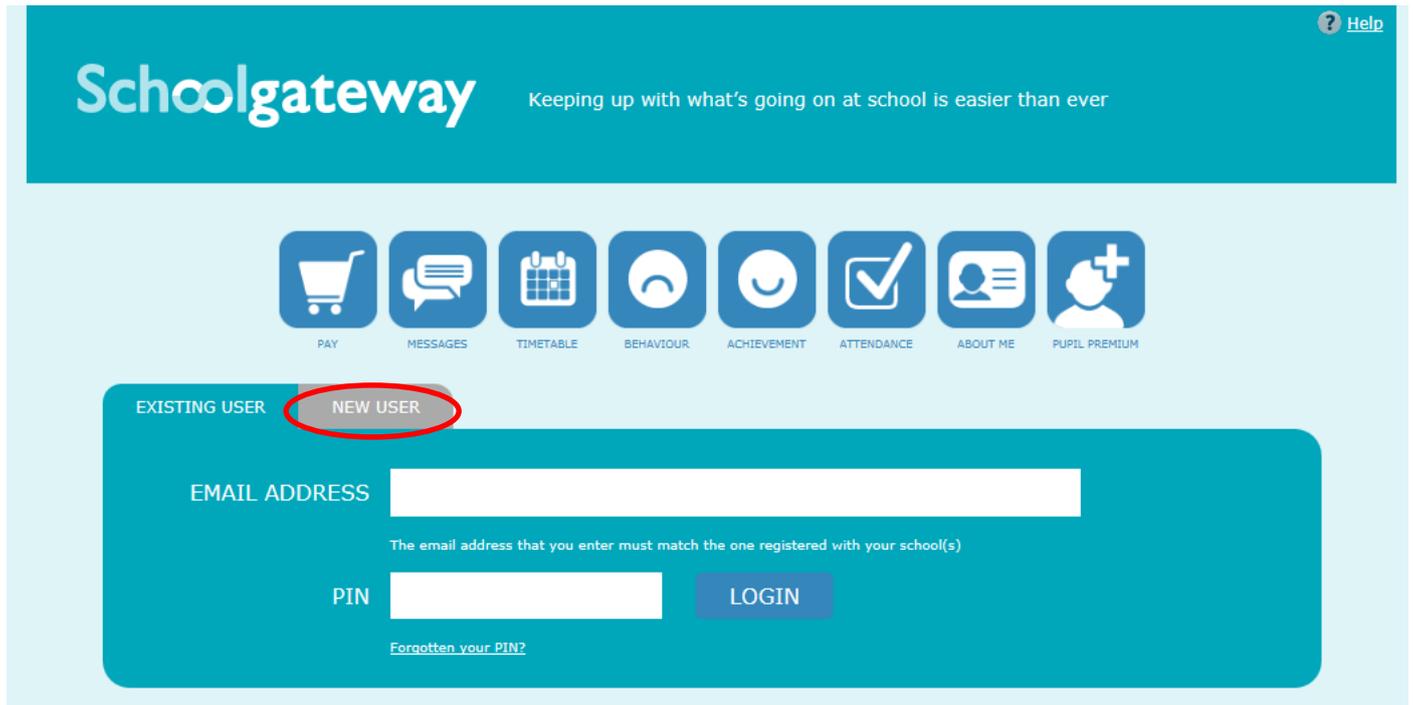


Step By Step Schoolcomms Set-Up & Payments

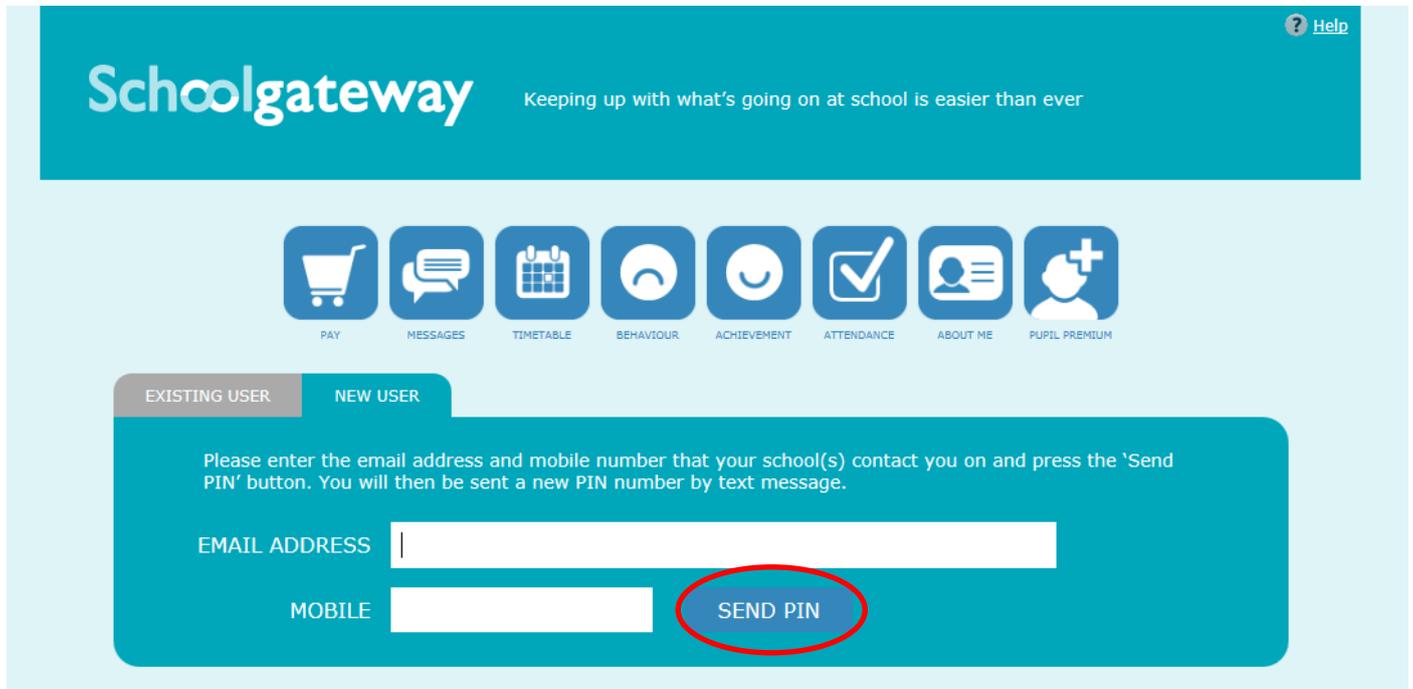
1. Go to www.schoolgateway.com and the below page will display. This is also the site you go to make payments .



The screenshot shows the Schoolgateway homepage. At the top, there is a teal header with the Schoolgateway logo and the tagline "Keeping up with what's going on at school is easier than ever". Below the header is a navigation bar with eight icons: PAY, MESSAGES, TIMETABLE, BEHAVIOUR, ACHIEVEMENT, ATTENDANCE, ABOUT ME, and PUPIL PREMIUM. The main content area features two tabs: "EXISTING USER" and "NEW USER". The "NEW USER" tab is highlighted with a red circle. Below the tabs is a login form with an "EMAIL ADDRESS" input field, a "PIN" input field, and a "LOGIN" button. A note below the email field states: "The email address that you enter must match the one registered with your school(s)". A link "Forgotten your PIN?" is located below the PIN field.

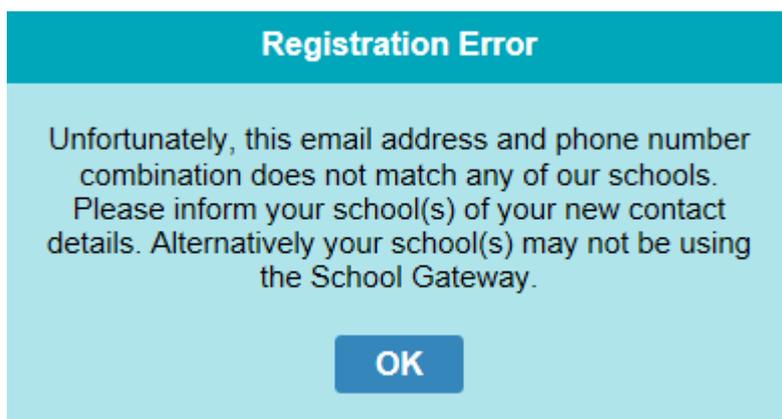
2. Click the "I'm a new user" hyperlink and the below screenshot will appear.

3. Enter the Email address and mobile phone number of the priority 1 contact of your child/children, and then click the "Send PIN" hyperlink.



The screenshot shows the Schoolgateway homepage with the "NEW USER" tab selected. Below the navigation bar, there is a registration form. The form includes an "EMAIL ADDRESS" input field and a "MOBILE" input field. A "SEND PIN" button is located to the right of the mobile number field and is circled in red. Above the input fields, there is a text instruction: "Please enter the email address and mobile number that your school(s) contact you on and press the 'Send PIN' button. You will then be sent a new PIN number by text message." The "EXISTING USER" tab is also visible but not selected.

(If the below message comes up, Please contact the school office on 01799 523 651 to verify your contact details)



4. You will receive a PIN Number via text message, on the mobile number that you have provided to the school.
5. Enter your email and the PIN you received on your mobile into the correct boxes and then click "Login".
6. You are now signed up for Schoolcomms & can make online payments for lunch, trips & other school activities.

Child 1



R a Butler Junior School
Year 6
Class 6 Philip Pullman



PAYMENTS
2 payment items available

LUNCH MONEY
£11.40 balance

Child 2



R a Butler Junior School
Year 4
Class 4 Anne Fine



PAYMENTS
2 payment items available

LUNCH MONEY
£7.00 balance

SCHOOL GATEWAY MOBILE
School Gateway is just a touch away. Get the app.



When you login a screen like this will appear, with your child/children's names. Circled is where your child's lunch balance is shown.

Items available to pay are in the payments tab.

You



Payments for R a Butler Junior School

Select items to view their details and add them to your basket or to make changes to your basket content.

**RA Butler Academy**

In basket?	Item	For	Due	Instalment	Amount
Add	Dinner Money (Min £11)	Child 1	17 July 2015	1/1	£11.00
Add	Dinner Money (Min £11)	Child 2	17 July 2015	1/1	£11.00

[View Basket](#)**SCHOOL GATEWAY MOBILE**

School Gateway is just a touch away. Get the app.



When you click the “Payments” Hyperlink the above screen will show. Here you can pay for multiple transactions for multiple children (as long as they are in the same school).

To make a payment click the “ADD” button next to the item you wish to pay for.

Dinner Money (Min £11)

Please review the details below.

For: Child 1

Due Date: 17 July 2015

Amount: *

Instalment: 1 of 1

[Cancel](#) [Add to Basket](#)

Dinner money payments – Type in the amount you wish to pay then “Add to Basket” (The minimum payment is £11)

You



Payments Summary

Please review the items in your basket and confirm that all of the details are correct.

Press **Checkout** in order to enter your payment details.



Item	For	Consent	Comment	Amount
Dinner Money (Min £11) (1/1)	Child 1			£44.20
Dinner Money (Min £11) (1/1)	Child 2			£14.00
Total Amount				£58.20

[Return to the list of payments](#) [Proceed](#)



SCHOOL GATEWAY MOBILE
School Gateway is just a touch away. Get the app.



To continue click the "Proceed" button & then follow the payment details on screen.