

Sut i bwcio lle yn glwb brecwast – How to book a place at breakfast club

1. Mewngofnodwch i ParentPay. *Log on to ParentPay.*
2. Dewiswch 'Pay for other items'. *Choose 'Pay for other items'.*
3. Wrth ymyl 'Clwb Brecwast' dewiswch 'View'. *Next to the payment item 'Clwb Brecwast' select 'View'.*

Owen - Clwb Brecwast Balance: £0.00 £1.00	View
Owen - Dinner Money for Ysgol Gymraeg Y Fenni Balance: £25.00 £2.45	View

4. Cliciwch 'Make bookings'. *Click 'Make bookings'.*

Pay by Parent Account	What is this?
Add to basket	Cancel
Make bookings	

5. Sicrhewch eich bod wedi dewis y dyddiadau cywir a cliciwch 'Make or view bookings'. *Ensure you have the correct dates selected under 'week commencing' then click 'Make or view bookings'*

Make or view bookings	
To book, please select from the options below and then select 'Make or view bookings.'	
Make bookings for:	
Breakfast	
Week commencing:	
17 Sep 2018	
Make or view bookings	

6. Cliciwch 'Book a Session' am y diwrnod/au, a byddent yn troi'n wyrdd – gallwch newid wythnos trwy dewis 'Next week'. *Click 'Book a Session' for the date required and it will turn green – you can change week by selecting 'Next week'.*

Previous week		Next week	
Week commencing 17th Sep 2018			
Please scroll across to view the remaining days of the week.			
Mon 17 Sep	Tue 18 Sep	Wed 19 Sep	Thu 20 Sep
Book a Session	Book a Session	Book a Session	Book a Session

Previous week		Next week	
Week commencing 17th Sep 2018			
Please scroll across to view the remaining days of the week.			
Mon 17 Sep	Tue 18 Sep	Wed 19 Sep	Thu 20 Sep
Book a Session ✓	Book a Session ✓	Book a Session ✓	Book a Session
Clear day	Clear day	Clear day	Clear day

7. Cliciwch 'Confirm bookings' a fydd yn mynd a chi i'r sgrîn taliadau. *Click 'Confirm bookings' which will take you to the payment*

Bookings added	4
Bookings cancelled	0
Cost of new bookings	£4.00
Payment due	£4.00
Cancel	Confirm bookings