



SchoolMoney

Parent User Guide Mobile

Dear parents,

Welcome to **SchoolMoney**; an easy, safe and secure way to pay for your child's trips, dinners and other expenses online via your debit or credit card. The following user guide has been created to take you smoothly through these processes, so that you and the school can gain the most out of the system.

If you have any questions about making payments, simply contact your school and they can get in touch with us!



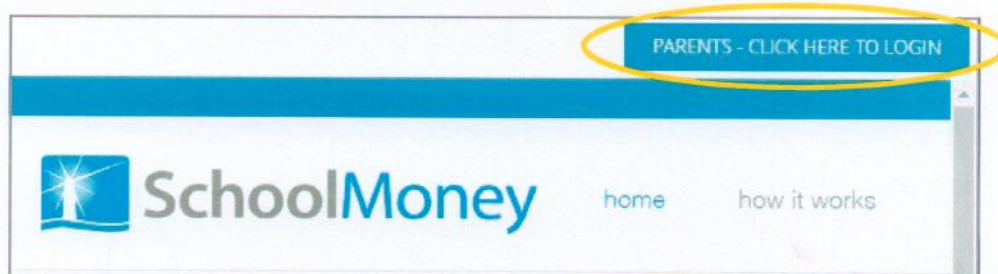
1. Logging into SchoolMoney

To log into your **SchoolMoney** account on a mobile phone, you will first need to open a webpage on your device and enter the following address:

www.schoolmoney.co.uk

This will take you to our website.

To be taken to the login page, click on the button in the top right hand corner that says **'PARENTS—CLICK HERE TO LOGIN.'**



This will take you to the login page.

To login you need:

- A mobile number
- An email address
- A password

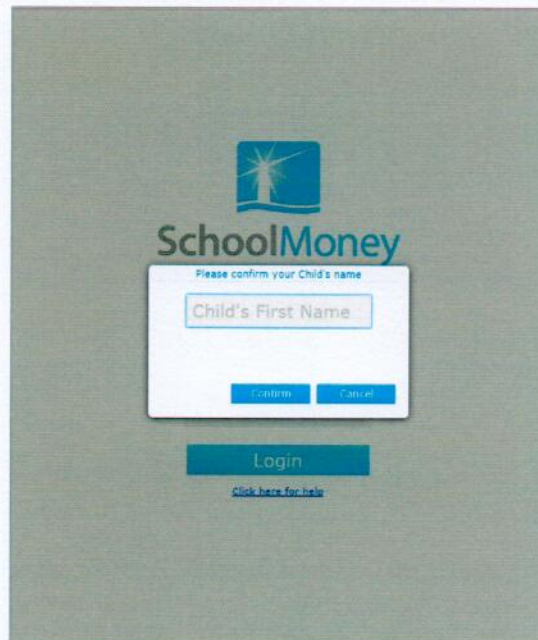
Input this information in the required fields and select 'Login.'

Please note: The school will have sent you a password via text/email. If you have not received a message with a password in it, please contact the school directly to request one.

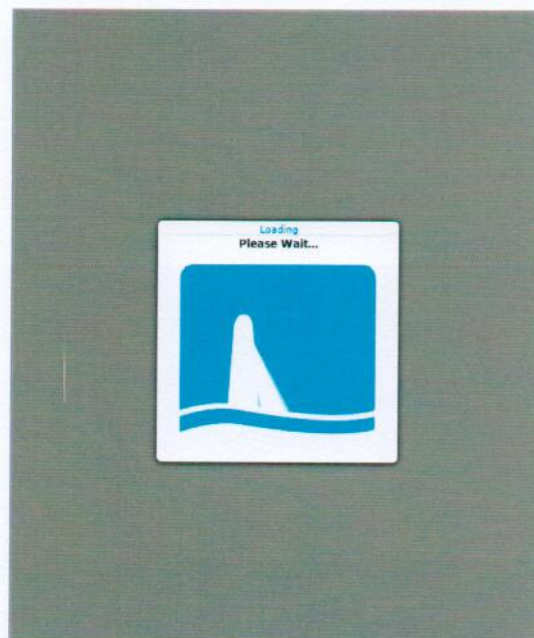


A pop up box will appear asking you to enter your child's name.

Please only enter your child's **First Name**. This needs to be spelt in the same way as the school has it entered on their system. E.g. If the schools records have your child's name spelt as Samuel you should not enter Sam.



Select 'Confirm' and you will be logged into your **SchoolMoney** account.



Please note: If for any reason it won't allow you to log on, we would advise that you contact your school to double check the mobile number/email address that they have recorded against your child on **SchoolMoney**. If you are entering different details to the school, you will be unable to login until the school change your child's details.



Options Menu

- Payments
- Dinners
- Clubs
- School Shop
- Parental Consent
- History
- Help
- Logout

Child's Name

Payments that are due to be paid for all children, split by payment type.

Payments Due			
School Trip:	£11721.95	Other:	£116.00
School Fund:	£452.00	Residential:	£460.00
Swimming:	£258.00	Uniform:	£225.83
Milk:	£35.00	Music:	£100.00
Donations:	£40.00	School Fees:	£25.00

Item	Amount	Due Date	Action
Uniform Chase	£10.00	Fri 01 Jul 2016	+
Voluntary Music	£5.00	Tue 21 Jun 2016	+
Other Message	£10.00	Mon 16 May 2016	+
Voluntary Music	£5.00	Sat 14 May 2016	+
Swimming Half Term Lessons	£1.00	Mon 22 Feb 2016	+
Shirt	£3.33	Mon 15 Feb 2016	+
Current School Fund	£10.00	Fri 05 Feb 2016	+
Funding Problems	£12.00	Thu 21 Jan 2016	+
Funding Problems	£12.00	Thu 14 Jan 2016	+
Funding Problems	£12.00	Thu 07 Jan 2016	+
All Year Uniform	£0.50	Tue 05 Jan 2016	+

Total: £0.00

Key Details

- **Partial Payments** - Payments marked as partial can be paid off in smaller amounts by changing the cost in the box to the amount you wish to pay off at this time.
- **Voluntary Payments** - Payments marked as voluntary allow you to choose how much you want to pay, by letting you to change the amounts. This will fully pay off the payment, even if the amount is greater or less than the suggested amount.
- **Overdue Payments** - Any payment marked as overdue is past the due date for the payment.
- **Offline Only Payments** - Payments marked as offline need to have the money for the payment brought into the school to pay it off.

EX.XX Credits
EX.XX Arrears

Close

Key

Basket

Payment Total

There are no items in the basket.

Dinner Credit: £0.00 Total To Pay: £0.00

Club Credit: £0.00

Make Payments

VISA M/C A/M D/C



2. Making a Payment

Once you have logged into your account, you will then be able to make payments for your child.

If you have more than one child that attends the school then their payments will show beneath their names. Names are listed alphabetically.

Any dinner arrears that your child has accumulated will appear first on the list, followed by payments that the school has set up for things such as trips, clubs and fees.

To pay for an item select the + sign next to the payment. This will add the cost to your total in the bottom right hand corner of the screen, add the payment to the basket, and turn the payment yellow to show that it has been selected.

Item	Amount	Date	Action
Unpaid Dinner Money	00.00		X
Milk Permission	£2.50	Mon 11 Jul 2016	+
Milk Permission	£2.50	Mon 04 Jul 2016	+
Milk Permission	£2.50	Mon 27 Jun 2016	+
Milk Permission	£2.50	Mon 20 Jun 2016	+
Trip to Belgium	£50.00	Fri 22 Apr 2016	X
Uniform Payment	£5.00	Wed 23 Mar 2016	+
Trip to Belgium	£50.00	Tue 22 Mar 2016	+
Uniform Payment	£5.00	Wed 16 Mar 2016	+
Trip to Belgium	£50.00	Tue 15 Mar 2016	+
Shirt	£3.34	Mon 29 Feb 2016	+
Shirt	£3.33	Mon 22 Feb 2016	+
Shirt	£3.33	Mon 15 Feb 2016	+

total: 159.80

You may find that some of your payments are highlighted in a different colour:

All Year Uniform	£2.00	Tue 22 Dec 2015	+
Swimming Lessons	£5.00	Wed 15 Jul 2015	+

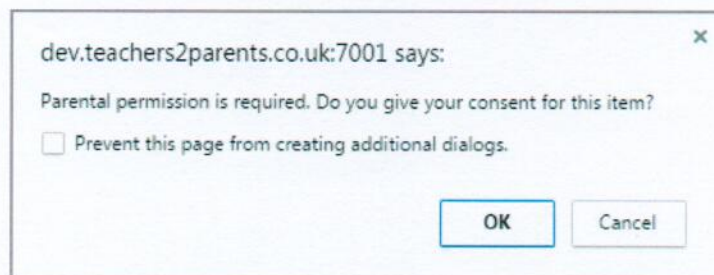
- Green: this means that you can pay off the amount in smaller chunks up until the due date, when you will need to pay it off in full. Click into the green box and amend the amount.
- Orange: this means you can pay as much towards this payment as you would like. This will then remove any remaining cost so that you do not have to pay any more towards it.



You will also be able to see that some of your due dates are in grey and some of them are in red. The due dates that are marked in red are payments that are overdue and need to be paid as soon as possible.

£2.50	Mon 11 Jul 2016
£2.50	Mon 04 Jul 2016

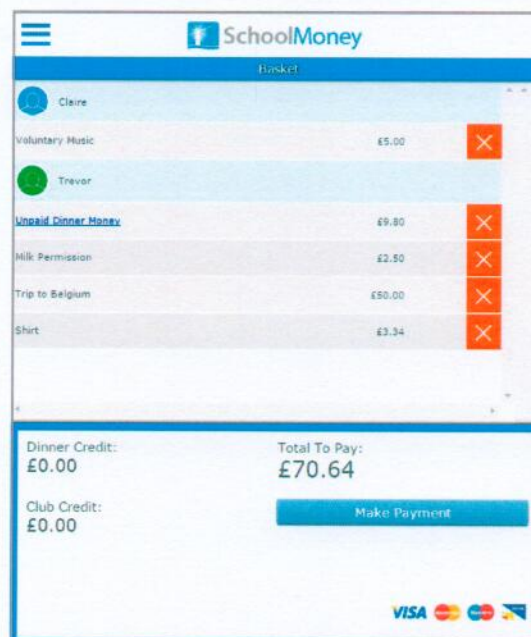
You may also find that when you select a certain payment, a pop up will appear asking for your consent. You will have to give your consent to pay for this item/instalment.



Once you have selected all of the payments you would like to purchase you will need to click on the basket icon at the bottom of the screen.



This will take you through to a screen where you can see all of the items you have chosen to pay for. If you want to remove anything from your basket at this point, click the X next to the item.



Select the 'Make Payment' button when you are ready to pay for your items.



The system will take you to a screen where you can enter your card details. You will have to do this every time that you want to make a payment due to security on the system. **We do not store debit/credit card details.**

Pay using credit or debit card

We accept:

1 About the Cardholder

Name

2 About the Card

Card Number

Security Number

Expiry Date MM YY

3 Confirm

You are about to pay €0.10 from your credit or debit card.

[Pay Now](#)

Your payment is protected by:

[learn more](#) [learn more](#)

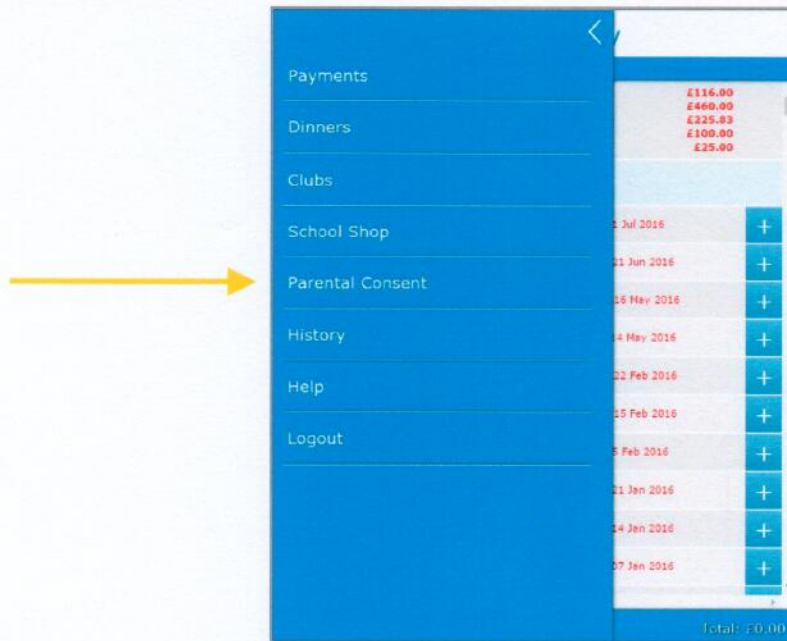
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A confirmation pop up will appear once you have selected 'Pay Now' so that you know the details have been processed and you will receive an email receipt shortly afterwards.



6. Parental Consent

When schools set up payments, such as school trips or clubs, they can request that you give parental consent when you pay.



This section of your account enables you to check which payments you have given consent for and amend as appropriate.



You will be able to see all of your children listed. Select the + sign against the child you want to check and a list of payments for that child will appear.



Item	Date	Consent
Club / Extended Services Rugby Club	Fri 12 Aug 2016	<input type="checkbox"/>
School Trip May Trip to Nature Park	Tue 17 May 2016	<input checked="" type="checkbox"/>
School Trip Trip to the Stars	Mon 14 Mar 2016	<input type="checkbox"/>
Uniform Shirt	Thu 30 Jun 2016	<input checked="" type="checkbox"/>
School Trip Hawaii	Fri 08 Jan 2016	<input type="checkbox"/>
Residential Roofing Tiles	Fri 08 Jan 2016	<input type="checkbox"/>
School Fund Funding Problems	Thu 07 Jul 2016	<input checked="" type="checkbox"/>
Other New Other Payment	Thu 23 Jun 2016	<input checked="" type="checkbox"/>
Swimming Autumn Swimming Lessons	Mon 14 Sep 2015	<input type="checkbox"/>

Total: £0.00

A green box means that you have given consent, a blank box means that you haven't. To give consent for a payment simply check the blank box and it will turn green.

A pop up box will appear letting you know this consent has been saved.

