

## ParentPay User Group

### End of Year Processes & Preparing ParentPay for September

#### WHAT IS IT?



**Does your school subscribe to our ParentPay service?** Join our extra user group webinar for existing ParentPay customers where we will cover tasks and updates to carry out in ParentPay, to get ready for the new Term in September.

This short webinar will give you a quick reminder of essential tasks you need to complete.

#### WHEN IS IT?



To register for this online event, **please click on the date below:**

**10am - 10:45am, Friday 12 July 2024**

\* You will receive a confirmation email and then details will be emailed to you prior to the webinar on how to join it.

#### SAVE STAFF TIME, REDUCE SCHOOL DEBT



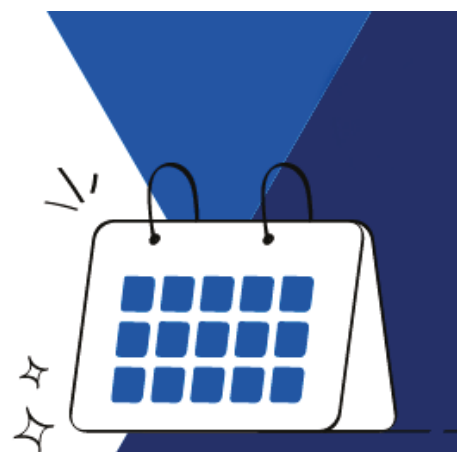
- ParentPay is a web based service for schools that enables parents to make secure online payments by credit and debit card, or pay cash at local stores through the PayPoint network.
- It enables schools to collect and reconcile income online for a variety of items including: school meals, trips, clubs and extra-curricular activities.
- The service also enables Lancashire schools to settle income directly to the Lancashire County Council bank account and local school accounts.
- Integrates with all MIS.

#### AGENDA



##### What will the webinar cover?

- **End of Year Assistance Wizard** - quick run through of the tasks that Schools need to complete ready for September. The EOY wizard is a tool that helps school complete these tasks.
- **Activation for new starters** - guidance on how schools create the activation letters/emails for new starters ready for September.
- **Chasing up debt** - guidance on how schools can chase up parents who are in debt to ensure accounts are up to date.
- **Paypoint** - guidance on how schools can use our PayPoint integration to achieve a cashless school.
- **Questions and Answers** - we are happy to use the last 15 minutes to answer any questions a School may have, if you would like to ask questions beforehand, please email [EducationDigitalServices@ParentPay.com](mailto:EducationDigitalServices@ParentPay.com).



CONTACT US NOW FOR MORE INFORMATION

[educationdigitalservices@lancashire.gov.uk](mailto:educationdigitalservices@lancashire.gov.uk) | 0300 123 6797 (Option 2)

<https://educationdigitalservices.lancashire.gov.uk>