# Eduspot App

School Money

Parental User Manual

1.0 Logging in & Registering

You will only need to register and login to the Eduspot App once. Once you have done this, the app will remain permanently logged on, unless you delete the app or logout.

First, you will need to download the app onto your device through the relevant app store; it is compatible with both Android and Apple iOS.

Once opened a screen will pop up, this screen will ask you to register your mobile phone number. It will match that phone number with the one on record at the school, so please ensure the school has your correct details.
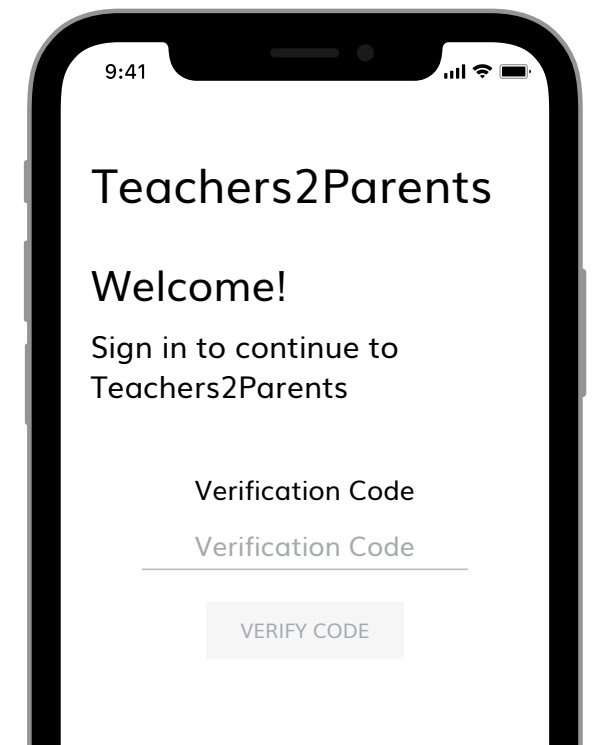
After your phone number has been entered you will be asked for a verification code. This will be sent via SMS to the mobile number you entered.

If your email address isn't registered with SchoolMoney a second screen may pop up. This will ask you to confirm your email address so that when you make a payment a receipt can be sent out to you.
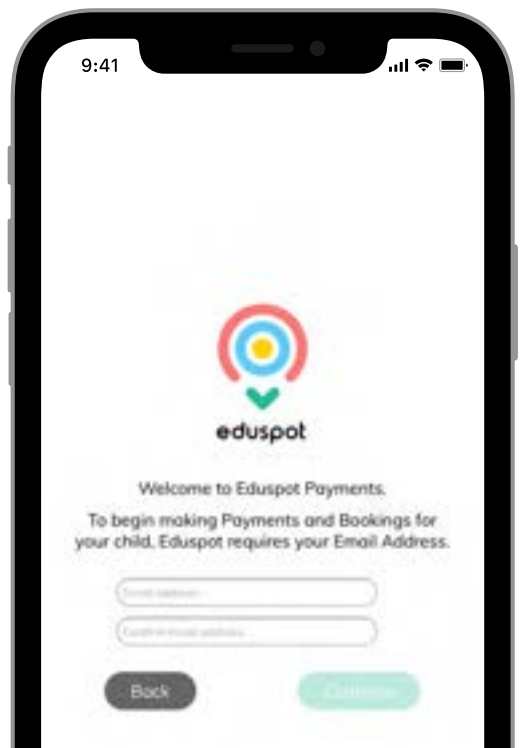
When you are logged into the app, you will be sent to the homepage. This will show you an overview of any new or pending payments that need your attention. By selecting a payment from this screen, it will take you directly through to the **Payments** section and allow you to add it to the basket as needed.

To navigate the app, use the menu located in the left hand corner of the screen. If you want to return to the homepage at any point, click on **Eduspot** at the top of the screen.
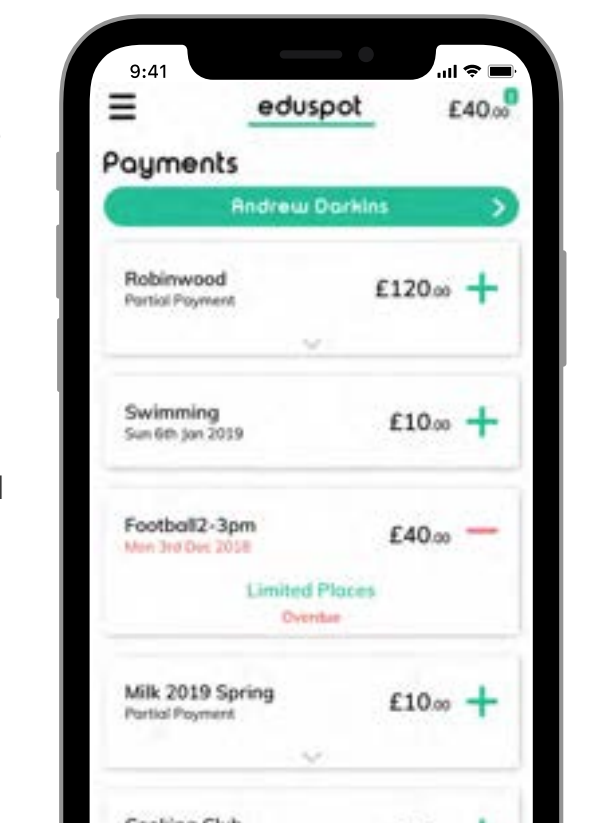
2.0 Payments

Selecting the **Payments** section from the menu will take you to a page on which your child's name will be listed. Below your child's name will be a list of the payments that are available for you to pay.

If you have more than one child at the school, simply swipe right to navigate to their page and then left to return to the first child. If you cannot see one of your children on the account it is likely the child does not have the correct mobile number against their account; please contact the school to resolve this.

Any payments that have passed their due date will be marked as **Overdue** in red below the payment.

To add an item to the basket, select the **green plus icon** next to the payment. This will change to a **red minus icon**. The items added to your **basket** will appear in the top right of the screen, showing the total items in the basket and the total value of those items.

If you decide against making a payment for a specific item, you can select the **red minus icon** and the item will be removed from your basket.


Please Note: *With some payments when adding them to your basket a pop up will appear titled* *Consent Required*. *You will need to give consent by pressing* **OK** *for the item to be added to your basket.*
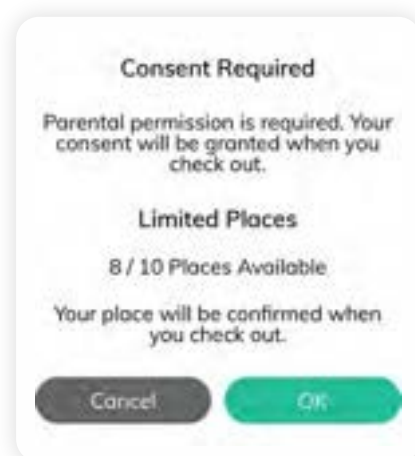
2.1 Installments

Some of the payments in the list may not have the **green plus icon** next to the payment, this means there is more than one installment available.

Select the arrow at the bottom of the payment, it will expand to show you the available installments with their relevant due dates. You can select as many or as few due dates as necessary by selecting the **green plus icon** beside the amount and they will be added to your basket.
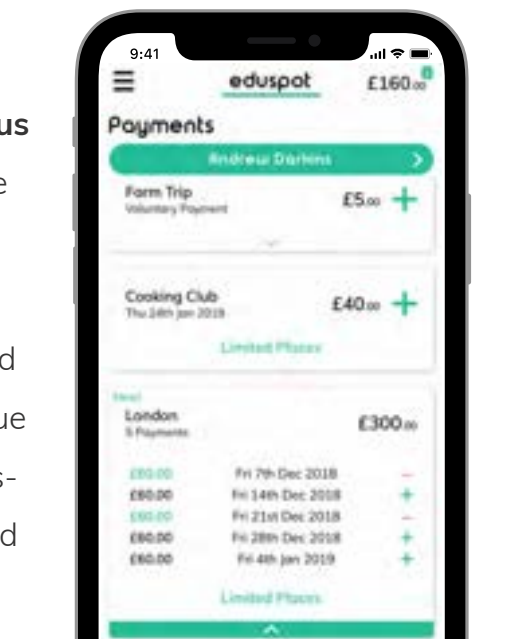

2.2 Partial and Voluntary Payments

Partial Payments - You can pay off the total in smaller amounts up until the due date, at which point you will need to pay it off in full.
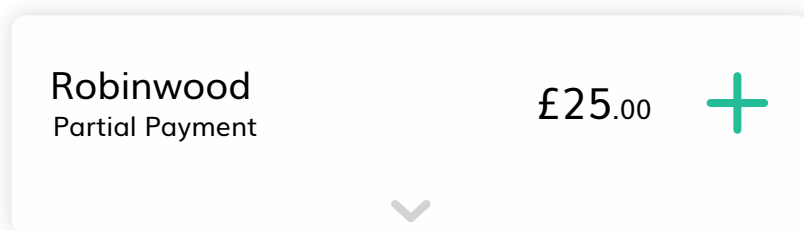
Voluntary Payments - You can pay as much towards this payment as you would like. This will then remove any remaining cost so that you do not have to pay any more towards it. You can pay either more or less than the amount stated.

6
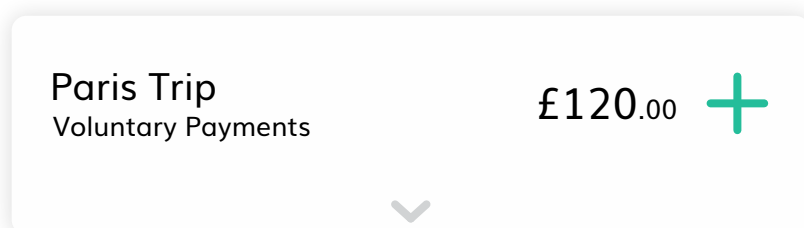
3.0 Dinners

If you would like to pay for or book dinners for your child, open the menu side bar in the top left and select Dinners. This will open one of two pages; an overview of school lunches for the week or Dinner Top Up icon.
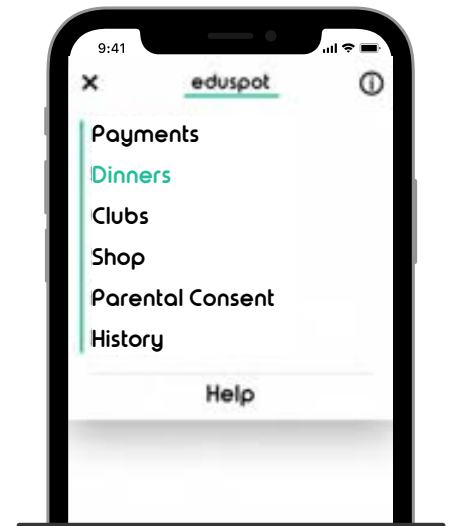
3.1 Dinner Top Up

The **Dinner Top Up** allows you to add lump sums of dinner money onto your child's account. This will then be used to pay off your child's meals as and when they are taken.

Below your child's name you will be able to see amount of credit against your child. The dinner top up box will contain an amount the school has entered, this will usually represent the weekly dinner cost. If you would like to amend the amount, simply select the box and overtype the amount with how much you would like to pay. Selecting the **green plus icon** will add the amount to your basket.

5.0 Shop

Selecting the **Shop** section through the menu will take you to the school shop through the app.
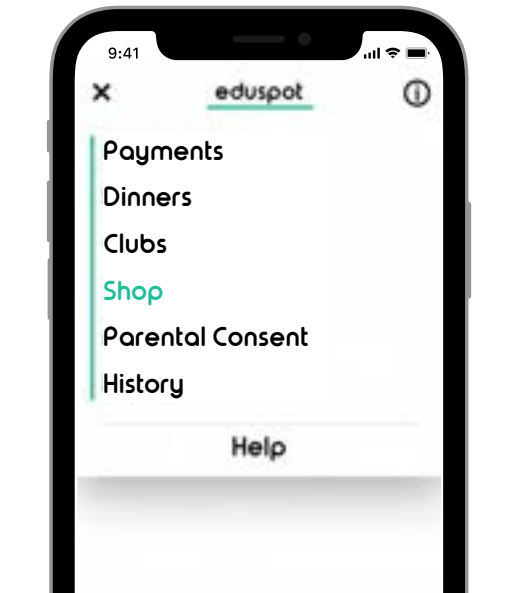
To add an item to the basket, select the **green plus icon** next to the item you want to purchase.

Your basket total top right will increase as will the number of items in a green box as you add items.

If you want to purchase multiple of an item, just select the plus sign multiple times and the icon number will increase.
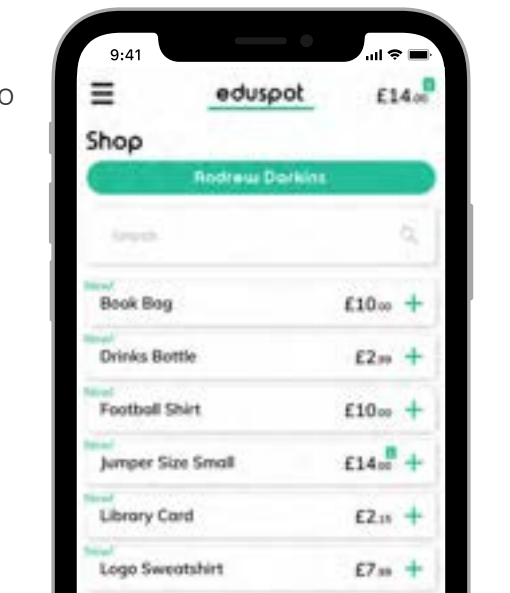
6.0 Checking Out

Once you have everything you wish to pay for, select the value top right. This will send you to the Basket page.

Here you will see the name of the school your child(ren) attend and the total to pay.

Please Note: if you have children at multiple schools that use **SchoolMoney**, each school will be listed. You will need to check out of these separately.

If you would like to see a breakdown of what you are about to pay for, select the **drop down arrow** at the bottom of the box.

Here you can make any last-minute amendments such as removing items or increasing/decreasing the quantity of shop items.

When you are satisfied with the items in the basket, select the **Pay** button in green next to the total.

A new screen will appear in which you can enter your card details. Once these have been input, select the green **Pay Now** button and your payment will be processed.

13
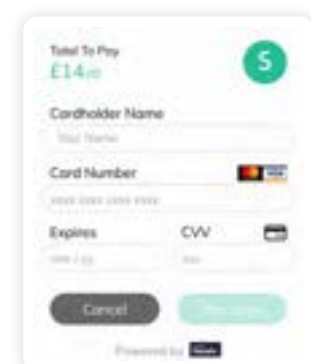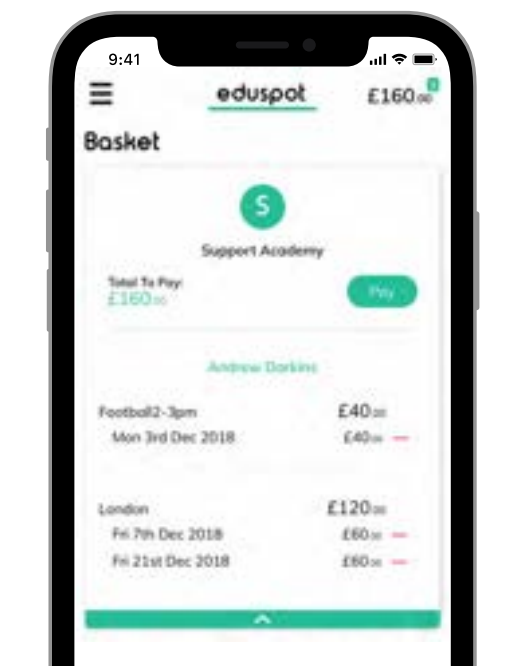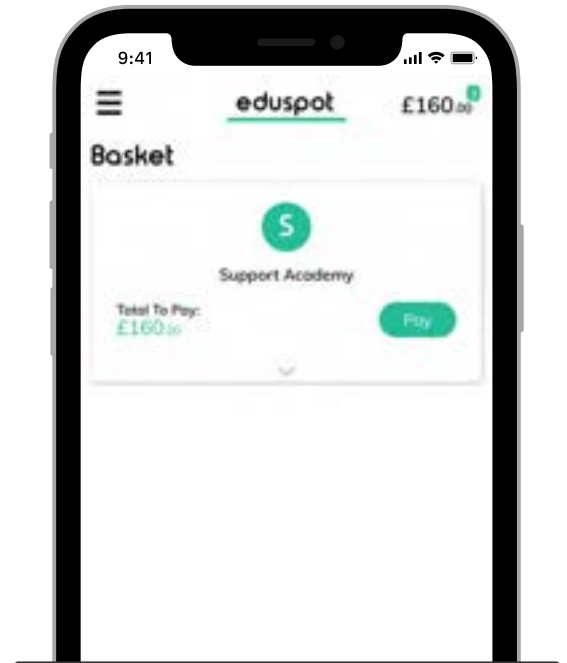
7.0 Parental Consent

The **Parental Consent** section allows you to manage the consent you have given for trips.
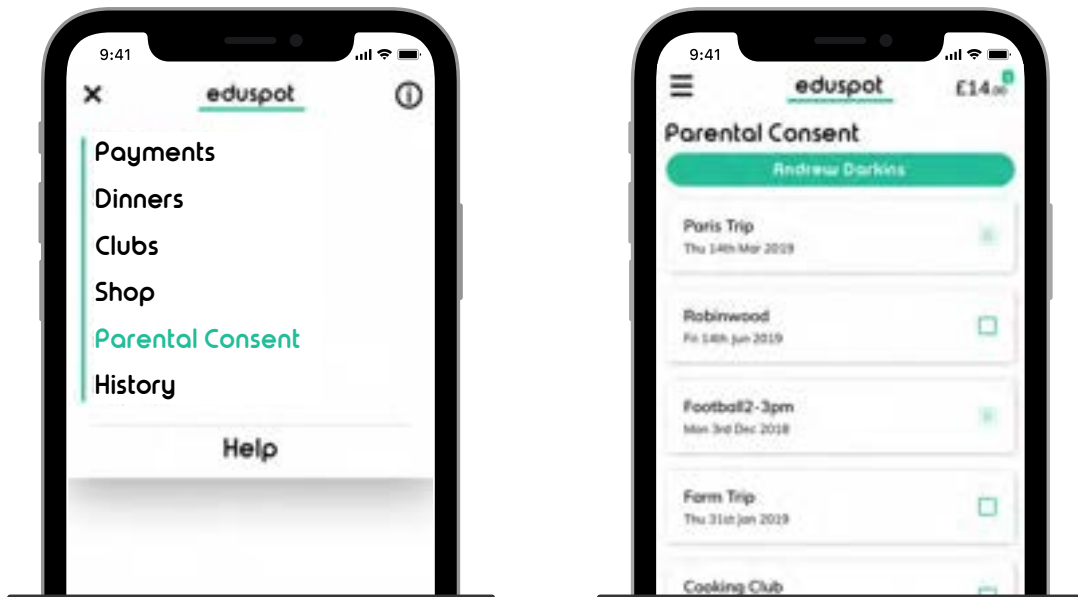
Here you can see the payments the school has requested consent for. By selecting the **green check box** to the right of the payment, you can give consent.

A pop-up box will appear letting you know that the consent has been saved.

8.0 History

The **History** section of the app will show a breakdown of all transactions made, dinners taken and clubs attended.
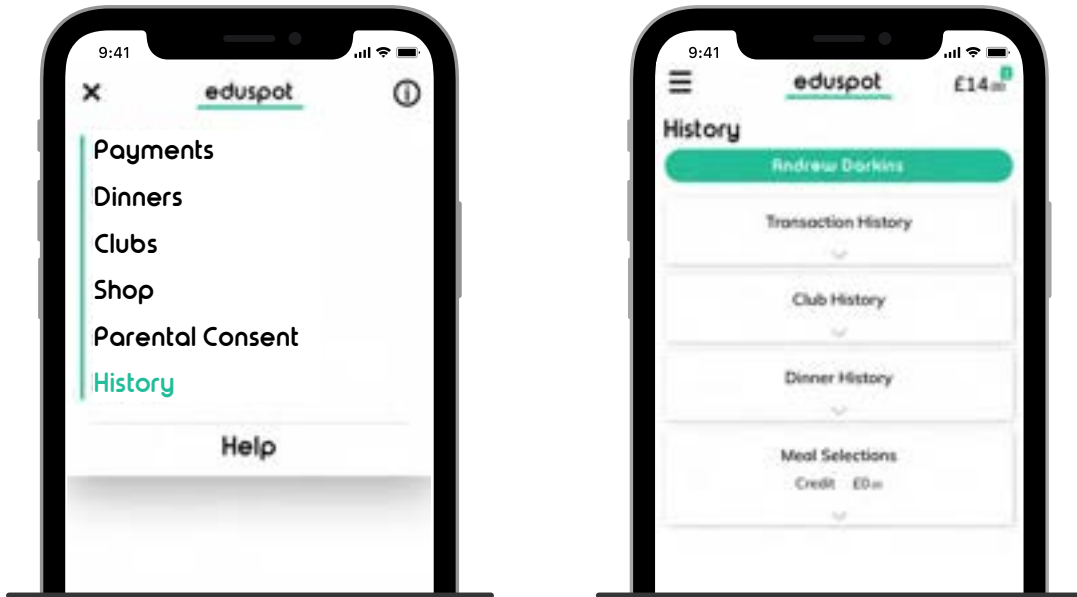
8.1 Transaction History

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