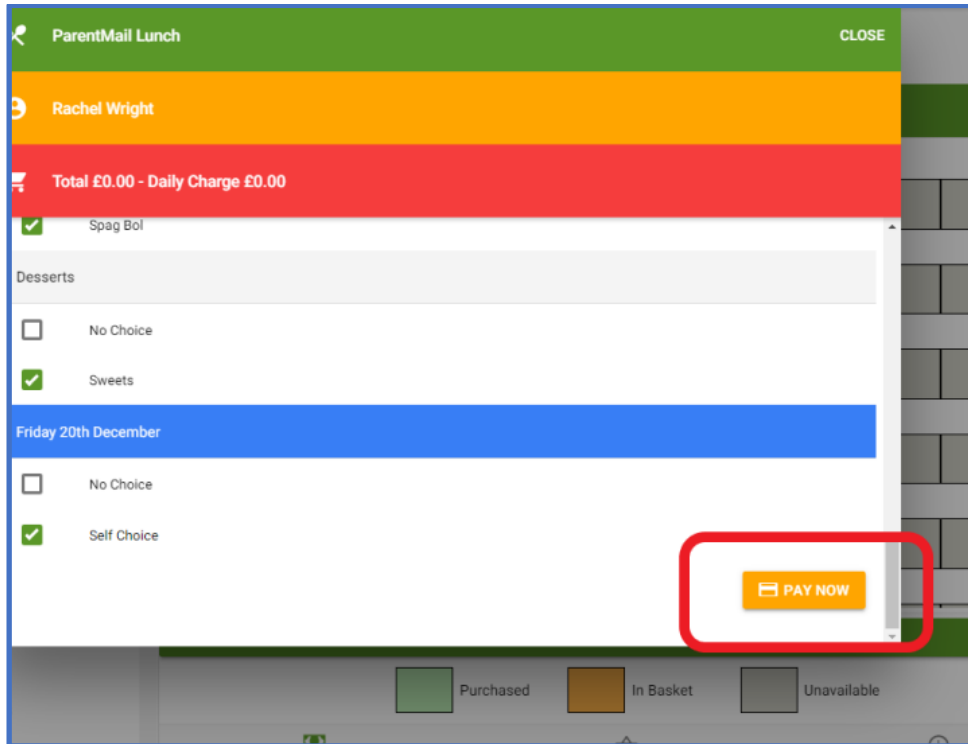
Click on a day and you will be presented with your choices.



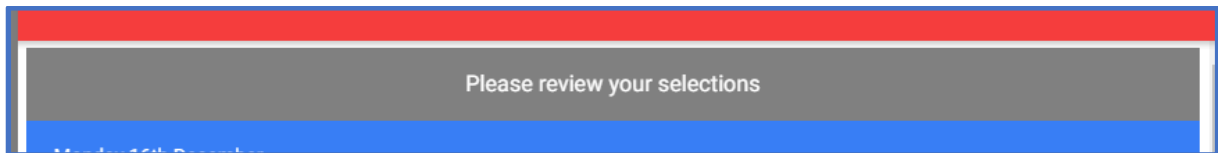
You will have all your menu options listed here for you. You will just need to simply **tick** your selection for each day.

When you've finished, click '**Pay Now**'. You may also have an option to Pay Later, depending on the register, this option will be in grey if it is available.

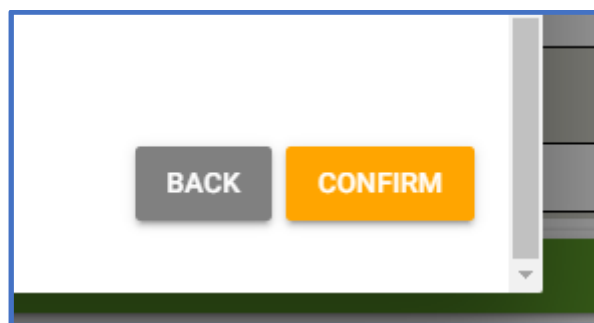
Note: You may be offered if you'd like to repeat your selections, if they are exactly the same for every week.



Once you click on **Pay Now**, you'll get asked to review your selections.

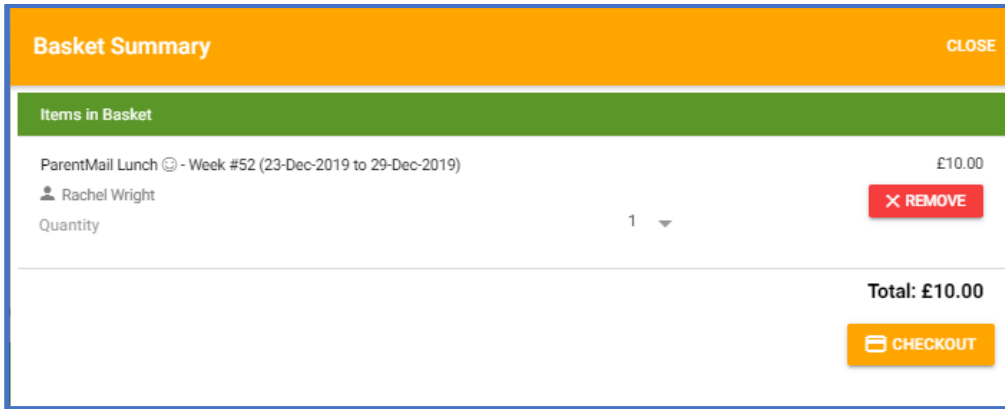


Scroll down, and press **Back** to make changes, or **Confirm** to proceed to payment.

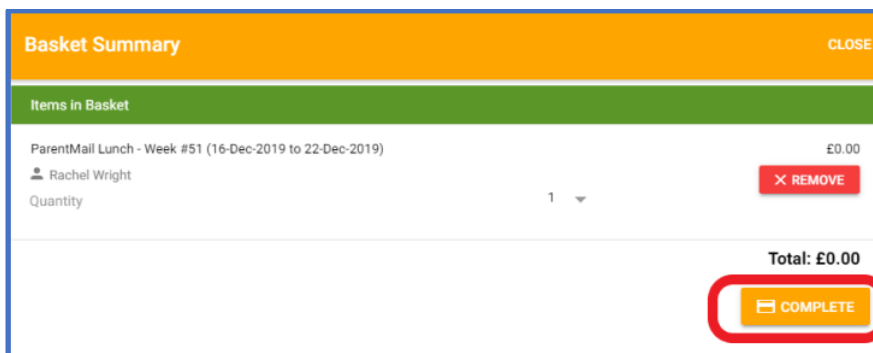


You'll be presented with your basket – You might have some other items here too, if you have bought anything. Press **Remove** to take any item out of the basket.

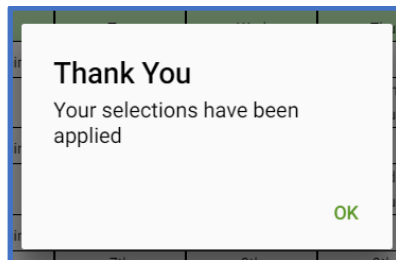
If you pay for your meals, Press **Checkout** to proceed to the final payment screen.



If you don't pay for your child's meals/clubs, Press **Complete** to confirm your selections.



You'll then get a confirmation that your selections have been applied.



For paid meals, you'll head to the **Checkout** screen, where you can choose how you'd like to pay.

Checkout CLOSE

Payment Methods

 **PayPal**

 **PayCash**

PayCash cannot be used to pay for register selections.

Your Items

1 x ParentMail Lunch ☺ - Week #52 (23-Dec-2019 to 29-Dec-2019)	£10.00
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Total: £10.00

You will receive an order confirmation via email after your payment has been completed.