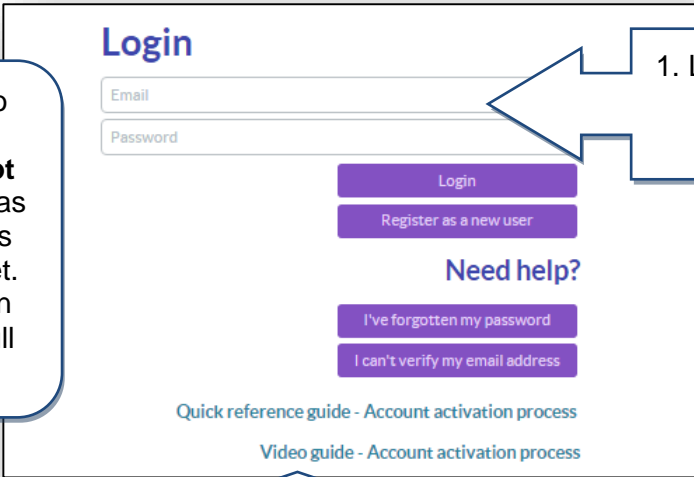


## How do I see my current bookings?

Go to the Online Account Website address provided by your school, or visit **www.scopay.com**

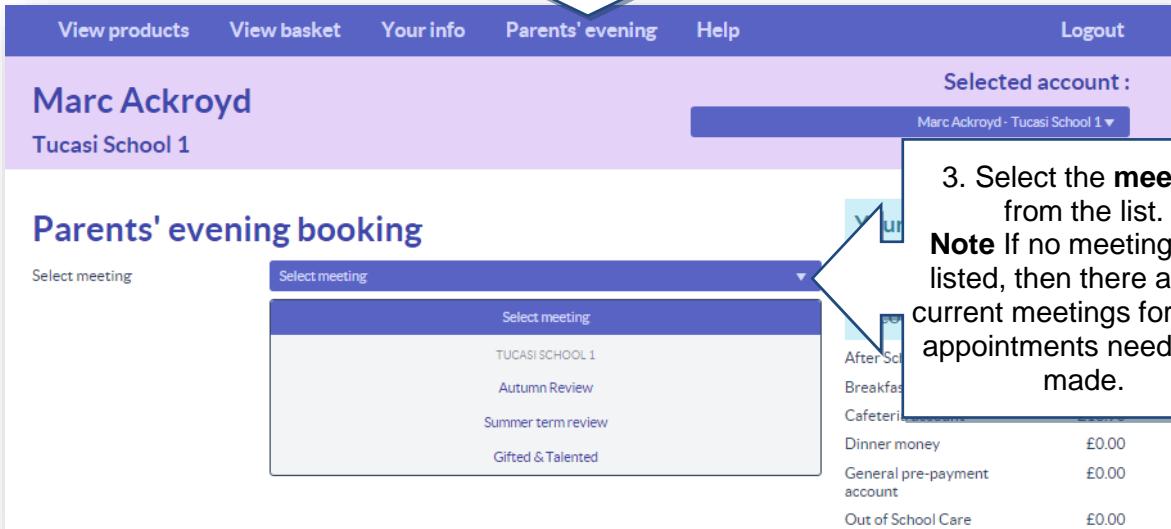
**IMPORTANT:** if logging to **scopay.com** via a smartphone, please **do not** use the Tucasi mobile site as it does not support Parents Evening functionality as yet. Instead, select '**Cancel**' on the prompt and load the full scopay.com site.



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 Peter Brown Summer term review Main Hall	Mary Ackroyd Miss Chimbani
Wed, May 18		
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

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

**Confirm booking?**  
Appointment to see Peter Brown regarding Marc Ackroyd at 16:20 - 16:30

Yes

No

**Confirm booking?**  
Appointment to see Peter Brown regarding Marc Ackroyd at 16:20 - 16:30

**Booking successful.**

OK

4. Your confirmed booking slot will display in blue

		Marc Ackroyd Peter Brown	Mary Ackroyd Miss Chimbani
Summer term review Main Hall			
Wed, May 18			
16:00 - 16:10	Move here	Book	Book
16:10 - 16:20	Unavailable	Book	Book
16:20 - 16:30	Cancel booking	Book	Book
16:30 - 16:40	Move here	Book	Book
16:40 - 16:50	Move here	Book	Book
16:50 - 17:00	Move here	Book	Book

If you need to make a booking for another child at the same meeting then repeat steps 2 & 3

## How do I move my booking to an alternative time?

Parents' evening booking

Select meeting

Select meeting

TUCASI SCHOOL 1

Autumn Review

Gifted & Talented

Summer term review

1. Select the correct **Meeting** from the drop down menu

		Marc Ackroyd Peter Brown	Mary Ackroyd Miss Chimbani
Summer term review Main Hall			
Wed, May 18			
16:00 - 16:10	Move here	Book	Book
16:10 - 16:20	Unavailable	Book	Book
16:20 - 16:30	Cancel booking	Book	Book
16:30 - 16:40	Unavailable	Book	Book
16:40 - 16:50	Move here	Book	Book
16:50 - 17:00	Move here	Book	Book
17:00 - 17:10	Unavailable	Book	Book
17:10 - 17:20	Unavailable	Book	Book
17:20 - 17:30	Unavailable	Book	Book
17:30 - 17:40	Unavailable	Book	Book
17:40 - 17:50	Move here	Book	Book

2. Click **Move here** on any available slot.  
**NB Amber slots indicate times which clash with your existing bookings for another child.**

3. Review the message and click **Yes**, to confirm the new appointment time

**Move booking?**

Please confirm you are moving the following booking

16:20 - 16:30

Replace with:

Appointment to see Peter Brown regarding Marc Ackroyd at  
16:40 - 16:50

# How do I cancel a booking online?

**Parents' evening booking**

Select meeting

Select meeting

- Select meeting
- TUCASI SCHOOL 1
- Autumn Review
- Gifted & Talented
- Summer term review**

1. Select the correct **Meeting** from the drop down menu

Marc Ackroyd  
Peter Brown  
Summer term review  
Main Hall

Mary Ackroyd  
Miss Chimbani

Time	Marc Ackroyd	Mary Ackroyd
Wed, May 18		
16:00 - 16:10	Move here	Book
16:10 - 16:20	Unavailable	Book
16:20 - 16:30	Move here	Book
16:30 - 16:40	Unavailable	Book
16:40 - 16:50	Cancel booking	Book
16:50 - 17:00	Move here	Book
17:00 - 17:10	Unavailable	Book
17:10 - 17:20	Unavailable	Book

2. Click **Cancel booking**

Cancel booking?

Yes No

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

Cancel booking?  
**Booking cancelled.**

OK

## How do I print out my schedule for a meeting?

The screenshot shows the 'Parents' evening booking' page. A dropdown menu is set to 'Summer term review'. Two buttons are visible: 'View my schedule' and 'Download my schedule', both highlighted with a red box. Callout boxes provide instructions: '1. Select the appropriate meeting from the drop-down menu' points to the dropdown menu, and '2a. Select **View my schedule** to show the bookings on screen in your web browser window' and '2b. Select **Download my schedule** either to view or download your schedule as a pdf document viewable with Adobe Acrobat Reader' point to the respective buttons.

The screenshot shows the 'Parents' evening meeting schedule' page for 'Summer term review'. The page displays the following information:

Reported at Tuesday 8 March 2016 18:26  
Wednesday 18 May 2016

Time	Pupil	Teacher	Location	Subject
16:50 - 17:00	Marc Ackroyd	Peter Brown	Main Hall	Summer term review

The browser toolbar at the top right shows a print icon highlighted with a red box.

To print your schedule press **CTRL + P** on your keyboard, or use the print button on either the document's tool bar or on your web browser's menu.

Exact instructions for printing will depend on the browser you are using (eg Internet Explorer, Mozilla Firefox or Google Chrome)