Eduspot App

School Money

Parental User Manual

1.0 Logging in & Registering

Teachers2Parents

Welcome!

Sign in to continue to Teachers2Parents

Mobile Number

Mobile Number

SIGN IN

Teachers2Parents

Welcome!

Sign in to continue to Teachers2Parents

Verification Code

Verification Code

VERIFY CODE

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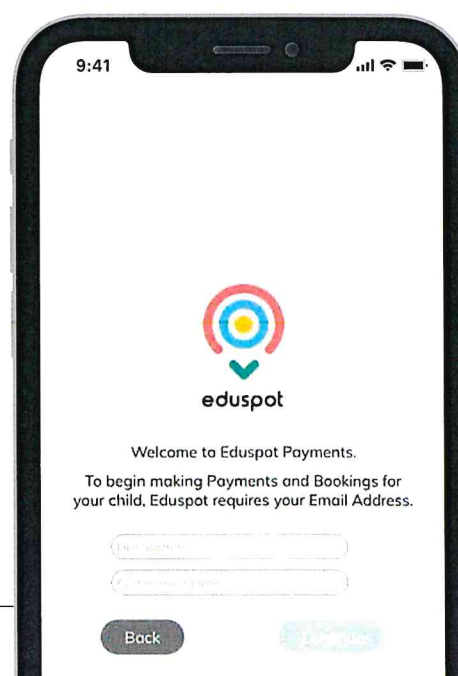
First, you will need to download the app onto your device through the relevant app store; it is compatible with both Android and Apple iOS.

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.

eduspot

Welcome to Eduspot Payments.

To begin making Payments and Bookings for your child, Eduspot requires your Email Address.

Back

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.
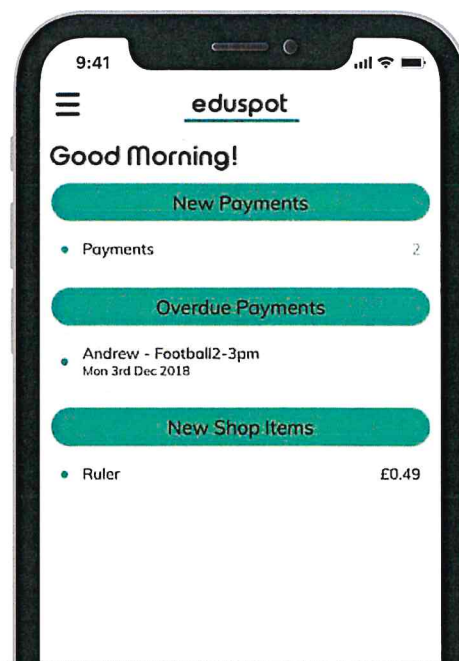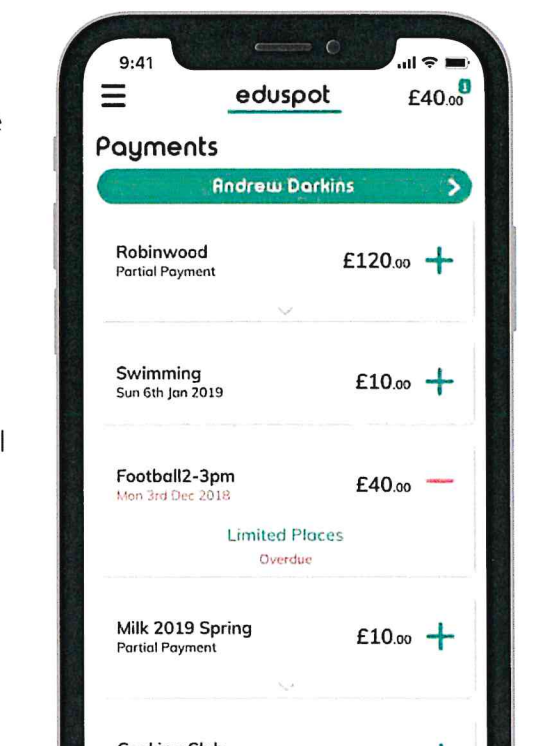
2.0 Payments

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.
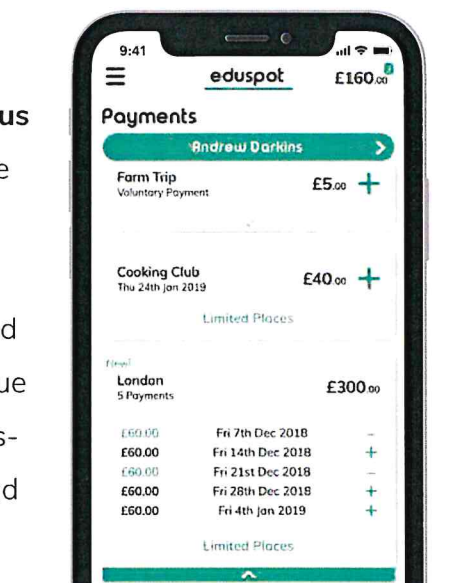
2.2 Partial and Voluntary Payments

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.

Robinwood
Partial Payment   £25.00 +

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.

Paris Trip
Voluntary Payments   £120.00 +