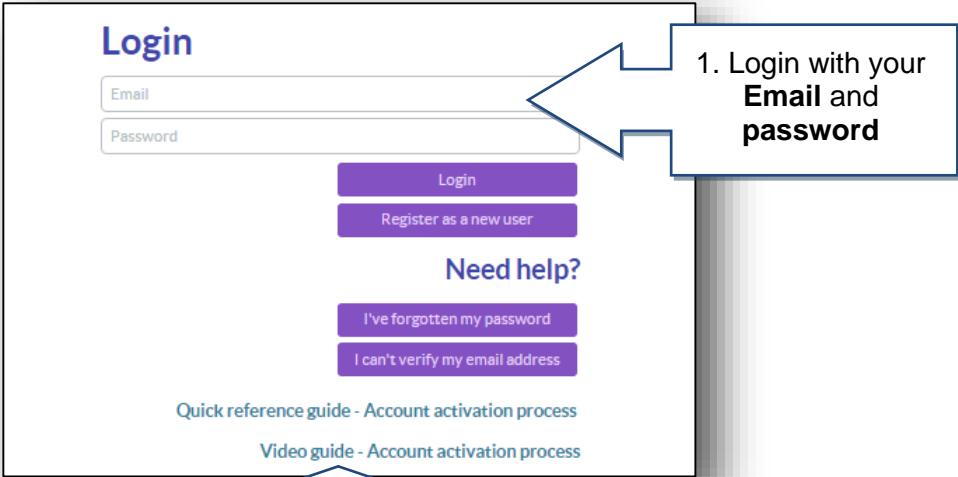


How do I subscribe to and configure the Alerts?

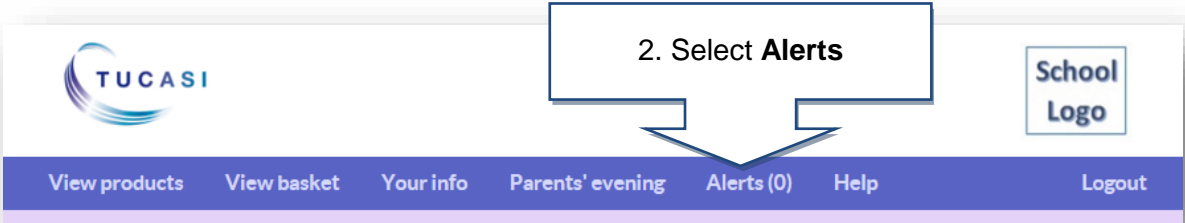
Go to the Online Account Website address provided by your school, or visit **www.scopay.com**



1. Login with your Email and password

The screenshot shows a 'Login' form with fields for 'Email' and 'Password', a 'Login' button, and links for 'Register as a new user', 'Need help?', 'I've forgotten my password', and 'I can't verify my email address'. There are also links for 'Quick reference guide - Account activation process' and 'Video guide - Account activation process'.

Important: if you haven't yet registered your online account, then refer to the separate Quick Reference Guide or Video Guide, or contact the school for further details.



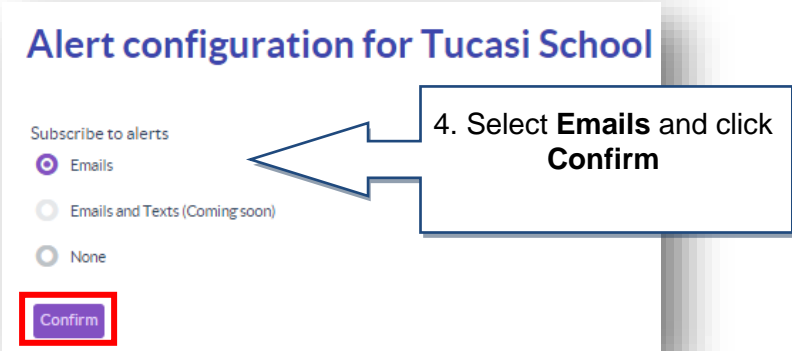
2. Select Alerts

The screenshot shows the website header with the TUCASI logo, a 'School Logo' placeholder, and a navigation bar with links: 'View products', 'View basket', 'Your info', 'Parents' evening', 'Alerts (0)', 'Help', and 'Logout'.



3. Click on the link to subscribe to the Alerts service

The screenshot shows the 'Alerts' section with the text 'Click here to configure the alerts you receive.' and a 'Confirm' button.



4. Select Emails and click Confirm

The screenshot shows the 'Alert configuration for Tucasi School' page with radio buttons for 'Emails', 'Emails and Texts (Coming soon)', and 'None'. The 'Confirm' button is highlighted with a red box.

Messages

- Successfully updated alert subscription.

Alerts

[Click here to configure the alerts you receive.](#)

5. Once subscribed, **click here** to configure your alerts

6. Review each alert option and tick **Receive alerts** and **Email** to switch the alert on.
Email alerts will be delivered to your registered email address.

Alert type	Receive alerts	Email	Text
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 £ <input type="text" value="5.00"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New eligible trip available Receive alerts when a new eligible trip becomes available online.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New product available Receive alerts when a new product becomes available online.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parents' evening invitation Receive alerts when you're invited to a parents' evening meeting.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parents' evening reminder Receive alerts to remind you of an upcoming parents' evening meeting. Send alert <input type="text" value="2"/> day(s) before the meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trip payment reminder Receive alerts when payments for trips are due. Send daily alerts starting <input type="text" value="5"/> day(s) before the payment is due	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

7. Click **Update** when finished

Notes: Text alerts are going to be available in the future. To alter existing alert configuration follow steps 1-2, then 5-7.

Example Email Alerts

Email alerts will be delivered to your registered email address and can be viewed from your normal mailbox.

The balance of Marc Ackroyd for Dinner money is GBP-26.00

This alert is an automated message, sent as per your SCOPay Alerts configuration. If you no longer want to receive emails from your school(s), [unsubscribe here](#)

The following trip(s) have become available:
Ski Trip 2014

This alert is an automated message, sent as per your SCOPay Alerts configuration. If you no longer want to receive emails from your school(s), [unsubscribe here](#)

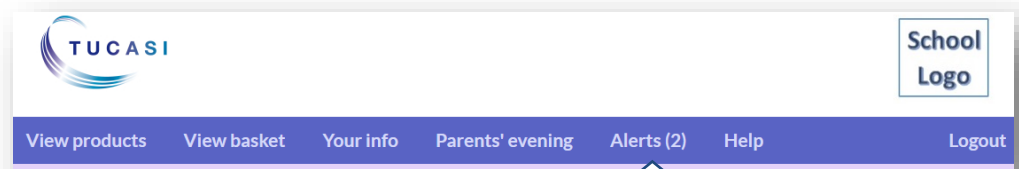
You have been invited to meet with the following teachers for: Marc Ackroyd
Mr Hunt
Book a meeting with a teacher by clicking the "Parents' evening" link in the menu bar when logged to your online account.

If you no longer want to receive emails from your school(s), [unsubscribe here](#)

How do I view Alerts that I have received?

The number in brackets denotes number of **unread** messages.

Alerts (2)



1. Select Alerts

Alerts

[Click here to configure the alerts you receive.](#)

Click on an alert to view the message and any possible further actions to take.



<input type="checkbox"/>	Subject	Date
<input checked="" type="checkbox"/>	You have new trips(s) available for Marc Ackroyd, Mary Ackroyd	29 Apr 2016 18:00
<input checked="" type="checkbox"/>	Your account balance: Marc Ackroyd is low	29 Apr 2016 18:00

Filter message: Page 1 / 1

2. Click on the **plus** sign to view the message

Alerts

[Click here to configure the alerts you receive.](#)

Click on an alert to view the message and any possible further actions to take.



3. If required, select the message(s) and click **Mark as read**

The number in brackets will decrease accordingly.

Alerts (1)

<input type="checkbox"/>	Subject	Date
<input checked="" type="checkbox"/>	You have new trips(s) available for Marc Ackroyd, Mary Ackroyd	29 Apr 2016 18:00
The following trip(s) have become available: Ski Trip 2014		
<input checked="" type="checkbox"/>	Your account balance: Marc Ackroyd is low	29 Apr 2016 18:00

How do I delete Alerts that I have viewed?

4. If required, select the message(s) and click **Delete**

Mark as unread Mark as read **Delete**

<input type="checkbox"/>	Subject	Date
<input checked="" type="checkbox"/>	You have new trips(s) available for Marc Ackroyd, Mary Ackroyd	29 Apr 2016 18:00
<input checked="" type="checkbox"/>	Your account balance: Marc Ackroyd is low	29 Apr 2016 18:00

Filter message: Page 1 / 1

Subject Date

You have no alerts.

Filter message: Page 1 / 0