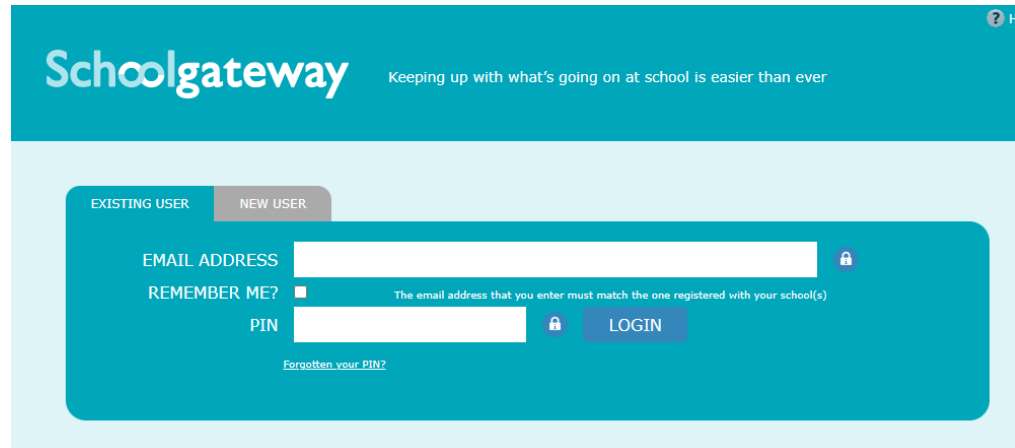


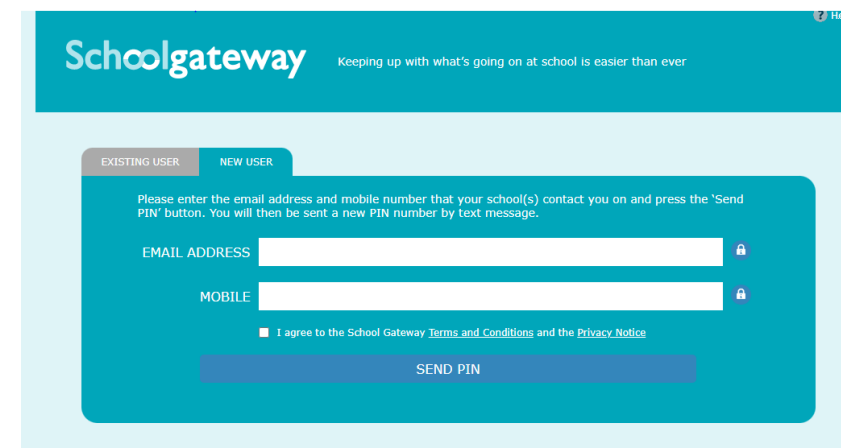
Schoolgateway

User Guide



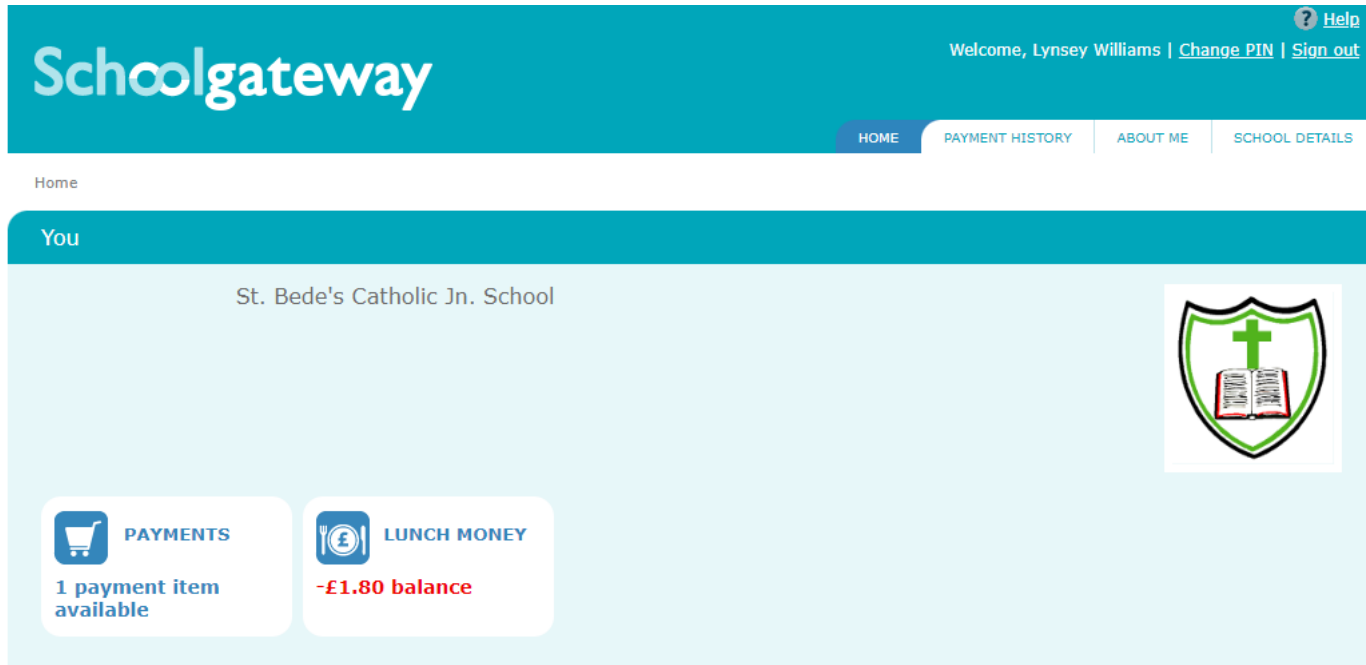


The image shows the login page of the Schoolgateway website. At the top, the 'Schoolgateway' logo is displayed in white on a teal background, followed by the tagline 'Keeping up with what's going on at school is easier than ever'. Below this, there are two tabs: 'EXISTING USER' (selected) and 'NEW USER'. The login form includes an 'EMAIL ADDRESS' field with a lock icon, a 'REMEMBER ME?' checkbox with a note 'The email address that you enter must match the one registered with your school(s)', a 'PIN' field with a lock icon, and a 'LOGIN' button. A link for 'Forgotten your PIN?' is located below the PIN field.






The image shows the new user registration page of the Schoolgateway website. At the top, the 'Schoolgateway' logo and tagline are the same as the login page. Below, the 'NEW USER' tab is selected. The registration form includes an 'EMAIL ADDRESS' field with a lock icon, a 'MOBILE' field with a lock icon, and a checkbox for 'I agree to the School Gateway Terms and Conditions and the Privacy Notice'. A 'SEND PIN' button is at the bottom of the form.

- When you access the School Gateway Website for the first time, please select new user and input your details, which are held by school and select SEND PIN
- This will send a PIN to your mobile phone and the screen will switch back to the login page
- Please enter your email address and PIN that you have been sent. It is also worth selecting the remember me option to recall your details each time.




- This page will show any payments for events that are due, along with a separate tab for lunch money due
- You can also access your payment history and change your PIN from this page. This is not available in the APP version
- To make a payment select the payment tab

You   

Payments for St. Bede's Catholic Jn. School

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



In basket?	Item	For	Due	Instalment	Amount
Add	Annie Theatre Trip Year 4 2023	Lynsey Williams	26 May 2023	1/1	£25.00

[View Basket](#)



Annie Theatre Trip Year 4 2023
✕

Please review the details below.

For:	Lynsey Williams
Due Date:	26 May 2023
Event Date:	7 June 2023
Amount:	£25.00
Instalment:	1 of 1
Consent: *	<input type="checkbox"/>


Cancel
Add to Basket

- All payments due will be listed here
- To make a payment you need to select the ADD button for the payment you want to make
- A further box will appear with further details. If consent is required for a trip or event, you must select the consent box at this stage and then add to basket

You





Payments for St. Bede's Catholic Jn. School

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



In basket?	Item	For	Due	Instalment	Amount
Remove	Annie Theatre Trip Year 4 2023	Lynsey Williams	26 May 2023	1/1	£25.00


[View Basket](#)

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
Annie Theatre Trip Year 4 2023 (1/1)	Lynsey Williams	<input checked="" type="checkbox"/>		£25.00
Total Amount				£25.00

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

- The next page will show all the items in your basket and you can select view basket to continue to the payment page
- Check the payments in your basket summary and then select Checkout to make payment or return to list of payments to add further items to your basket and repeat process

PAYMENT METHODS X

Please select a payment method

Bank Transfer
The easiest and fastest way to make payments to your school.

Credit or Debit cards
To complete the payment, you will be redirected to our Payment Service Provider to enter your card details. The information entered will be sent through the banks' network to process a payment and not shared back to School Gateway.

Cancel

- There are two ways that payment can be made
- Bank transfer – you can add your bank account details in to school gateway and the payment will be taken directly from your account within a few days. This payment will not show immediately with your bank but will inform school of your payment. Your details are saved for future payments
- Credit or Debit Card – you can use your card details to make payment. This transaction will show with your bank immediately. Your details are not saved, so you will need to input your card details each time you want to make a payment
- Please ensure you have funds available to cover the payment to avoid it being rejected