

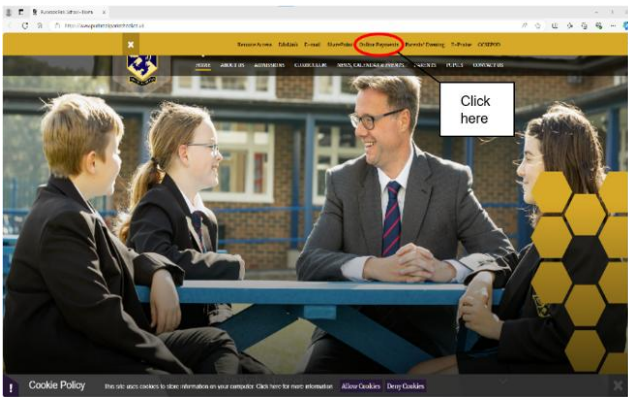
Setting up Balance Reminders

You can set up low balance reminders on your child's Scopay account, and this will send you email alerts when their balance gets low? Please follow these simple instructions to enable this handy reminder.

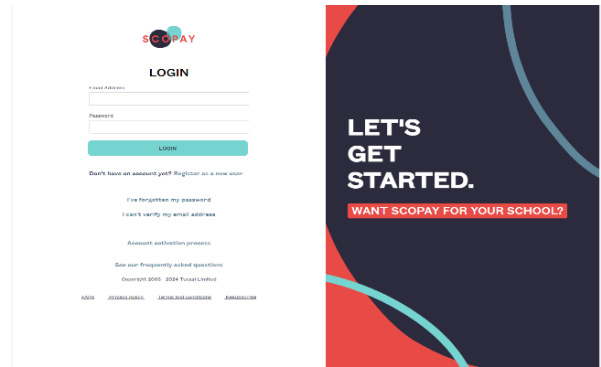


Step 1 - Log in on Scopay

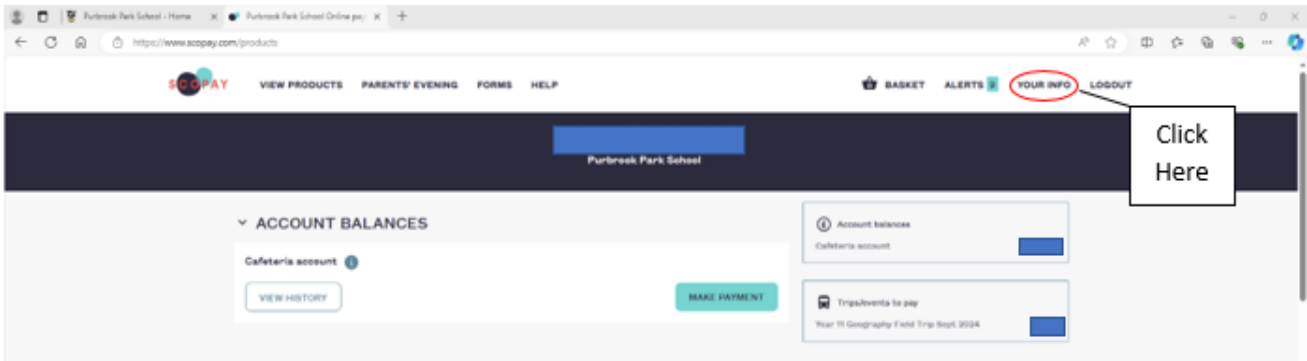
This can be done through the Purbrook Park Website, click on "Quick links" on the gold search bar, and select "Online Payments" from the drop-down arrow. Login using your username and password.



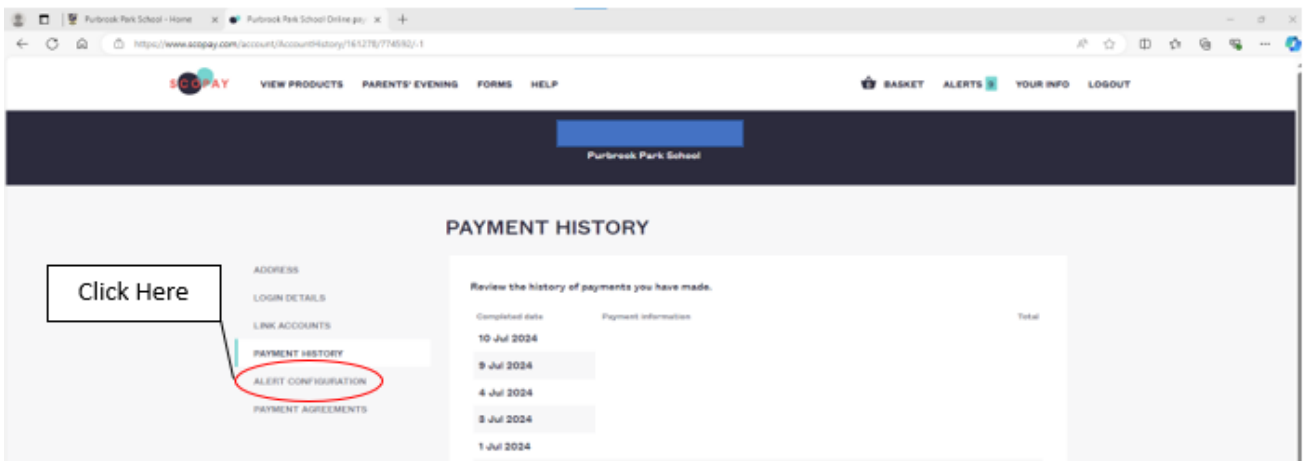
Login



Step 2 - Select "Your Info" on top tab



Step 3 - Select "Alert Configuration" in left hand column



Step 4 – Set amount as required (we suggest a minimum amount of £5 or above) & tick email box

The screenshot shows the 'ALERT CONFIGURATION FOR PURBROOK PARK SCHOOL' page. On the left, a navigation menu includes 'ADDRESS', 'LOGIN DETAILS', 'LINK ACCOUNTS', 'PAYMENT HISTORY', 'ALERT CONFIGURATION', and 'PAYMENT AGREEMENTS'. The main content area lists several alert types with checkboxes for 'Receive Alerts' and 'Email':

Alert Type	Receive Alerts	Email
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"/>
New trip or event available Receive alerts when a new trip or event becomes available online.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New product available Receive alerts when a new product becomes available online.	<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="1"/> day(s) before the payment is due	<input checked="" type="checkbox"/>	<input type="checkbox"/>

A red circle highlights the 'UPDATE' button at the bottom right of the configuration area. A callout box with the text 'Step 5 – Select Update' points to this button.

Step 5 – Select Update

You will then receive a confirmation email stating this has been completed

The screenshot shows the same 'ALERT CONFIGURATION FOR PURBROOK PARK SCHOOL' page. A message box is displayed at the top, containing the text: 'Messages' followed by 'Successfully updated alert preferences.' with a close button (X). A red circle highlights this message box.

Once completed, when your child's lunch account drops to the value you have set you will receive an email reminding you to top up their account.