**These instructions are for children born on and between 1ˢᵗ September 2016 and 31ˢᵗ August 2018**

How to book

Hopefully you'll find the booking process reasonably simple, quick and self-explanatory.

To help below are some basic instructions on how to book. We recommend you use a computer or tablet to make your booking.

1. To make a booking login to your MagicBooking account at https://ecclesallkidsclub.magicbooking.co.uk and follow the instructions below:

2. On the home page click on the activity you wish to book. In this case the relevant activity is **'Keystage 1 – 2023/24 Kids Club.** If you can't see any activities check that your child's details **particularly their date of birth,** main centre and school are correct
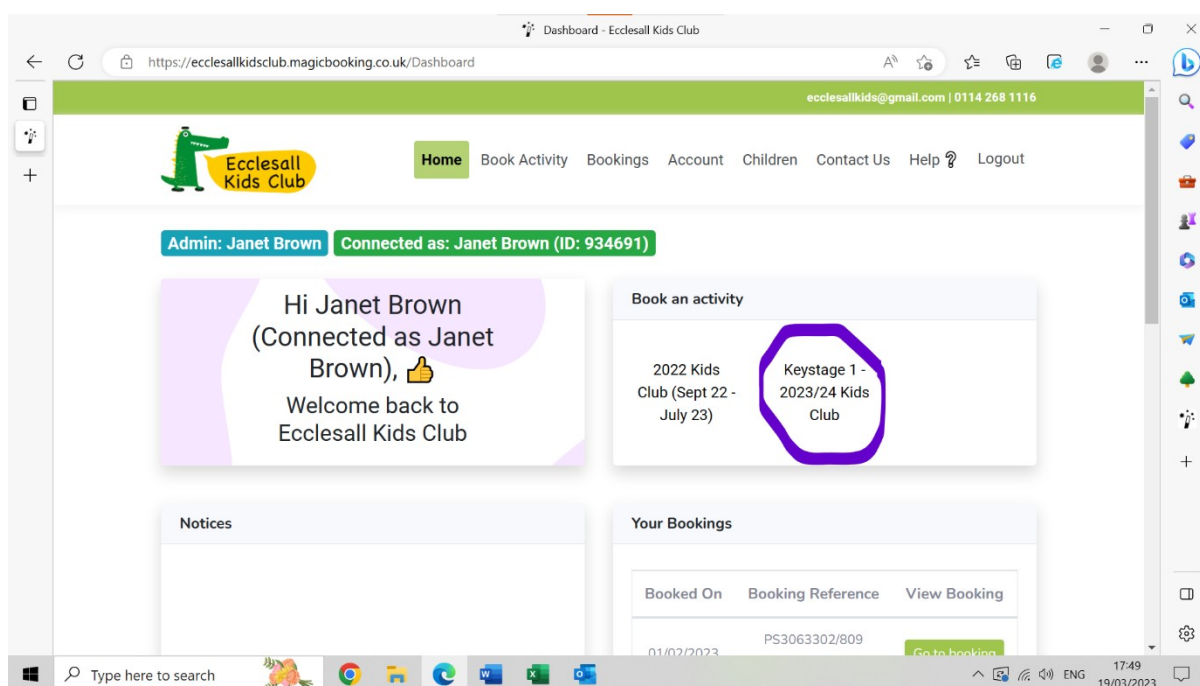
3. On the next screen click on the box below the name of the child(ren) you are booking sessions for (if you have more than one child in Keystage 1 you can opt to book both/all children at the same time **if you want the same sessions for them**). Otherwise you will need to book them in individually.
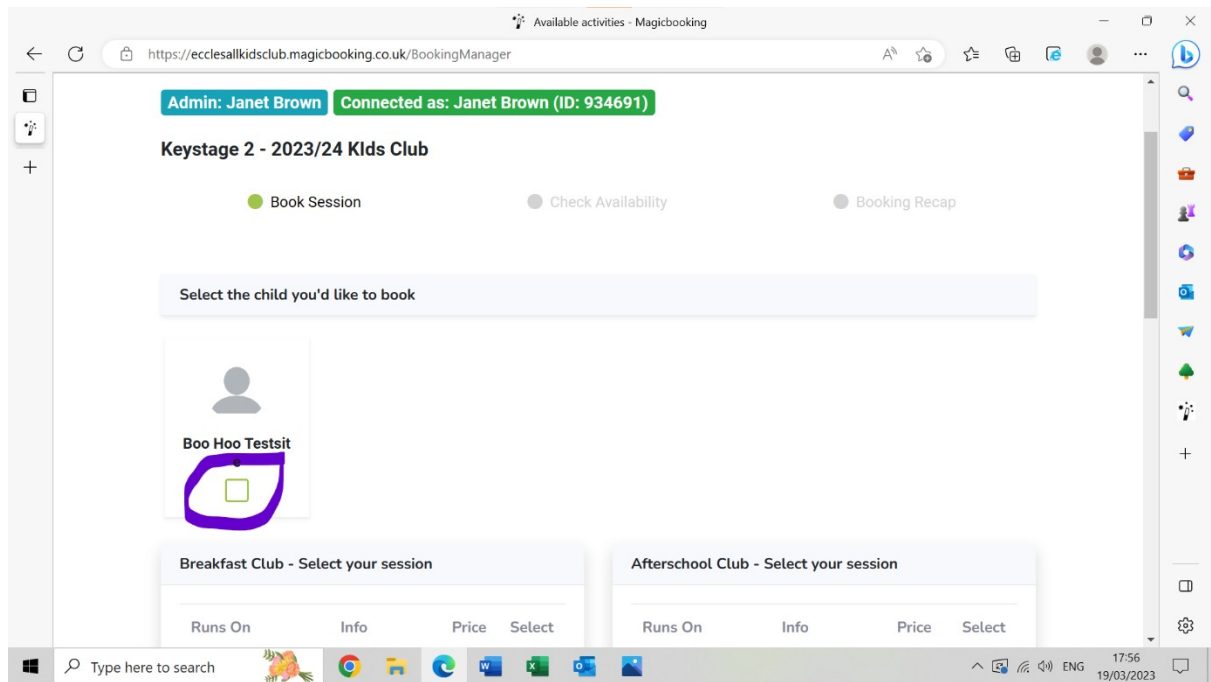
4. You then have the option of what sessions to book.
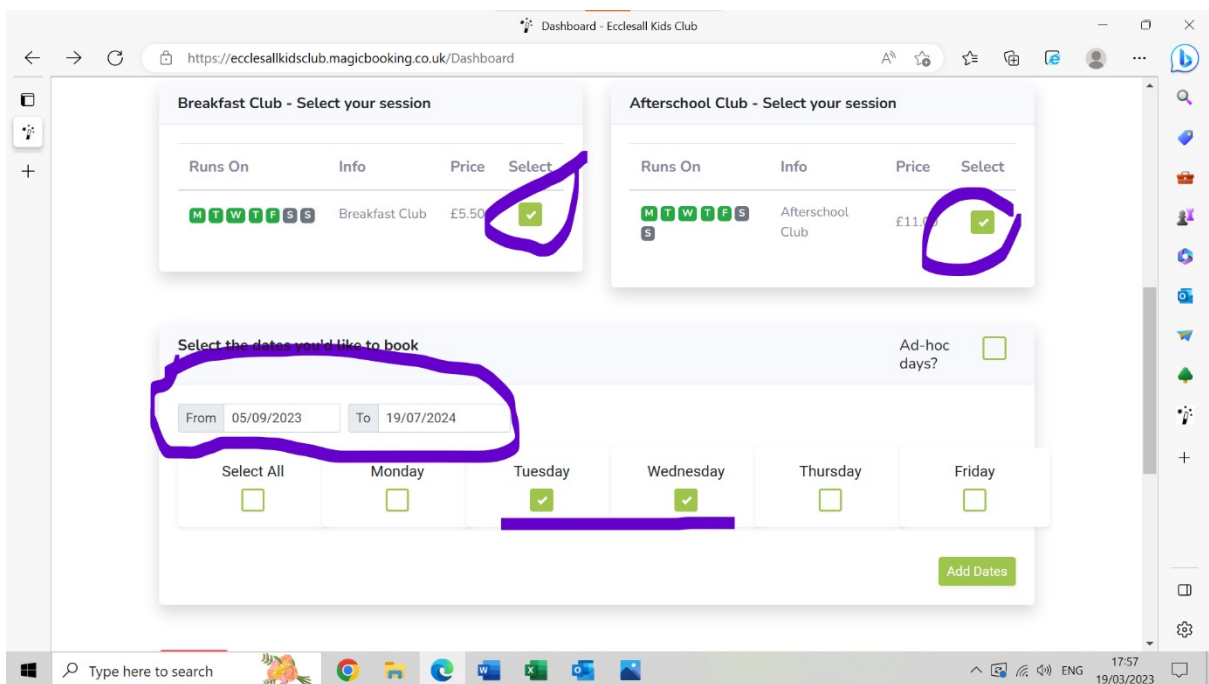
5. If you want to book the same sessions each week throughout the term
   • Click on the 'Breakfast Club' or ' Afterschool Club boxes (if you are booking both breakfast and afterschool club for the same days/dates then just click both 'breakfast' and 'afterschool' boxes at the outset if the system will allow)
   • Select the days you want each week by clicking the appropriate box(es)
   • Enter the date you want the sessions to start and end using the calendars. The system automatically displays the start and finish of the full year.
   • If you don't want to book the same sessions for the full year but still want consecutive weeks you can simply alter the start and end dates of your booking.

- Click on the green 'Add dates' button.

6. If you want to book ad hoc sessions
   - Click on whichever session you require (Breakfast and/or Afterschool Club)
   - Click on the 'Ad hoc' button
   - Select a date from the calendar. It will appear in the 'Selected date(s)' box
   - Continue to select dates until you have all the sessions you require.
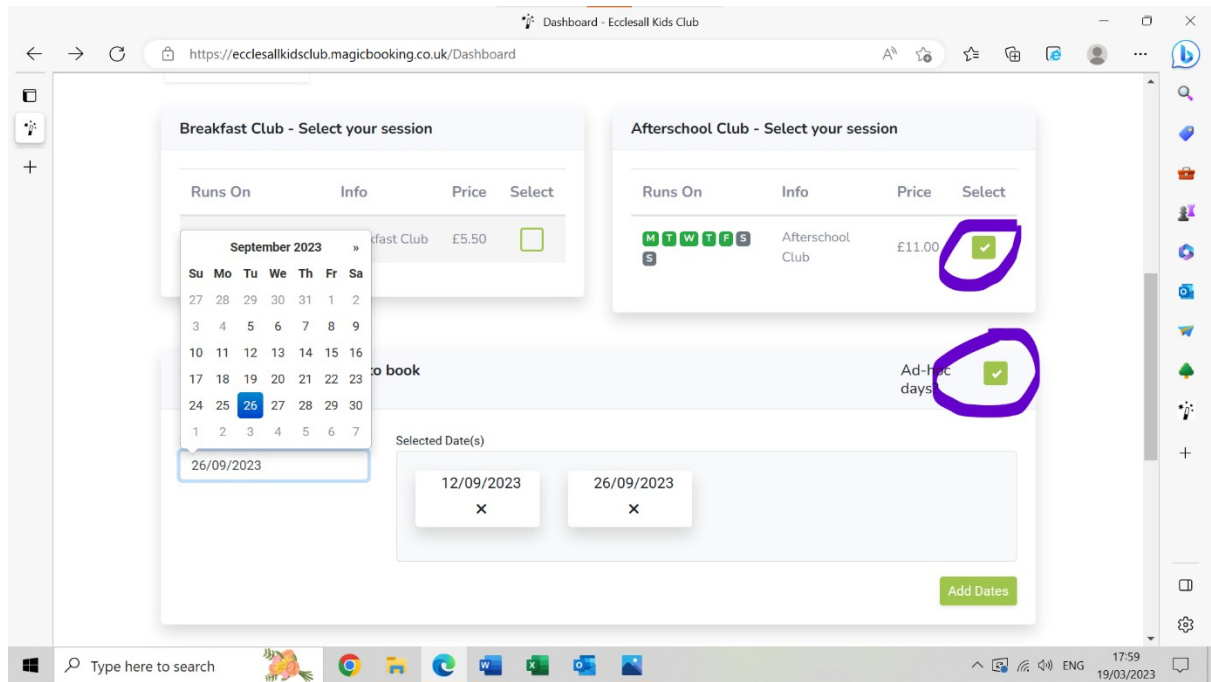
7. When you have selected all of the ad hoc sessions you need click the green 'Add date(s)' button.

8. Check the 'Added date(s)' box to ensure that you have selected all of the sessions you need (either ad hoc and/or regular sessions). Once you are happy with the sessions selected click the green 'Next' button.
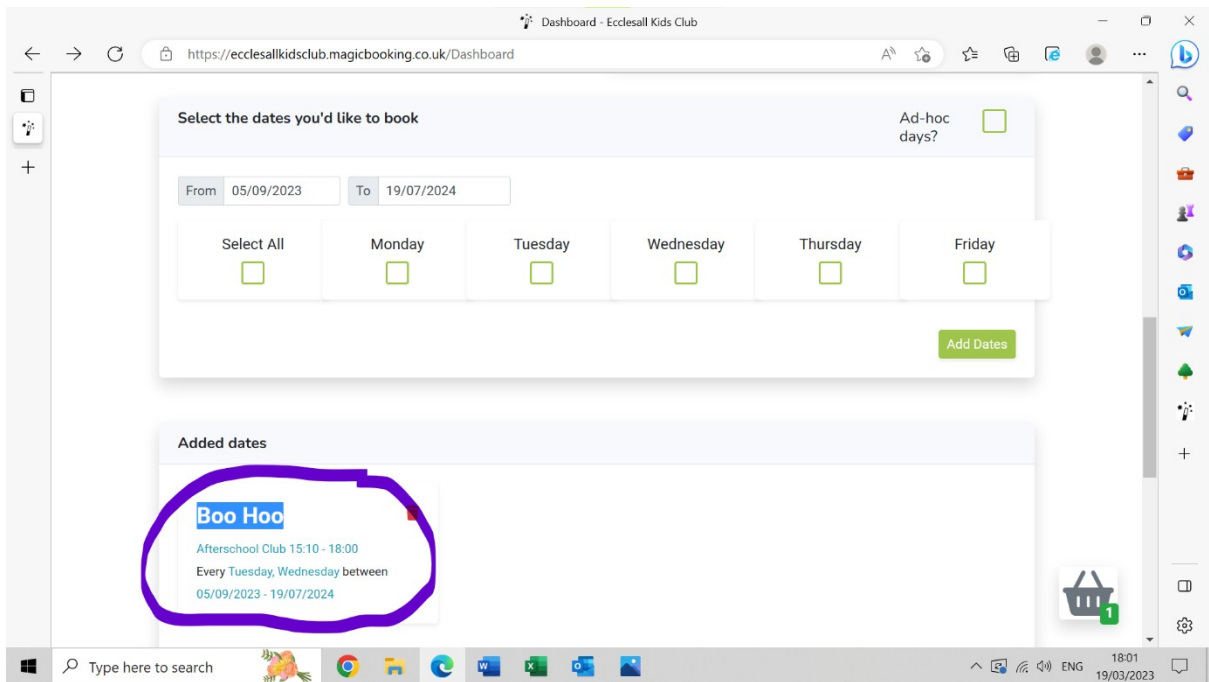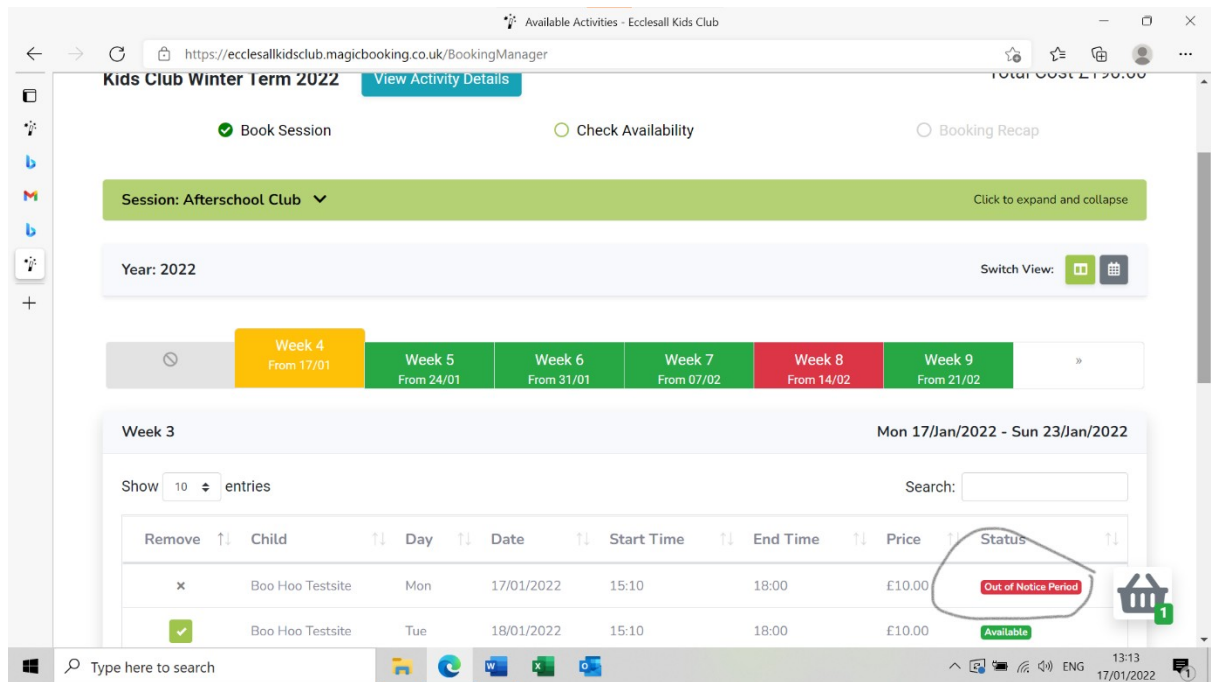
9. If any sessions are unavailable, you will receive a pop up message (see fig below)
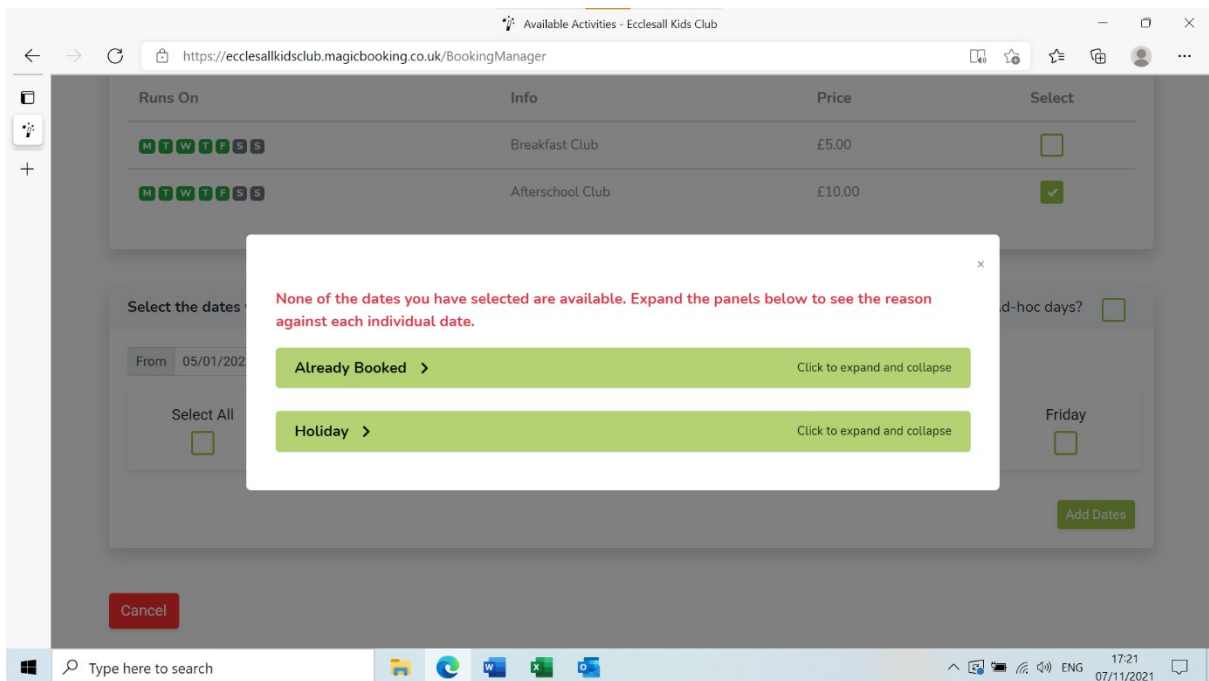
10. If the sessions you want to book aren't available please email us giving details of the dates and sessions you are unable to book and you'll be added to the waiting list.

11. On the next screen the system displays the availability of the sessions you wish to book week by week. Make sure that you **scroll through the tabs to ensure that all the sessions you have booked are available.**

12. The 'week' tabs will display either as
   - **'Green'** the session you've requested that week are available
   - **'Yellow'** shows that not all sessions you've booked are available. The reason the sessions isn't available will be shown under the 'status' column. For example, fully booked no places available, closed (school holiday), already booked (the system won't allow you to book the same session twice and it will show the booking reference number for where the sessions have already been booked)
   - **'Red'** shows that none of the sessions you've requested that week are available.

13. If sessions you want to book aren't available please email us giving details of the dates and sessions you are unable to book and you'll be added to the waiting list.

14. Once you've checked availability click the green 'Next' button.

15. The next screen will show you the total number of sessions you've booked and the total cost. This screen also gives you the opportunity to check what sessions have been booked by clicking on the 'View dates booked' button.
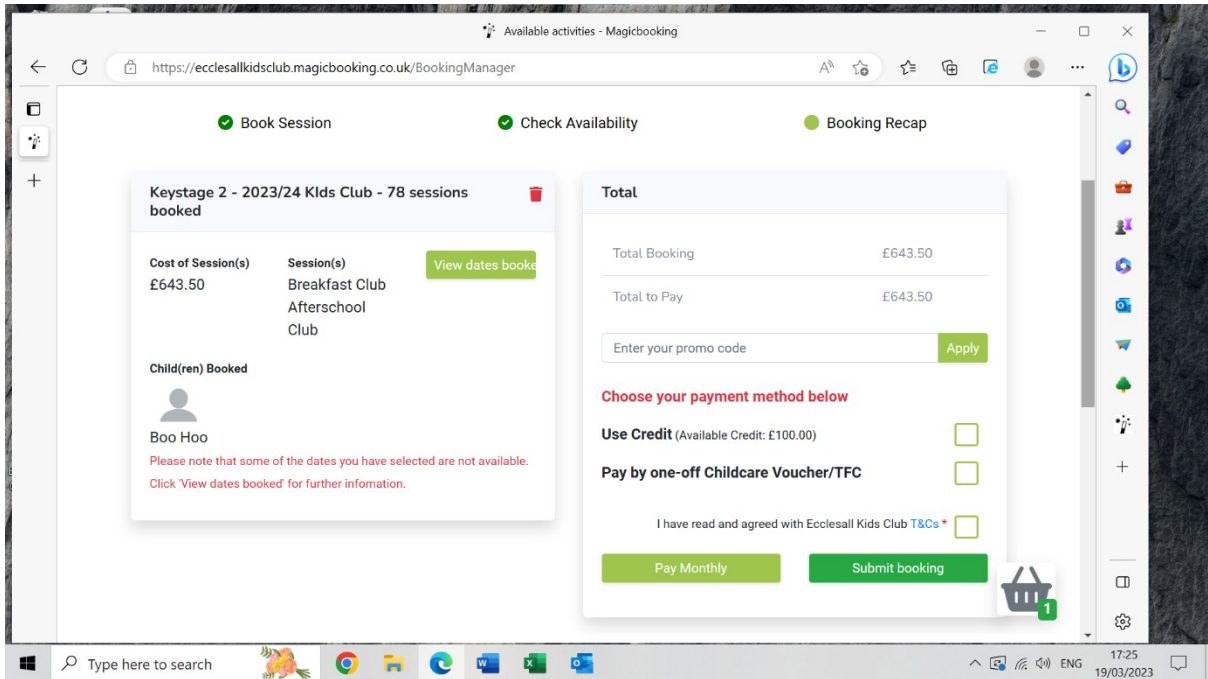
16. A red message may appear on the left-hand side of the screen if some sessions aren't available. **Please note that any sessions that are unavailable / full will not be included in your booking so it's important that you check that you have all of the sessions that you requested.**

17. If you need to book **different sessions** for another child in **Keystage 1**, click the green 'Add another activity' button and repeat the process for the 2nd child.
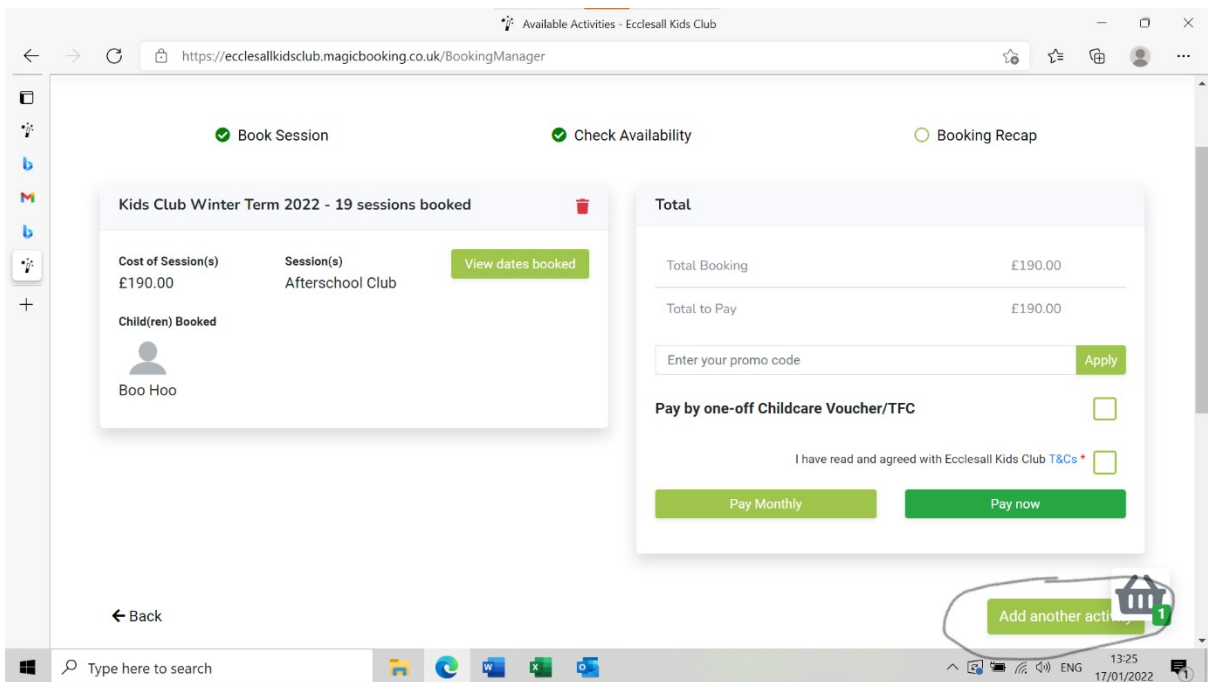
18. When you have made all the bookings you require, and you are back at the total cost screen, click the 'Agree terms and condition' box on the final page and press 'Submit

Booking'.

19. You will see a pop-up message on the screen informing you that your booking has been successfully completed. **Please note that this simply confirms that we've received your booking it does not mean that those places are secured as all bookings are 'subject to approval'**. You will also receive a confirmatory email stating that your booking has been received and submitted to the centre manager for approval.

20. All places will be allocated based on the priorities shown in our booking policy. You will be notified within 7 days as to whether your booking has been successful or not. Any unsuccessful bookings will be added to the waiting list and we will contact you if any places become available.