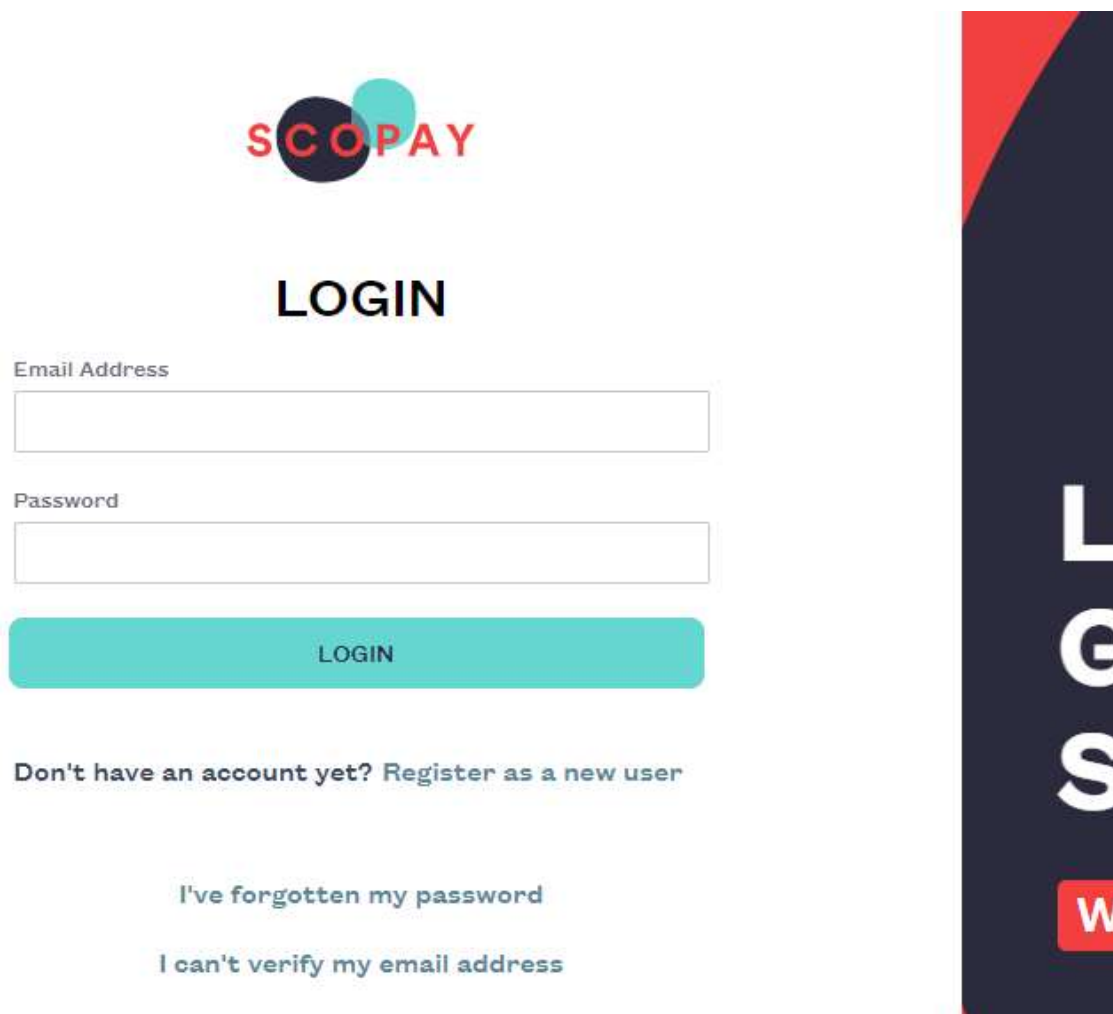


## Scopay

Scopay is the school system that is used for pupil **trips** and **products** such as guides, calculators etc?

- Below is the login page and link, if you have never registered you will need to email [trips@uetrust.org](mailto:trips@uetrust.org) and ask for a registration letter, within the letter there will be link code and instruction how to set up a pupils scopay account.

[Login \(scopay.com\)](http://scopay.com)



The image shows a screenshot of the Scopay login page. At the top center is the Scopay logo, which consists of the word "SCOPAY" in red capital letters, with a dark blue circle behind the "O" and a teal circle behind the "P". Below the logo is the word "LOGIN" in large, bold, black capital letters. Underneath "LOGIN" are two input fields: "Email Address" and "Password", each with a white rectangular box. Below these fields is a teal button with the word "LOGIN" in white capital letters. Under the button, there is a link: "Don't have an account yet? Register as a new user". At the bottom of the login form area, there are two links: "I've forgotten my password" and "I can't verify my email address". On the right side of the image, there is a vertical banner with a dark blue background and a red triangle at the top. The banner contains the letters "L", "G", "S", and "W" in white, stacked vertically. The "W" is inside a red square.

- Below is what the registration page looks like, once all boxes have been completed this will create the account.

## REGISTER

Please fill in all the fields to complete registration.

Your password must be at least 8 characters long. You should also enter the code that has been provided to you.

An email will be sent asking you to visit a link to verify your email address. You will not be able to login until you have completed this procedure.

### YOUR LOGIN INFORMATION

Email:

Confirm new email:

Password:

#### PASSWORD MUST CONTAIN:

- ✗ At least 8 characters
- ✗ At least 1 lower case letter
- ✗ At least 1 upper case letter
- ✗ At least 1 number

Confirm password:

Title:

First name:

Last name:

Online link code:

I don't have an online link code [Register without one](#)

### YOUR BILLING ADDRESS

Address 1

Address 2

Town/city

County/state/province

Postcode

- Once you have registered and logged in you will see the below page, this will summarise all trip and products that are open to the pupil.

The screenshot shows the EDMONDSON GEMMA website dashboard for the United Endeavour Trust. The page is divided into three main sections: TRIPS AND EVENTS, OPTIONAL TRIPS AND EVENTS, and PRODUCTS. A summary box on the right indicates the total amount owed for trips/events.

Section	Item Name	Price	Payment Status
TRIPS AND EVENTS	NEW Standon Bowers Outdoor Education Centre (£65 main payment, £110 (£45 overpayment) optional)	£65.00	Owed: £65.00
	NEW Paddle Awards	£40.00	Not Owed
OPTIONAL TRIPS AND EVENTS	STB Peak District- area of Gradbach, River Dane	£9.53	Not Owed
	NEW Chefs Cap (Food Tech)	£3.00	Not Owed

**Summary Box (Trips/events to pay):**  
 NEW Standon Bowers Outdoor Education Centre (£65 main payment, £110 (£45 overpayment) optional) **£65.00**

- You then will need to select the trip/product and add to the basket (On some trips there may be an option to part pay or pay in full this will be clear on the box),

The screenshot shows a payment modal for 'NEW Paddle Awards'. The modal displays the total owed amount and provides options for payment.

Item	Total Owed	Payment Options
NEW Paddle Awards	£40.00	PAY IN FULL, ADD TO BASKET

Enter Payment Amount: £ 40.00

- Once your item is in the basket you can then select the basket icon at the top of the page to continue to payment.

**SCOPAY** VIEW PRODUCTS PARENTS' EVENING HELP BASKET ALERTS 0 YOUR INFO LOGOUT

**EDMONDSON GEMMA**  
United Endeavour Trust

**YOUR BASKET**  
PAYMENT PROCESSOR: WORLDPAY

Qty.	Name	For	Total
1	NEW Paddle Awards	Edmondson Gemma	£40.00
Subtotal:			£40.00

**TOTAL**  
£40.00

CHECKOUT

Worldpay VISA V PAY Mastercard Maestro JCB UnionPay

- The below screen will appear summarising the trip/product you have in the basket and then you can proceed to payment.

**CHECKOUT: ENTER PAYMENT AND CONTACT INFORMATION**

Please confirm your address for payment. This address must be the same as your billing address for your credit/debit card.

mrs Gemma Edmondson  
Ostend Place  
Newcastle under Lyme  
Staffs  
ST5 2QY  
GB

EDIT ADDRESS

Save your billing address details for next time:

PROCESS PAYMENT

**ITEMS**

NEW Paddle Awards		
For	Quantity	Amount
Gemma	1	£40.00
<b>Subtotal</b>		<b>£40.00</b>

- You are then directed to the payment page where you can enter you card details and complete the transaction, once complete you will receive an email summarising the payment.

**worldpay**  
from FIS

[Help](#) [FAQs](#) [Security](#)



### Secure Payment Page

Please review your purchase details, then select a payment method to continue.

**Select language**  

**CLAYTON HALL ACADEMY**  
Description **Purchases at United Endeavour Trust (ref 860/4094)**

Amount **£40.00**

**Select your payment method** 

 Mastercard	 Visa	 Maestro	 JCB
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**Cancel** 

**worldpay**  
from FIS For help with your payment visit the: [WorldPay from FIS Help](#).