



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:

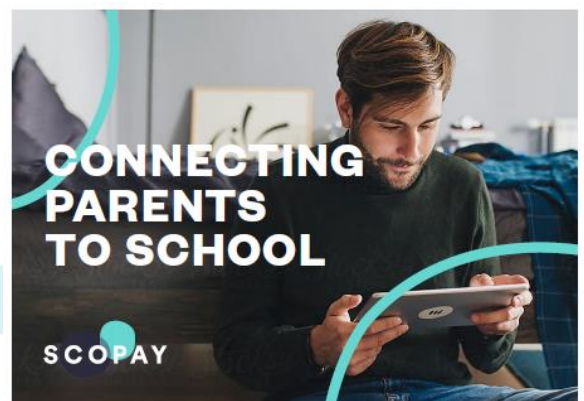
How to **Order Dinners Online**

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?

Step 1

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

SCOPAY

LOGIN

Email Address

Password

LOGIN

Step 2

Select ALERTS at the top
right of the screen

SCOPAY

[VIEW PRODUCTS](#)

[PARENTS' EVENING](#)

[HELP](#)



BASKET

ALERTS 0

[YOUR INFO](#)

[LOGOUT](#)

MARC ACKROYD ▾

SCOPAY School

Step 3

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

ALERTS

**CLICK HERE TO CONFIGURE THE ALERTS YOU
RECEIVE.**

Step 5

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

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 £

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

Step 4

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

Receive Alerts



Email



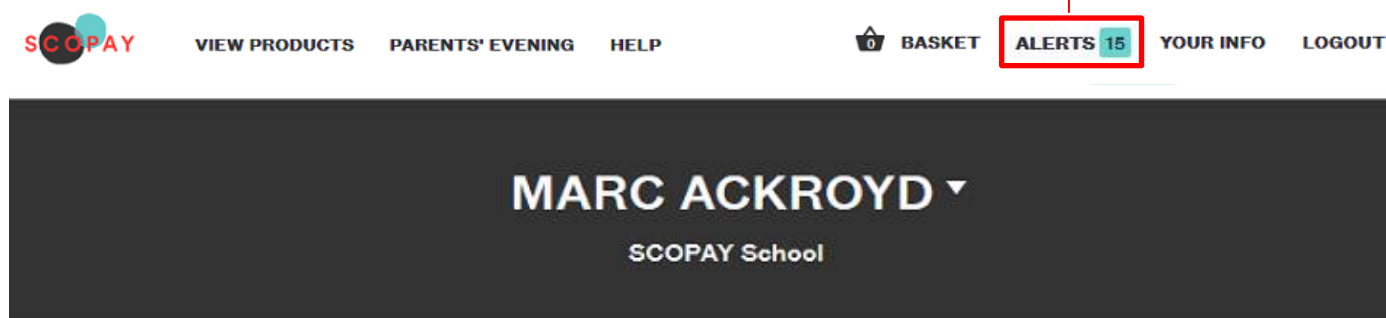
UPDATE

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



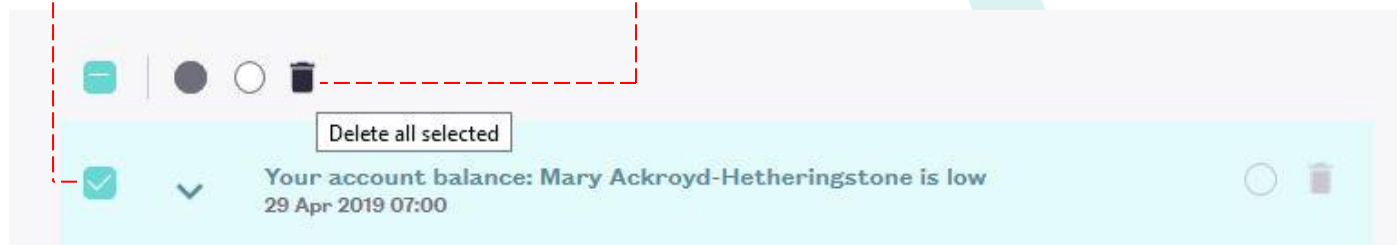
HOW DO I DELETE ALERTS?

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.