



Schools Cash Office

INCOME ADMINISTRATION SOFTWARE

SESSION OVERVIEW

This session will enable parents to book their parents' evening appointments online and get your school ready to go live. The session will be delivered over the phone and will last up to 1.5 hours. We will guide you into a remote connection so we can view your screen.

PARENTS' EVENING TRAINING AGENDA

- Initial consultation
- How to generate the online letter for parents
- Creating meetings
- Booking appointments for parents
- Reports
- Parents view

CUSTOMISATION AND SETUP

- Creating teacher logins if applicable
- Customising the online letter for parents
- Check teachers are assigned to the correct class in SCO
- Configuring SCOPAY with logo and school details
- Set up next meeting – if applicable