Parent Guide for booking and paying for meals and/or clubs

Step 1: Login to your IRIS ParentMail account, either via the App on your smartphone/tablet or via a web browser: https://pmx.parentmail.co.uk.



Click into 'Accounts'.



Here you can make your selections.



Here you will see *all* dinner/club registers your child(ren) has been added to.



The Total and Daily Charge will be displayed at the top.



ParentMail

** Click into the desired register and choose the dates. Everything in white is available to book.



When you have finished, Click Pay Now.

15:06 🗸 💼				
<u>*</u>	After school club	Close		
	Chaz Ambrose			
۳.	Total £39.00 - Daily Charge £10.00			
Ø	15:10 - 18:00 +£3.00 ①			
Tuesday 18th May				
After School Club				
	No Choice			
	Repeat Selections?			
Wedr	Select Repeat if you would like to repe your selections for additional week(s)		
Alter	Repeat			
Ø	Continue			
Thurs	Cancel			
After School Club				
	No Choice			
	15:10 - 18:00 +£3.00 (i)			
Frida	y 21st May			
After School Club				
	No Choice			
	15:10 - 18:00 +£3.00 (1)			
2	Pay Later 🗖 Pay	/ Now		

For <u>clubs</u>, you can choose to repeat selections if you wish.

15:07 🕫		ul 🗢 💷
2	After school club	Close
	Chaz Ambrose	
1	Total £39.00 - Daily Charge £1	0.00
Please rev	view your selections	
Monday 1	17th May	
After Sch	ool Club	
✔ 15:10 -	18:00	+ £3.00
Tuesday	18th May	
After Sch	ool Club	
Ø No	Review Selections	
F Wester	Please review your selections and	d click
wean	Confirm to continue.	
Alter	ОК	
✓ 15:		+ £3.00
Thursday	20th May	
After Sch	ool Club	
✔ 15:10 -	18:00	+ £3.00
Friday 21	st May	
After Sch	ool Club	
Ø No Choid	ce	
В	Back C	Confirm

You will be prompted to review your selections.

15:06 🗸			ul 🗢 🖿			
*	Repeat S	election	Close			
Total £39.00						
These are the weeks you can repeat the selection for:						
	Week beginning 17/05/2021					
	Week beginning 24/05/2021 (+£39.00)					
	Cancel	Conti	nue			
Thor		ill chow				

The next page will show you the weeks available to book the same session(s).



You are now ready to proceed to the checkout and complete the purchase. You can also **'Close'** the window should you wish to make further selections against another register or purchase another item.

IRIS ParentMail



This page will show you the the weeks you have chosen to repeat. Click **'Confirm'** when you are ready to proceed.



All purchases will show in the basket. This can be located by clicking the trolley icon within the 'Accounts' tab, or the basket icon from within the 'Payments' tab.

**If do not see a calendar to make selections, or you require any assistance, please contact the school who will be able to help.