



## **ONLINE PAYMENTS SESSION OVERVIEW**

This session will provide you with an understanding of how to manage online payments and prepare your school ready to go live.

The session will either be delivered over the phone, and will last up to 3 hours, or will be delivered onsite (*depending on the option ordered*).

## **AGENDA**

- Initial consultation
- How to generate the online letter for parents and staff
- How to add items online for payment
- Using parental trip consent online
- How to complete orders
- How to process refunds – WorldPay schools only
- Reports

## **CUSTOMISATION AND SETUP**

- Configure bank accounts for online payments
- Customise the online letters for parents and staff
- Configure account codes – if applicable
- Setting up online ordering for dinners – if applicable
- Setting up online session booking for extended day clubs – if applicable
- Configure SCOPAY
- Configure WorldPay account
- Complete a test payment – debit/credit card will be required