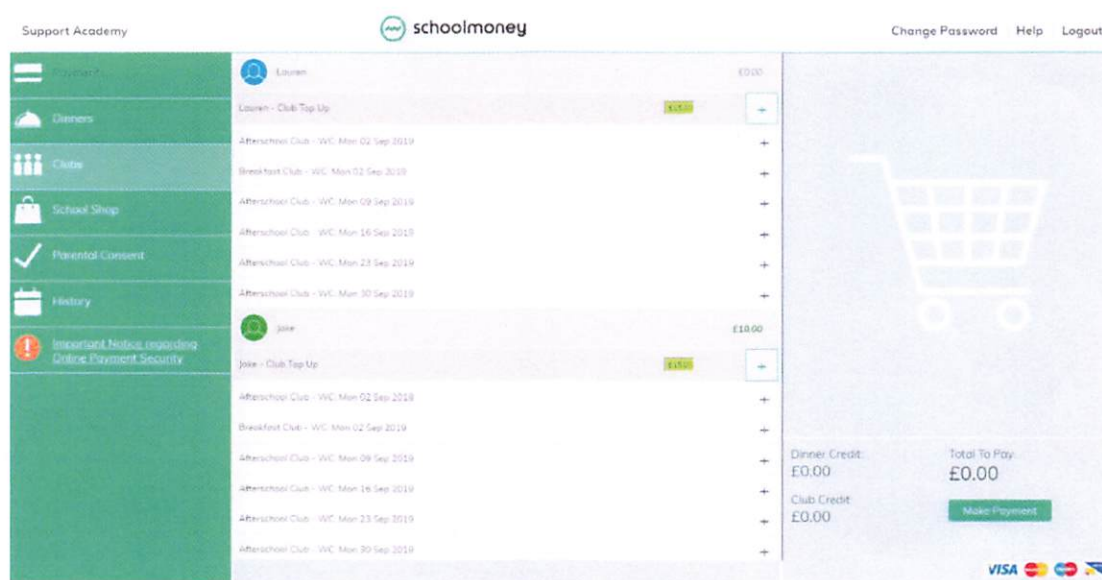


## 4.2 Club Bookings

If your school asks you to pre-book your child's club sessions then this will be found in the Clubs section of the options menu.

Each club that is available to book will appear underneath your child's name and will be listed in date order. They appear on a week-by-week basis.



- Click on the + sign next to the week you would like to pre-book. This will open the booking and show you the days that are available
- Click on the drop-down box next to the day you would like to book and choose the session you need

This screenshot shows the booking form for 'Afterschool Club - WC: Mon 19 Mar 2018'. It features a table with days of the week as rows and session options as columns. The options are: '1 - £2.00 (1 hr)' for Monday, Tuesday, and Friday; '0' for Wednesday and Friday; and '1 - £2.00 (1 hr)' for Thursday. At the bottom right, it shows 'Total £4.00' and two buttons: 'Reserve Now' and 'Add To Basket'.

Afterschool Club - WC: Mon 19 Mar 2018	
Monday	1 - £2.00 (1 hr)
Tuesday	1 - £2.00 (1 hr)
Wednesday	0
Thursday	1 - £2.00 (1 hr)
Friday	0
Total £4.00 <span>Reserve Now</span> <span>Add To Basket</span>	

- Once all sessions have been chosen, click 'Add to Basket,' or if available and you do not want to pay yet, 'Reserve Now' in the bottom right-hand corner.

**Please Note:** Reserve Now may not be a feature available when booking. Allowing reservations for sessions without payment is at the discretion of the school.

The screenshot shows the SchoolMoney parent portal interface. On the left is a navigation menu with options: Payments, Dinners, Clubs, School Shop, Parental Consent, History, and an Important Notice regarding Online Payment Security. The main area displays a shopping basket for two users: Lauren and Jake. Lauren's basket contains two items: 'Afternoon Club - WC Mon 02 Sep 2019' and 'Breakfast Club - WC Mon 02 Sep 2019', both highlighted in yellow. Jake's basket contains three items: 'After-school Club - WC Mon 09 Sep 2019', 'After-school Club - WC Mon 16 Sep 2019', and 'After-school Club - WC Mon 23 Sep 2019', all highlighted in yellow. A summary section at the bottom right shows 'Dinner Credit: £0.00', 'Club Credit: £2.00', and a 'Total To Pay: £12.00' with a 'Make Payment' button. Payment logos for VISA, Mastercard, and others are visible at the bottom.

- A pop up box will appear letting you know that the booking has been saved. The club will highlight in yellow to show that it has been added to your basket.
- Repeat for any other weeks you want to book.