

How to Book a Wraparound Session on ParentPay – Help Sheet

1. On the home screen you will see an option to book meals and places – you need to click this to make your booking.



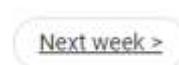
2. This will take you to the screen where you can select the session required and the week commencing date. You can change this as required by clicking on the drop-down arrow.



3. Once you have chosen the session required and the correct date, click on make or view bookings. This will then take you to the screen where you can book the sessions.



4. If you need to make bookings for multiple weeks, click on the 'next week' button, this will then take you to the next week. Keep doing this until all of your sessions are selected.



5. Click on confirm bookings at the bottom of the



page.

6. This will then take you to the payment page – you can pay via Bank Transfer or by Credit/Debit card.

