

Making a booking online with 'Advanced Bookings'

Click to get help with:

Making a booking in the ParentMail App
Editing/Cancelling a booking
Topping up your child's balance
Checking your payment history

Making a booking with Advanced Bookings

Sign into your ParentMail App. Once logged in, open your ParentMail App and navigate to the **Accounts** section.



Here, you'll see what **Accounts** you have with your schools. Each child you are connected to will have a separate menu. Select the **After School Club** (Your club might be named differently).

	A		Acco	ounts		
ParentMail		Chris	Aaron			
\simeq	Emails	134	*	After School Club	£0.00	,
m	SMS					
	Forms	14				
	Events					
•	Parents' Evenings	33				
•	Accounts					
ŵ	Payments	1				

Here, any weeks available to book will be visible for you. You can book which week you'd like, or single day. Click on any date to get started booking. All grey dates are not available to book, or dates that have passed.

	← Accounts			
	Balance: £0.00			
	After School Club ZZ_PlusPay Demo School 2020 Chris Aaron			
	Club Bookings (Daily Charge: £	0.00)		
	Week beginning 15/06/2020			
	15th 16th Mon Tue	17th 18th Wed Thu	19th 2 Fri 5	0th 21st Sat Sun
	Week D inning 22/06/2020			Jui
	22 23rd	24th 25th	26th 2	7th 28th
	Week b vipping 29/06/2020	wed Inu	Fn 3	Sat Sun
_	29th 30th	1st 2nd	3rd 4	4th Sth
	Mon Tue	Wed Thu	Fri	Sat Sun
	Week beginning 06/07/2020	Oab Oab	1045 1	146 1046
	Mon Tue	Wed Thu	Fri	Sat Sun
	Week beginning 13/07/2020			
	13th 14th	15th 16th	17th 1	8th 19th
	Mon Iue	wed Thu	Fn	Sat Sun
	20th 21st	22nd 23rd	24th 2	5th 26th
	Mon Tue	Wed Thu	Fri	Sat Sun
	Week beginning 27/07/2020			
	27th 28th Mon Tue	29th 30th Wed Thu	31st 1	1st 2nd Sat Sup
		BOOKING REMINDERS	ENABLED	de
				Q
	Upcoming	Basket		History

A dialogue box will show up, listing each day of the week. You will have a **No choice** selection – Select this if you don't want to book. Otherwise, select which times you would like by ticking the box.

After School Club	CLOSE
e Chris Aaron	
Total £0.00 - Daily Charge £0.00	
Monday 22nd June	<u>^</u>
After School Club	
No Choice	
15:00 - 17:00	
Tuesday zara daire	
After School Club	
No Choice	
15:00 - 17:00	
Wednesday 24th June	
After School Club	
No Choice	
15:00 - 17:00	_
Thursday 25th June	
After School Club	
7.0 ²⁰	

At the end, click **Pay Now.** Note: Don't worry if your not meant to pay for this specific register. You will get a confirmation there is no charge for you.



Next, you'll get a prompt if you want to **Repeat, Continue,** or **Cancel.**

- Selecting Repeat will repeat those choices for additional weeks. Note: If you choose to Repeat, you'll get
 prompted to select a payment method, so we can bill you for the following week, next week.
 - **Continue** will allow you to proceed with the choices, for that week only.
 - **Cancel** will take you back so you can adjust your choices.

Repeat Selections?
Select Repeat if you would like to repeat your selections for additional week(s)
REPEAT
CONTINUE
CANCEL

You'll then be asked to review your selections, just to confirm them once last time.

After School Club CLOS	E
Ohris Aaron	-
Total £0.00 - Daily Charge £0.00	
Please review your selections	
Monday 22nd June	lł
After School Club	l
✓ 15:00 - 17:00	
Tuesday 23rd June	H
After School Club	H
✓ 15:00 - 17:00	

Please then select **Confirm** when your happy with your booking selections.

KING REMINDERS ENABLED

You'll be taken to the basket and prompted to pay when you are ready with various payment methods. If you do not pay for a register, you can just click **Complete.**

Note: If school allow you to **Pre-Pay**, you will get the option to **Pay Later** – Your balance for your child will go into arrears, so you can top up later, and don't need to pay straight away.

Basket Summary	CLOSE	Checkout
Items in Basket		Payment Methods
After School Club - Week #26 (22-Jun-2020 to 28-Jun- 2020)	£0.00	PayPal
Chris Aaron	× REMOVE	
Quantity	1 -	
		FP PayCash
	lotal: £0.00	Your Items
		1 x Rach Register Top up: £
		Total: £?
		·

Once payment is completed, your booking is confirmed. Click **OK.**

INIOLI	Tue	wea		THU	
Week beginni	ing 06/07/2020				
6th Mon Week begin 13th Mon	Thank Yo Your selection applied	DU Duns have been		Th iu th	
Week begin 20th Mon	Tue	Worl	ок	rd Thu	
Week beginni	ing 27/07/2020	_	-		
27th	28th	29th		30th	

Editing/Cancelling a Booking

Within the ParentMail App, head to the **Accounts** section and select your chosen register. You will see a calendar view.

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	Acc Balance: £0.	ounts						L	All
									pas
	After School Cl ZZ_PlusPay Den Chris Aaron	ub no School 2020						\vdash	Gre
	Club Bookings	(Daily Charge: F							
	Week beginning	g 15/06 2020							Ora
	15th	16th	17th	18th	19th	20th	21st		<u> </u>
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		for
L	Weak bearing	2/06/2020							
	22nd	23rd	24th	25th	26th	27th	28th		
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		Un
	Week beginning	29/06/2020							-
Г	29th	30th	1st	2nd	3rd	4th	5th		
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
	Week beginning	g 06/07/2020							To F
	6th	7th	8th	9th	10th	11th	12th		
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		need
	Week beginning	3 13/07/2020							
	13th	14th	15th	16th	17th	18th	19th		
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		

All the **greyed-out** days are not available to book or past dates Green days are days where you have chosen a booking Orange days are in your basket, ready for you to pay for (if applicable) and confirm Unhighlighted days you have not yet booked for.

To **Edit** or **Cancel** a booking, click on the day you need to cancel.

You will then have the week listed for you again. To edit a booking, you simply change where you have previously ticked. To cancel, just select **No Choice. Confirm** when you are ready.

Note: If you cancel bookings you have paid for, the balance will show in your child's balance at the top of the Accounts section. This will <u>not</u> go back to the payment card, unless you request a refund from the school, who can process it for you. Otherwise it will be on the balance available for you use next time.

	After School Club	CLOSE
	Chris Aaron	1
	Total £0.00 - Daily Charge £0.00	
	Mondey 22nd June	<u> </u>
	After School Club	- 6
	No Choice	
l	15:00 - 17:00	
	After School Club	- 18
	No Choice	2
	15:00 - 17:00 🚍	
	Wednesday 24th June	
	After School Club	

Topping up your child's balance

Within the ParentMail App, head to the **Accounts** section and at the very top, you can see the **£ Top Up** button. Select the green button to proceed, to add credit to your child's club account.

You may need to top up from time to time, especially if you are booking a paid club and making lots of choices. If you are booking on a free register, you may not need to top up.

	← Accounts		
	Balance: £15.00		
1349	Rach Register ZZ_Support Test Account Rachelo Wrighto	£ TOP UP]+
1	Meal Selections (Daily Charge: £2.50)		

Polonee: C1E 00	
Balance. £ 15.00	
Rach Register ZZ_Support Test Account Use this product to top up the account for Rachelo Wrighto	
Purchase Details	
Top Up Amount: 20.00	\$
\checkmark	🔂 ADD TO BASKET

Here, enter the value you wish to add onto the balance for your child and click Add to Basket.

In the Basket Summary page, you then will select **Checkout** to pay. You can remove the top up if you have entered the wrong amount by clicking the red **Remove** button.



Complete the payment with selecting your preferred method of payment.

Checkout	CLOSE
Payment Methods	
PayPal	
PP PayCash	
Your Items	
1 x Rach Register	Top up: £20.00
	Total: £20.00

Checking your payment history

In your **Accounts** page for your child, under the calendar view you will have a **History** button at the far right of your screen. Click here to view previous payments and bookings.

NG REMINDERS ENABLED		
In Basket Unavailal	ble	1
ŵ	0	
Basket	History	

The 'History' dialogue box will pop up for you. Click on the month you would like to view in more detail.

History	CLOSE
June 2020 2 transactions	Topped Up £0.00 Spent £0.00

Once you have selected the month, you can see each individual day's bookings. Click on a specific day to see further details.

June 2020	CLOSE
🖬 Jun 23rd 2020	
Club Booking Jun 23 2020	Amount: +£0.00
🖬 Jun 22nd 2020	
Club Booking Jun 22 2020	Amount: +£0.00

The 'Detail' screen will now show, letting you view any choices for that day, in addition to the cost on the far right.

Detail	CLOSE
Î Club Booking	Total: +£0.00 Jun 23 2020
1 x Standard Cost	+£0.00
1 x Selection: 15:00 - 17:00 (£0.00 additional cost)	+£0.00