



ParentPay
COUNT ON US

COLLECT FANCY DRESS DONATIONS



Fancy dress for Red Nose Day

Want to encourage a small donation via ParentPay to wear fancy dress for Red Nose Day?

Here's how:

By using a Fixed Cost for one-time payment. Once payment has been made the item is removed from the payer's account.

HERE'S A QUICK EXAMPLE:

- Red Nose Day 2022 Donation - Non-uniform day / Fancy Dress
 - Please always preface any Red Nose Day payment items with 'Red Nose Day 2022 Donation'.
 - The payer can pay a suggested amount.

HOW TO CREATE A NEW PAYMENT ITEM:

In ParentPay, navigate to Payment Items and follow these instructions:

1. Select 'Create a New Payment Item'
2. Select the 'Activity category' & click 'Next'
3. Select 'Once Only, fixed amount' payment item
4. Click 'Next'

Please complete the required fields for the type of payment item you are setting up. To help you with this, please see a list of fields and specific information you should be inputting next.

Please note: you must set up a new payment item; renaming a previous item will not correctly register your payment.

A guide to fields

Item name

Make sure your payment item name is relevant and clear. It will be visible to parents and in all of your reports.

(Please always preface any Red Nose Day payments with 'Red Nose Day 2022 Donation')

Short name

You can enter your own short name or the system will generate one for you if you choose to leave the field blank.

Description

The description enables you to provide detailed information to payers about the payment item. You can include hyperlinks to relevant websites to provide further information if you want to.

Here's a suggested Red Nose Day description:

"We are proud to be raising money for Red Nose Day. If you would like to make a contribution, your generosity really will be used to help change the lives of disadvantaged children and young people. Thank you."



Notes

This field is optional. If you choose to include a mandatory notes field, the payer cannot continue to payment until they have filled in this field. Ensure to specify any required information in your description.

Due date

This field is optional. Input a payment due date for payers here.

Quantity

Please don't use this field.

Limited availability

Please don't use this field.



Costs default/minimum/maximum

The default, minimum, and maximum amounts will be the exact cost of the item.

Consent

Tick this box if you require payer consent when making a payment. It is up to your school if you wish to use it.

Allow new item alert

Tick this box if you want to send automated text or email alerts to payers that have opted in to receive alerts about new payment items assigned to their child.

PayPoint enabled

Tick this box to be able to generate barcoded letters for this payment item.



Making a payment

You will then need to select the relevant bank account you want to credit payment to for the new payment item.

The system also allows you to use up to six different reporting codes. You can enter these in the 'Account Code' and 'Description' boxes or you can select from the pre-populated drop-down menus. The reporting codes will be included in your reports and settlement statements.

Accounting codes are used for consolidated bank accounts. If you have been told by a banker or HMRC to use these you will need to enter them here.

Group code 1	Other	Account code	
		Description	
Group code 2	Other	Account code	
		Description	
Group code 3	Other	Account code	
		Description	
CFR Code	Other	Account code	
		Description	
Management code 2	Other	Account code	
		Description	

Charges

Please note:

The standard ParentPay Payment Service Fee applies.

HOW TO ASSIGN PEOPLE TO A NEW PAYMENT ITEM:

1. Click 'Save Payment Item' to create your new payment item.
2. Scroll to the bottom of the saved details and select 'Assign People'.
3. Select your filters and select 'Search'.
4. Assign your pupils by populating the 'Add column'. To assign every pupil in the list, select 'Add' in the heading.
5. Click 'Save Settings'.



**T-SHIRTS
CHANGE
LIVES**



Comic Relief is the operating name of Charity Projects, registered charity in England & Wales (326568) and Scotland (SC039730) and company limited by guarantee registered in England & Wales (01806414), registered address 89 Albert Embankment, London, SE1 7TP.