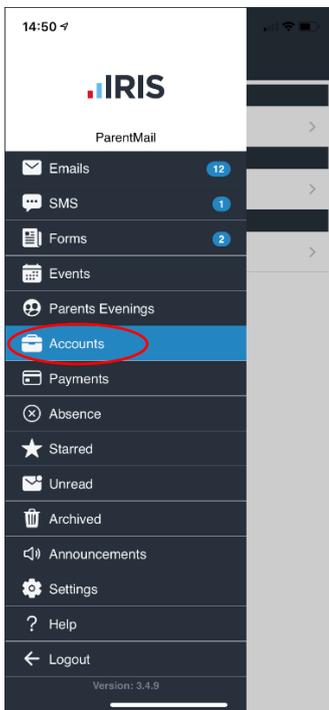
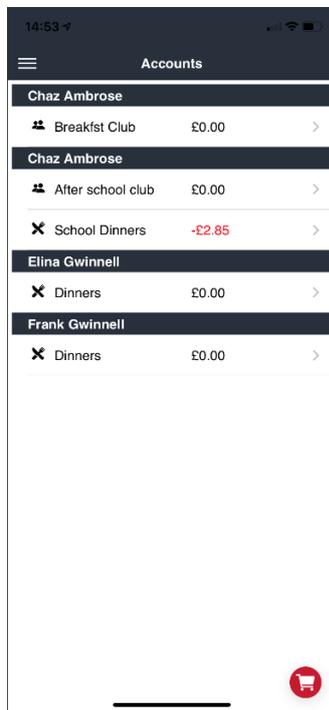


Parent Guide for booking and paying for meals and/or clubs

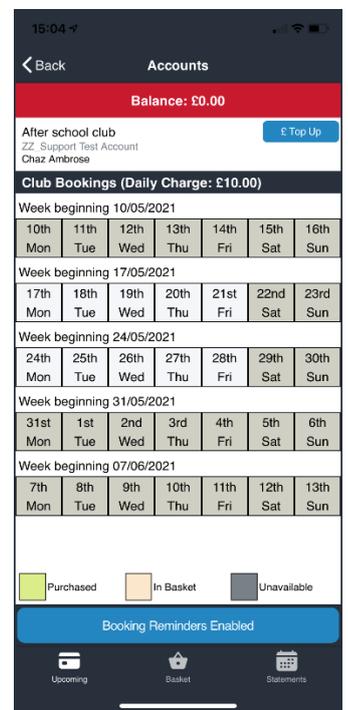
Step 1: Login to your IRIS ParentMail account, either via the App on your smartphone/tablet or via a web browser:
<https://pmx.parentmail.co.uk>.



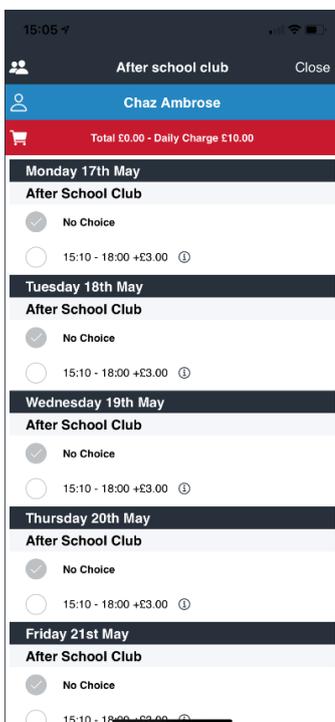
Click into 'Accounts'.



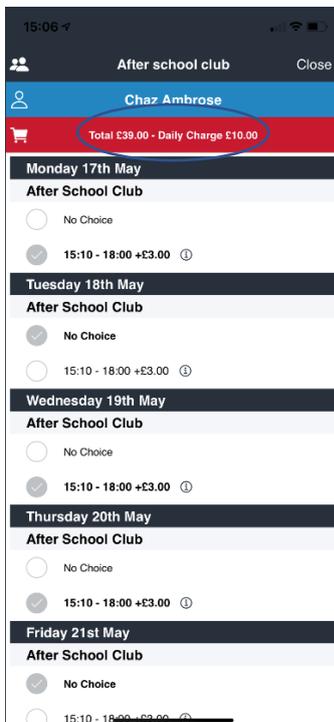
Here you will see **all** dinner/club registers your child(ren) has been added to.



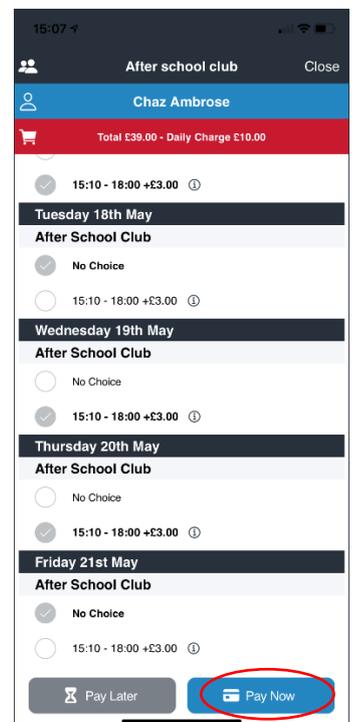
****** Click into the desired register and choose the dates. Everything in white is available to book.



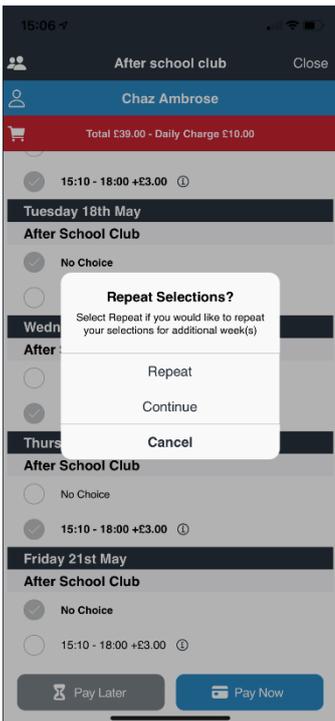
Here you can make your selections.



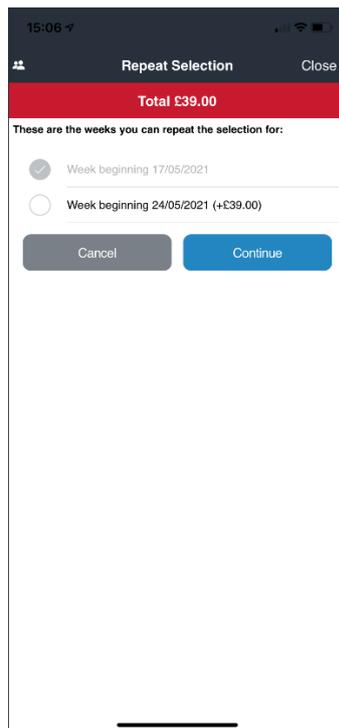
The Total and Daily Charge will be displayed at the top.



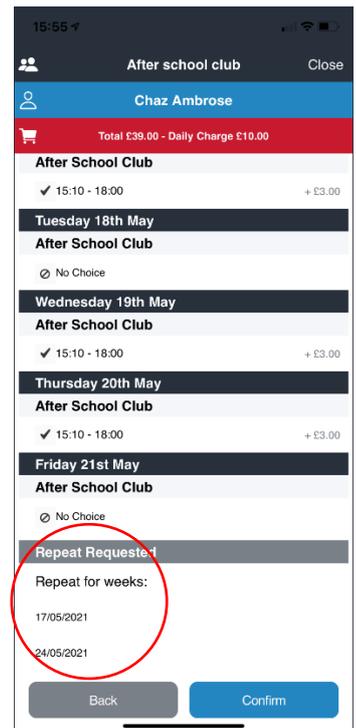
When you have finished, Click Pay Now.



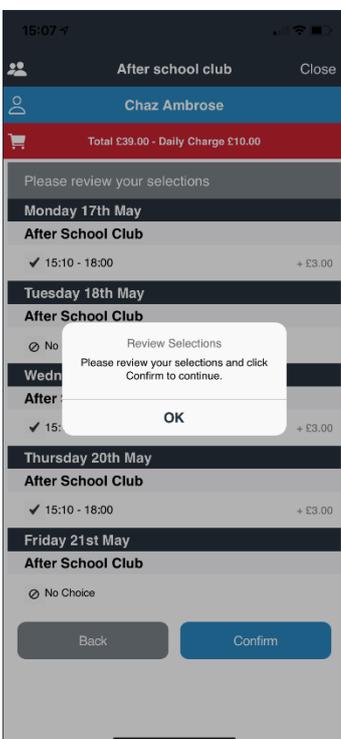
For **clubs**, you can choose to repeat selections if you wish.



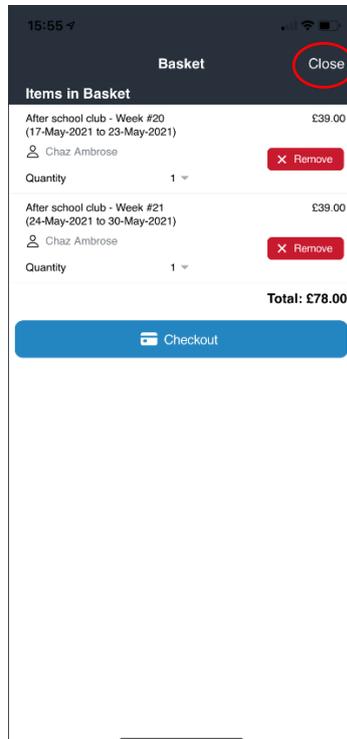
The next page will show you the weeks available to book the same session(s).



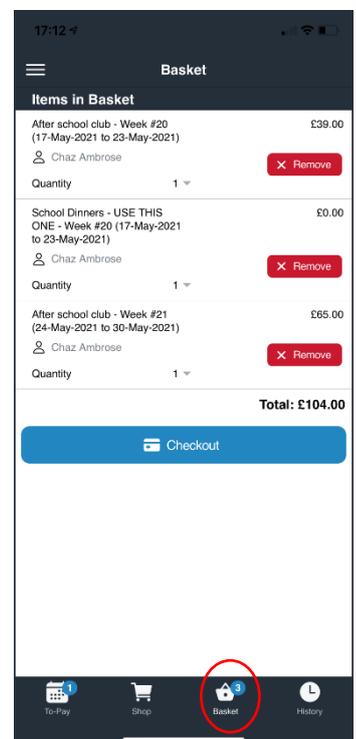
This page will show you the weeks you have chosen to repeat. Click **'Confirm'** when you are ready to proceed.



You will be prompted to review your selections.



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.



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.**