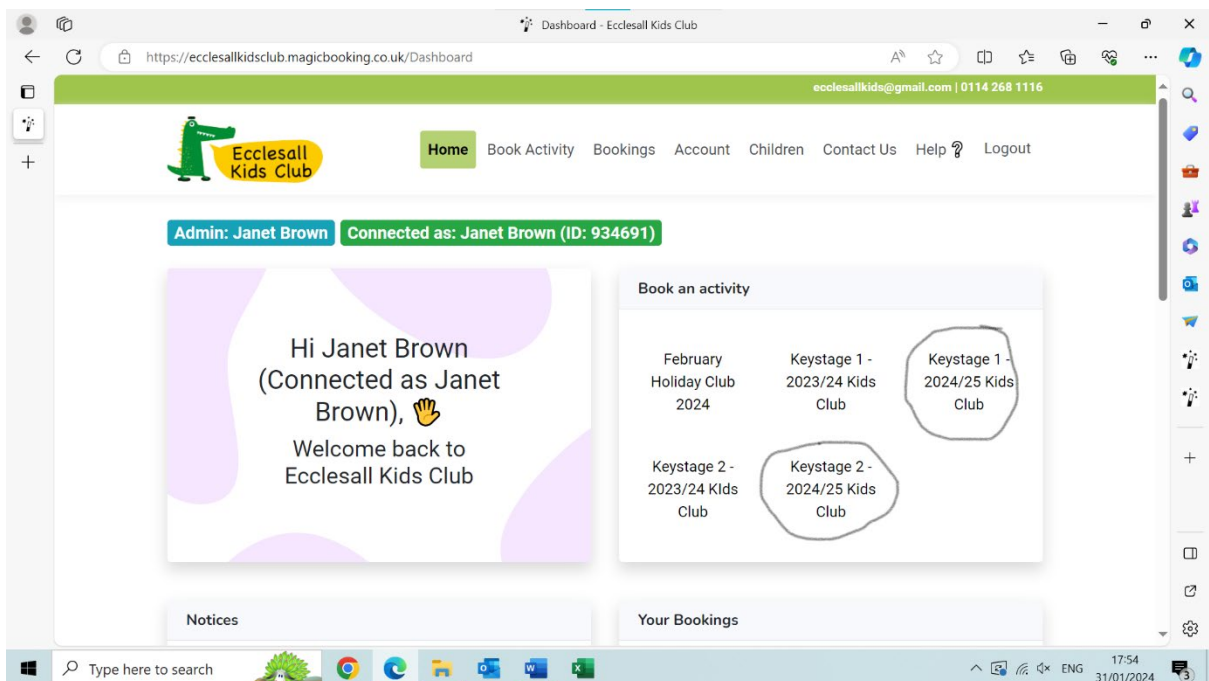


## How to book

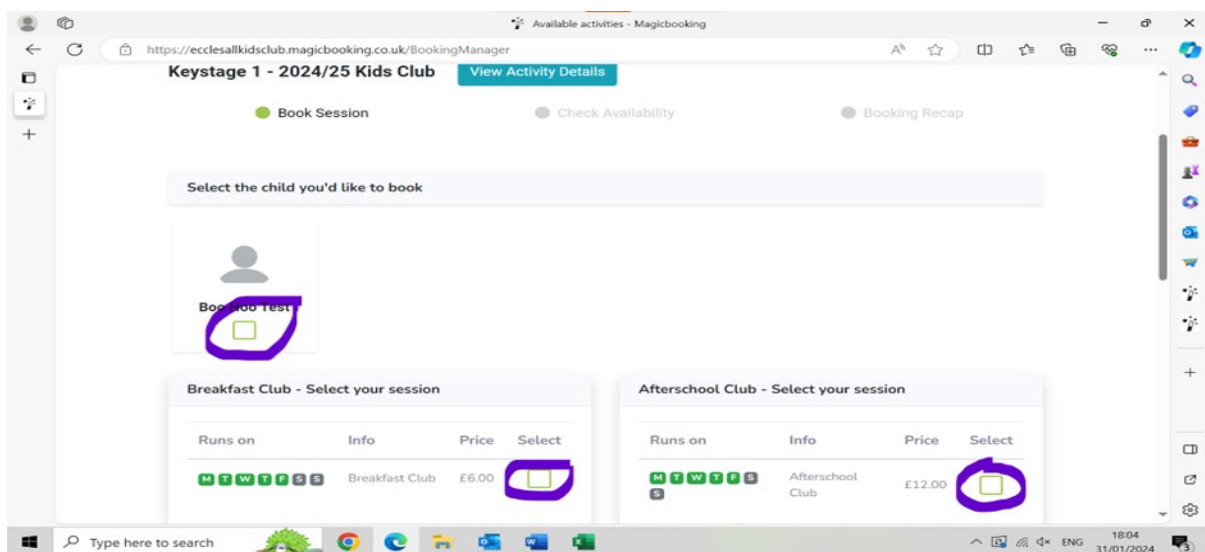
Hopefully you'll find the booking process reasonably simple, quick and self-explanatory.

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 main screen select the activity you wish to book from the 'Book an Activity' box. This will either be **'Keystage 1 - 2024/25 Kids Club'** or **'Keystage 2 - 2024/25 Kids Club'**



3. On the next screen click on the box below the name of the child(ren) you are booking sessions for.

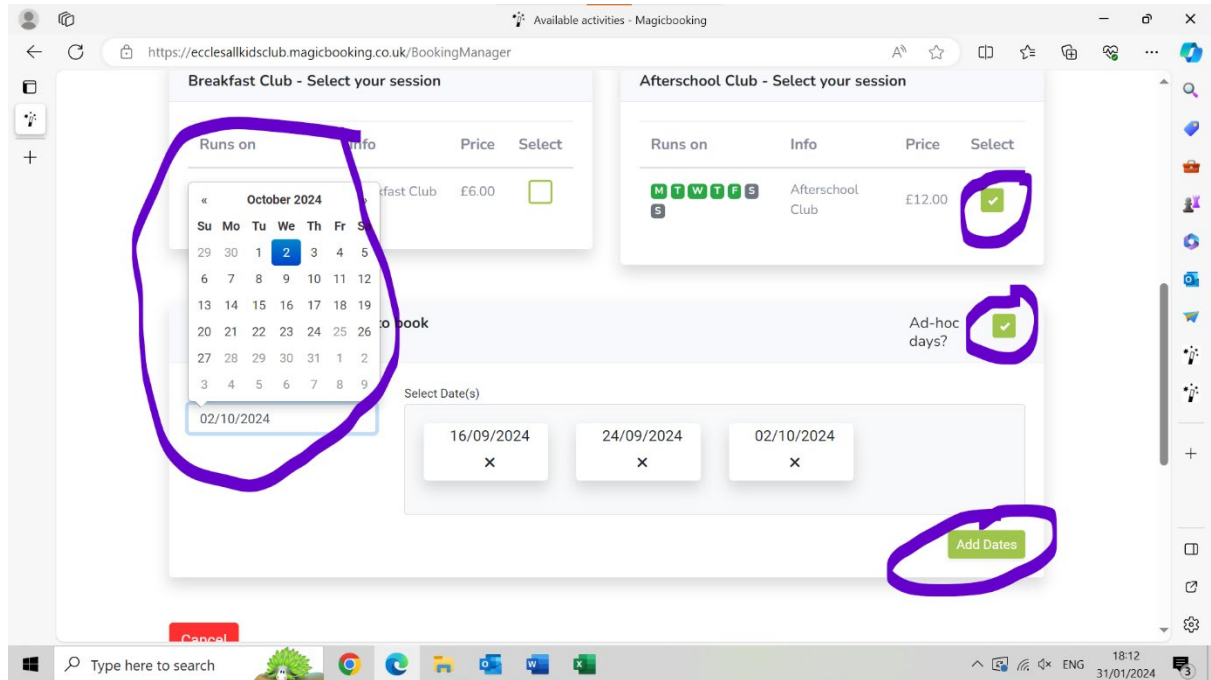


4. If you have more than one child registered in the **same keystage group** you can opt to book both/all children at the same time **if you want the same sessions for them**).

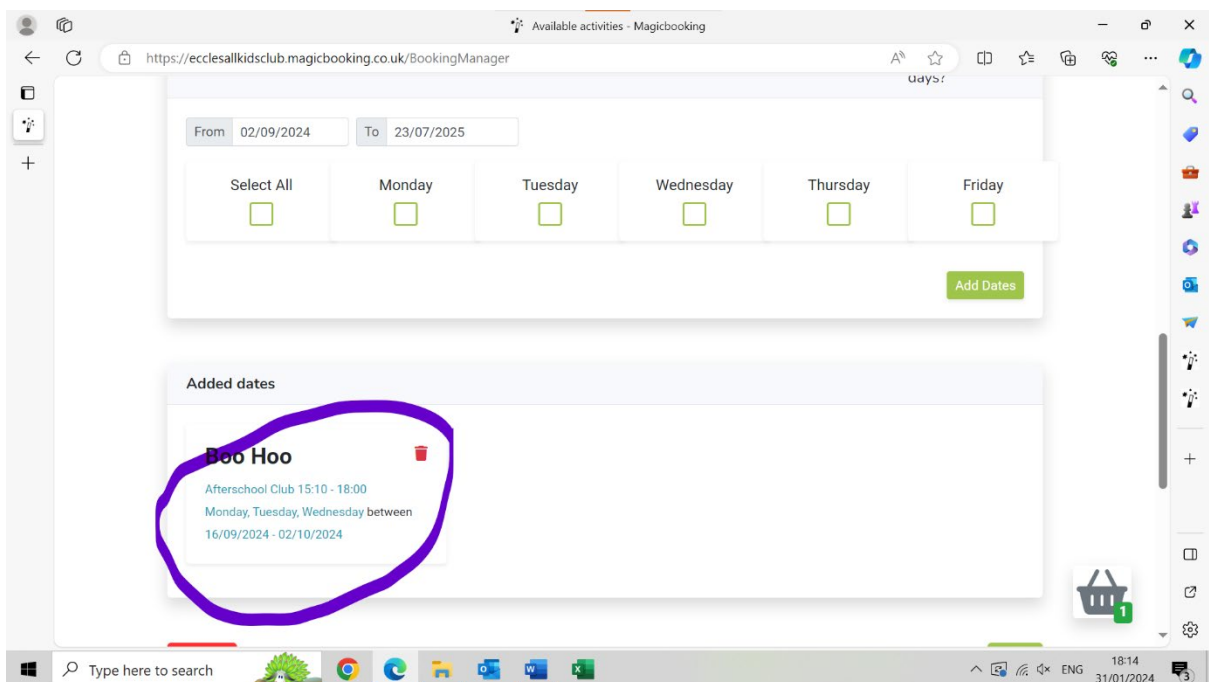
5. You then have the option of what sessions to book.

The screenshot shows the Magicbooking website interface for booking sessions. At the top, there are two tabs: 'Breakfast Club' and 'Afterschool Club'. The 'Breakfast Club' tab is selected, showing a table with columns: 'Runs on', 'Info', 'Price', and 'Select'. The 'Runs on' column shows a calendar grid with 'M T W T F S S' and 'S' highlighted. The 'Info' column shows 'Breakfast Club'. The 'Price' column shows '£6.00'. The 'Select' column has a green checkbox. The 'Afterschool Club' tab is also visible, showing a similar table with 'Afterschool Club' and '£12.00'. Below the tabs, there is a section titled 'Select the dates you'd like to book'. It includes a date range selector with 'From' and 'To' fields, currently set to '02/09/2024' and '23/07/2025'. Below this, there are buttons for 'Select All', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', and 'Friday', each with a green checkbox. The 'Tuesday' and 'Thursday' checkboxes are highlighted with a purple oval. To the right of the date selector, there is an 'Ad-hoc days?' checkbox. At the bottom right of the date selector is a green 'Add Dates' button. At the bottom left is a red 'Cancel' button. The website URL is 'https://ecclesallkidsclub.magicbooking.co.uk/BookingManager'.

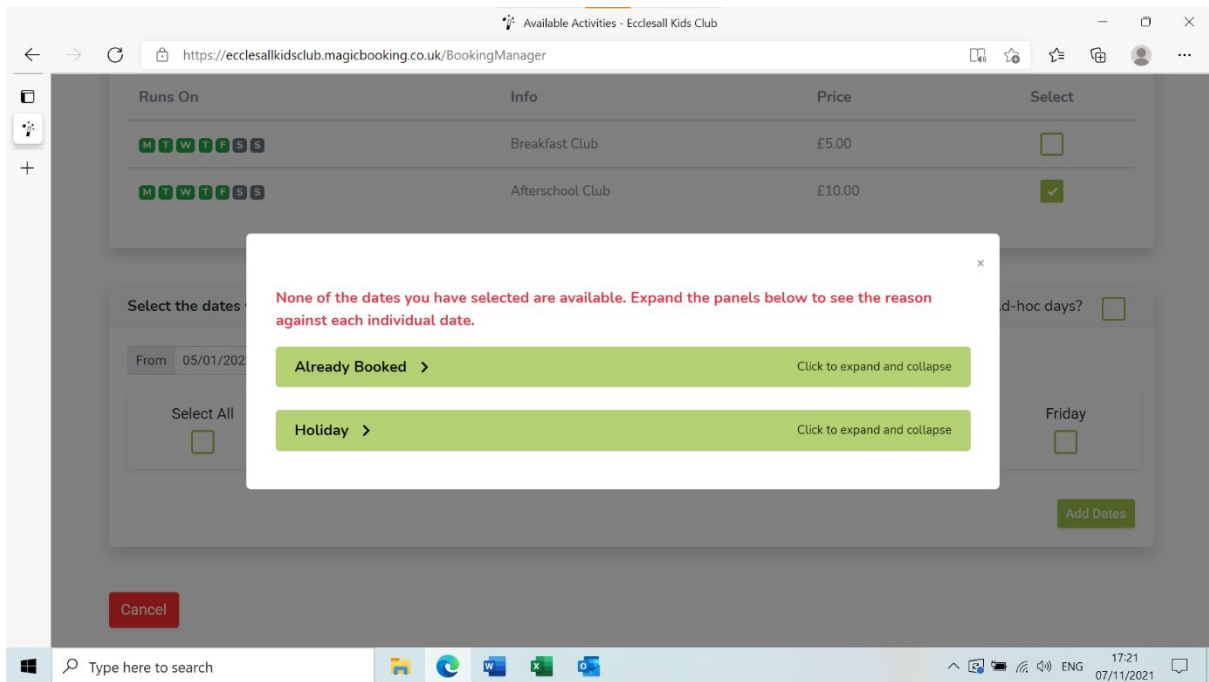
6. If you want to book the same sessions each week throughout the term
- Click on the 'Breakfast Club' or 'Afterschool Club' boxes (if you are booking both breakfast and afterschool club for the same days/dates then just click both 'breakfast' and 'afterschool' boxes at the outset if the system will 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. If you don't want to book the same sessions for the full term but still want consecutive weeks you can simply alter the start and end dates of your booking.
  - Click on the green 'Add dates' button.
7. 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.



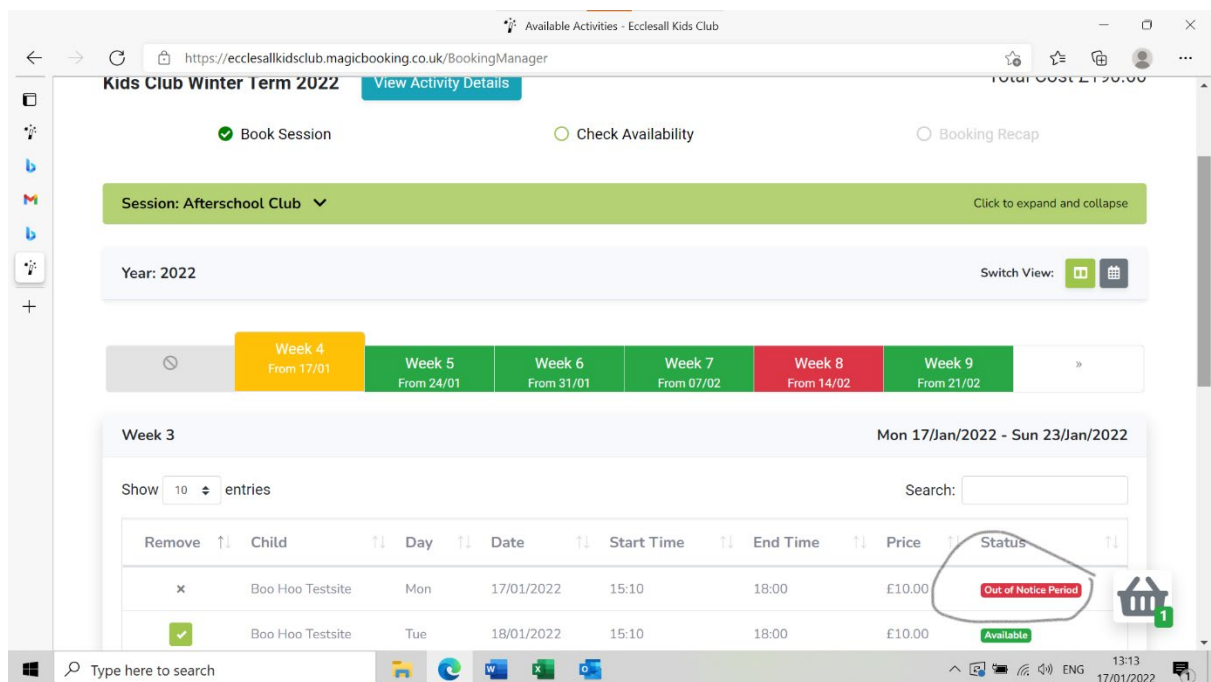
8. When you have selected all of the ad hoc sessions you need click the green 'Add date(s)' button.
9. Check the 'Added date(s)' box to ensure that you have selected all of the sessions you need (either ad hoc and/or regular sessions). Once you are happy with the sessions selected click the green 'Next' button.



10. If any sessions are unavailable, you will receive a pop up message (see fig below)



11. You can also check the availability of the sessions you've booked on the following screen which shows you the sessions you've booked 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'** all of the session you've requested that week are available.
  - **'Yellow'** means that **some sessions** you've requested that week **are not 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'** means that **none of the sessions** you've requested that week **are available**.

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

14. The next screen will show you the total number of sessions you've booked and the total cost.

The screenshot shows the 'Available activities - Magicbooking' page. The 'Check Availability' section shows 'Keystage 1 - 2024/25 Kids Club - 75 sessions booked' with a cost of £900.00. The 'Booking Recap' section shows a total booking of £900.00 and a total to pay of £900.00. It includes a promo code field, a checkbox for terms and conditions, and buttons for 'Pay Monthly' and 'Submit booking'.

15. When you have made all the bookings you require and you are back at the total cost screen you can now set up a payment plan. There are a number of ways that you can pay (see options under How to Pay)

16. Once you have set up your payment plan simple tick the terms and condition box and press the green 'Submit' button.

The screenshot shows the 'Booking Payment - Ecclesall Kids Club' page. It features the Ecclesall Kids Club logo and navigation links. A confirmation message states: 'Your booking has been successfully completed! Your booking reference: PS4217623/617'. A 'Continue' button is visible at the bottom of the confirmation box.

17. You will see a pop-up message on the screen informing you that your booking has been successfully completed.
18. **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.
19. All places will be allocated based on the priorities shown in our booking policy. You will be notified within 14 days as to whether your booking has been successful. If we aren't able to accommodate your request we will also discuss what options are available i.e. alternative days or waiting list.

Any problems please email us at [ecclesallkids@gmail.com](mailto:ecclesallkids@gmail.com)

## How to Pay

Please note that no payments are required at this stage **however**, you do need to indicate how you intend to pay for the booking if it is approved.

### 1: I want to pay using a payment plan

- If your booking spans more than 8 weeks and meets the minimum amount threshold (this is a system calculated algorithm) you will be offered the option of paying using a payment plan.
- Click on the green 'Pay Monthly' box to take up this offer.
- You then have the option of paying by 'Childcare vouchers/Tax-Free Childcare (TFC)' or 'Card'. Please check the box of which option applies.

The screenshot shows a web browser window with the URL <https://ecclesallkidsclub.magicbooking.co.uk/BookingManager>. The page displays a booking summary for 'Kids Club Winter Term 2022 - 19 sessions booked' with a total cost of £190.00. A modal titled 'Create Your Payment Plan' is open, showing three tabs: 'Choose Options' (selected), 'Enter Amounts', and 'Review Plan'. Under 'Choose Options', there are two checkboxes: 'Childcare Voucher/TFC' and 'Card Instalment', both of which are currently unchecked. The modal has a red 'Cancel' button and a green 'Next' button. The background shows a sidebar with a user profile 'Boo Hoo' and a 'Back' button.

### a: You have opted to pay by childcare vouchers or Tax Free Childcare (TFC)

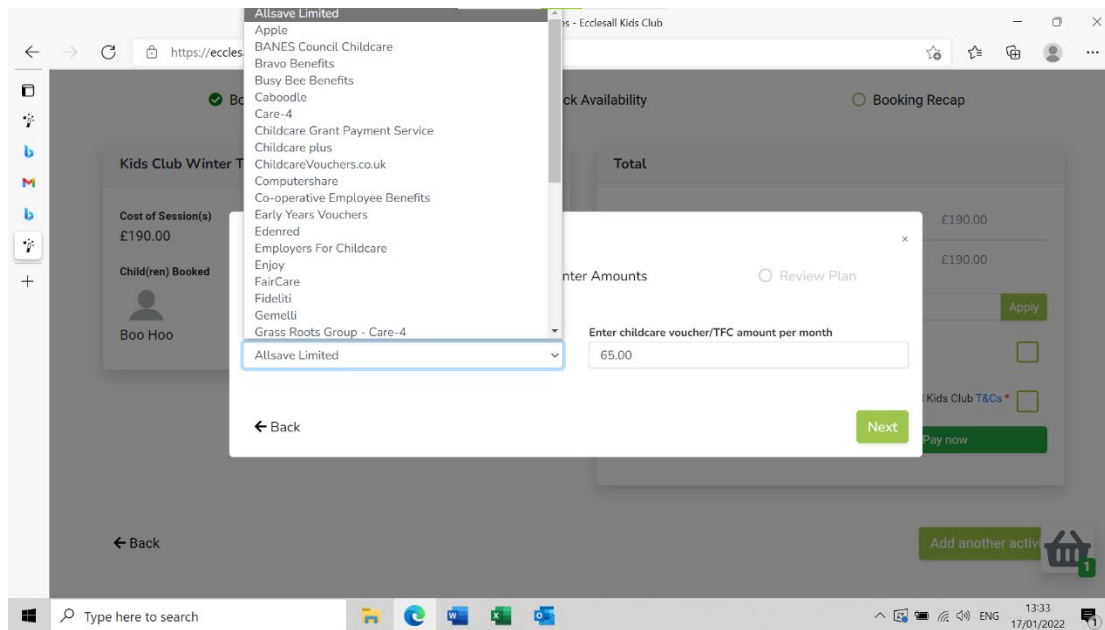
This screenshot shows the 'Create Your Payment Plan' modal with the 'Enter Amounts' tab selected. The 'Childcare Voucher/TFC' option is now checked. The modal contains the following fields:

- 'Choose a provider': A dropdown menu with 'Allsave Limited' selected.
- 'Enter childcare voucher/TFC amount per month': A text input field containing '55.50'.
- 'Choose your instalment start month': A dropdown menu with 'August 2023' selected.

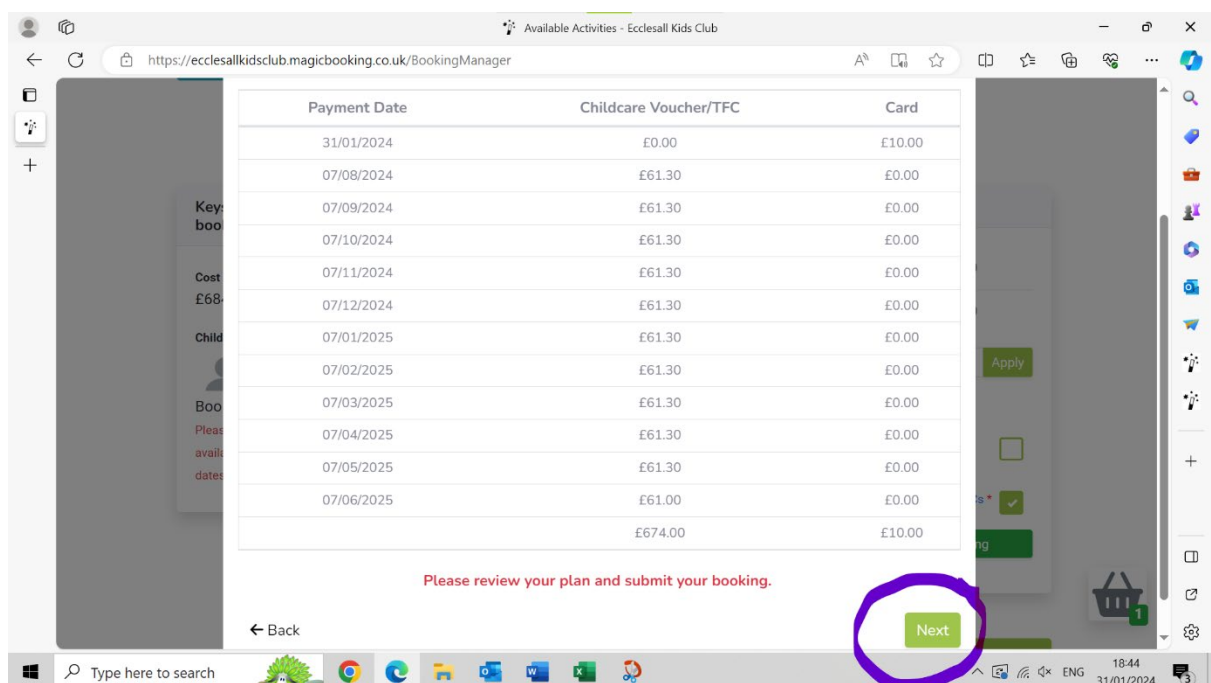
The modal includes a red 'Cancel' button and a green 'Next' button. The background shows a booking summary for 'Keystage 1 - 2023/24 Kids Club - 74 sessions booked' with a total cost of £610.00. The sidebar shows a user profile 'Boo Hoo' and a 'Back' button.



- Select your provider (or “multiple” or “not listed”) from the drop-down menu and,



- Enter the amount you want to pay each month by voucher. (You must enter the amount in pounds and pence). If you are paying the full amount by vouchers or TFC simple divide the total cost by 11 to get your monthly amount.
- Your ‘instalment start’ month should be **no later than August 2023**
- Click the green ‘next’ button

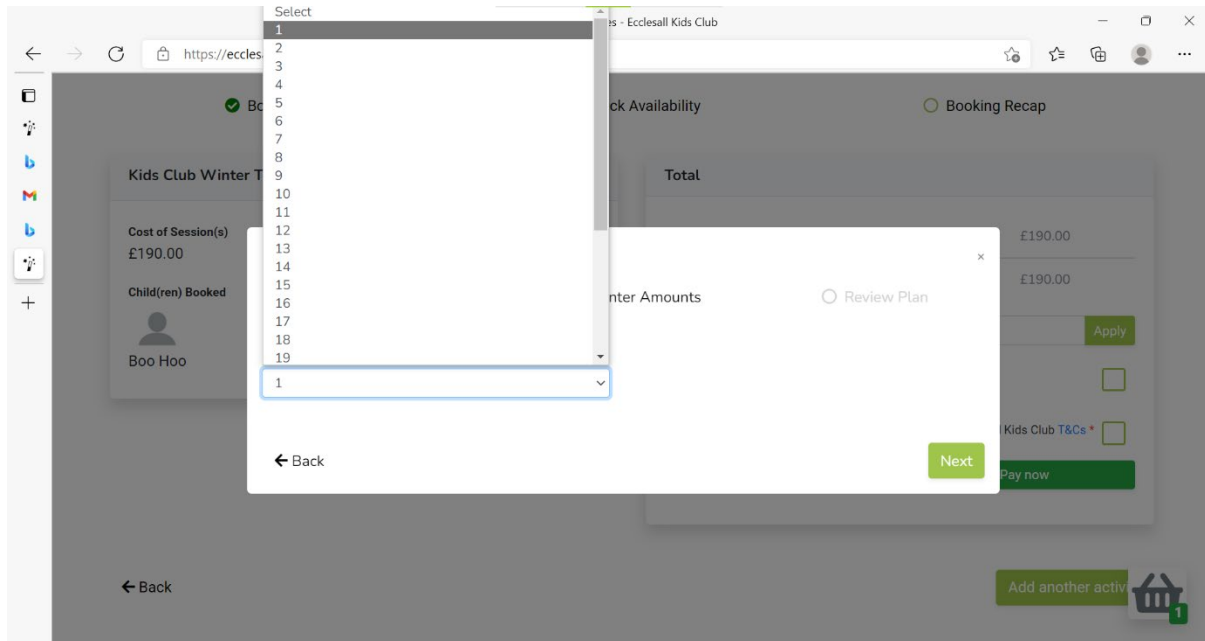


- A pop-up box will display your chosen payment plan. If you are happy with the plan click ‘next’ or if you wish to change it click ‘back’ and re-input the details.

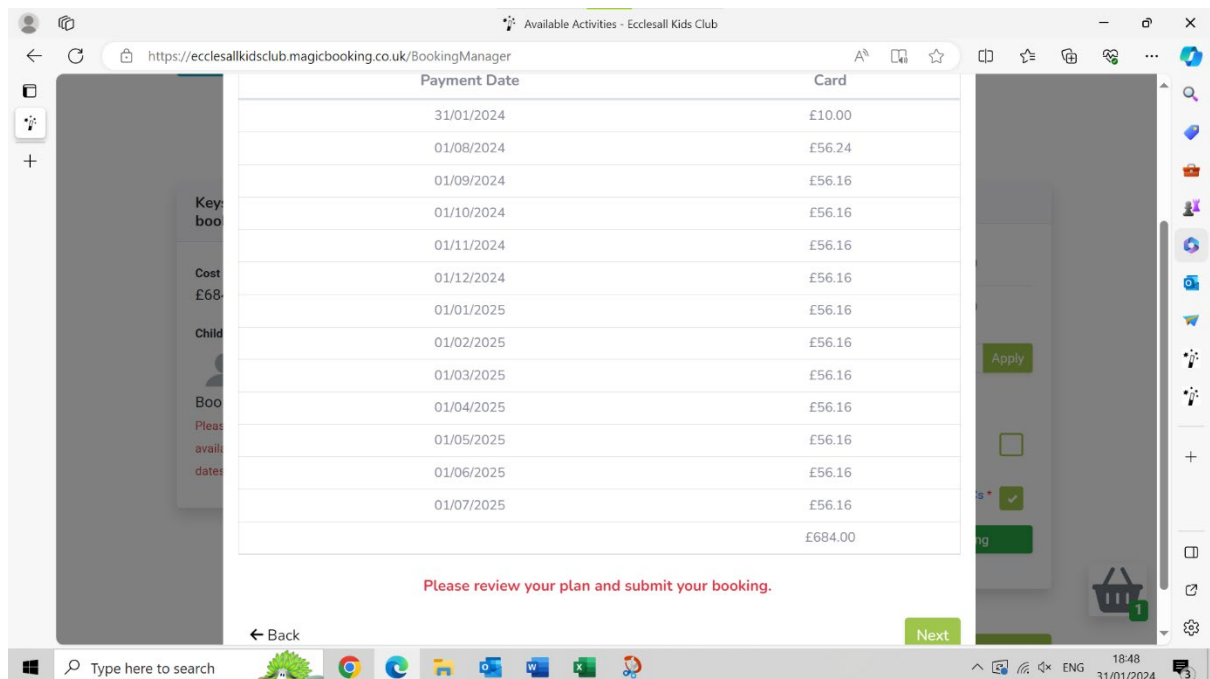


- When you are happy with the payment plan and you are back at the main page details tick the 'Terms and Conditions' box and click the green 'Submit' button.

## **b: You've opted to pay by card**



- In the pop-up box enter the date in the month that you wish your card payment to be taken and click 'Next'.
- The system will display the proposed payment plan. If you are happy with the proposed plan click 'Next'.



- After clicking 'Next' you should now be back at the final page. The system will display your chosen payment plan. If you decide you are unhappy with the displayed plan click

'Delete Plan'. If you delete the plan you can now input a new plan or opt to pay outright.

The screenshot shows the 'BookingManager' page for 'Kids Club Winter Term 2022 - 47 Sessions booked'. On the left, a summary box shows 'Cost of Session(s) £470.00', 'Session(s) Afterschool Club', and 'Child(ren) Booked Boo Hoo'. A green 'View dates booked' button is present. On the right, a 'Total' section shows 'Total Booking £470.00' and 'Total to Pay £470.00'. Below this is a 'Delete Plan' button (red) and a 'Submit' button (green). A table shows payment dates and amounts: 17/01/2022 (£156.68), 01/02/2022 (£156.66), 01/03/2022 (£156.66), and a total of £470.00. A red warning message states: 'Please review your plan and submit your booking. A first payment of £156.68 will be taken by card now, the balance will be taken in instalments.' A checkbox for 'I have read and agreed with Ecclesall Kids Club T&Cs' is visible.

- If you are happy with the details tick the 'Terms and Conditions' box and click the green 'Submit' button.

### c) I want to make a one off childcare voucher or tax-free childcare payment

- On the final screen click the 'Pay by one off childcare voucher/TFC' box

The screenshot shows the 'Booking recap' page for 'Keystage 1 - 2024/25 Kids Club - 114 sessions booked'. The summary box on the left shows 'Cost of Session(s) £684.00', 'Session(s) Breakfast Club', and 'Child(ren) Booked Boo Hoo'. A green 'View dates booked' button is present. On the right, a dropdown menu is open, showing a list of childcare providers. The 'TFC (Tax Free Childcare)' option is selected, and the amount '684.00' is displayed. A green 'Apply' button is next to the dropdown. Below the dropdown, a checkbox for 'I have read and agreed with Ecclesall Kids Club T&Cs' is checked. At the bottom, there are 'Pay Monthly' and 'Submit booking' buttons.

- Select your childcare provider (or "multiple" or "not listed") from the drop-down list.

- Enter the amount to be paid by childcare voucher/TFC in the 'Amount' box and then click 'Apply'

The screenshot shows a web browser window with the URL <https://ecclesallkidsclub.magicbooking.co.uk/BookingManager>. The user is logged in as Janet Brown (ID: 934691). The interface has three tabs: 'Book Session' (active), 'Check Availability', and 'Booking Recap'. The 'Book Session' tab displays a booking for 'Keystage 1 - 2024/25 Kids Club - 114 sessions booked'. It shows a cost of £684.00 for the 'Breakfast Club' session. A child named 'Boo Hoo' is booked. A note states: 'Please note that some of the dates you have selected are either not available, on waiting list or overlap with an existing booking. Click 'View dates booked' for further information.' To the right, the 'Total' section shows a total booking of £684.00, a childcare voucher/TFC of -£684.00, and a total to pay of £0.00. There is a field for a promo code and an 'Apply' button. Below this is a checkbox for 'I have read and agreed with Ecclesall Kids Club T&Cs' and a green 'Submit booking' button. At the bottom left, there is a green button labeled 'Add another activity'.

- If you do not enter the full amount due, you will need to input an additional means of payment for the balance i.e. card payment.
- Click the 'Terms and Conditions' box.
- Click the green 'Submit' button