

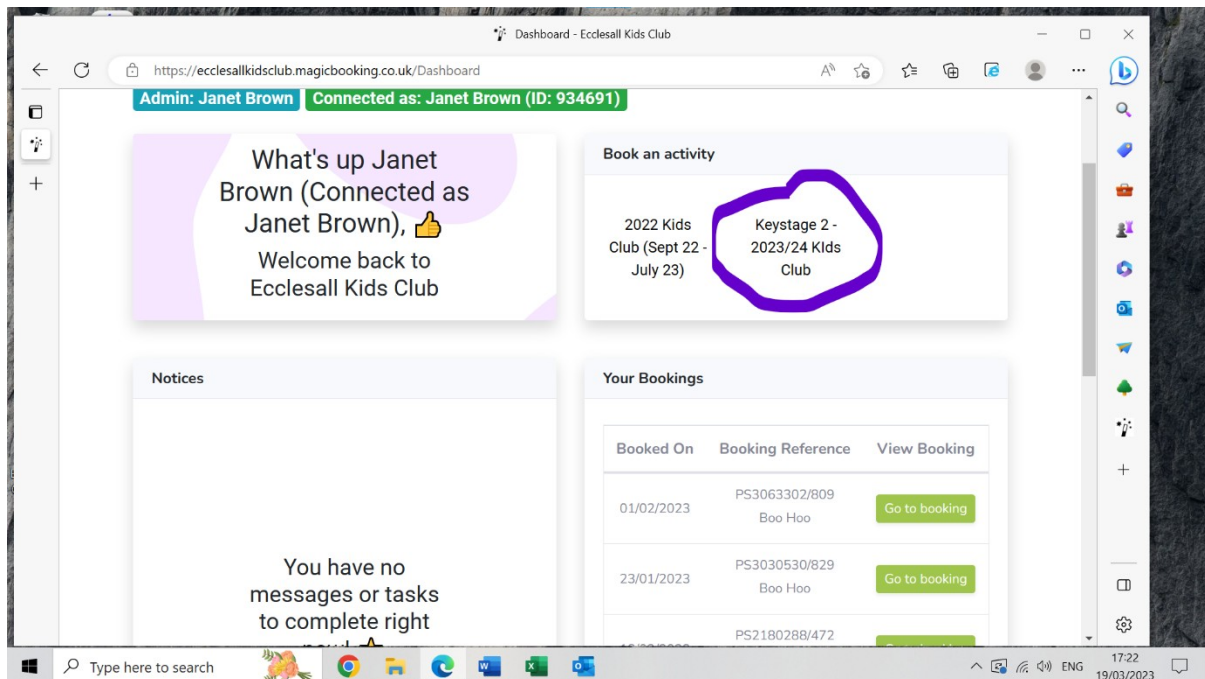
These instructions are for children born on and between 1st September 2012 and 31st August 2016

How to book

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

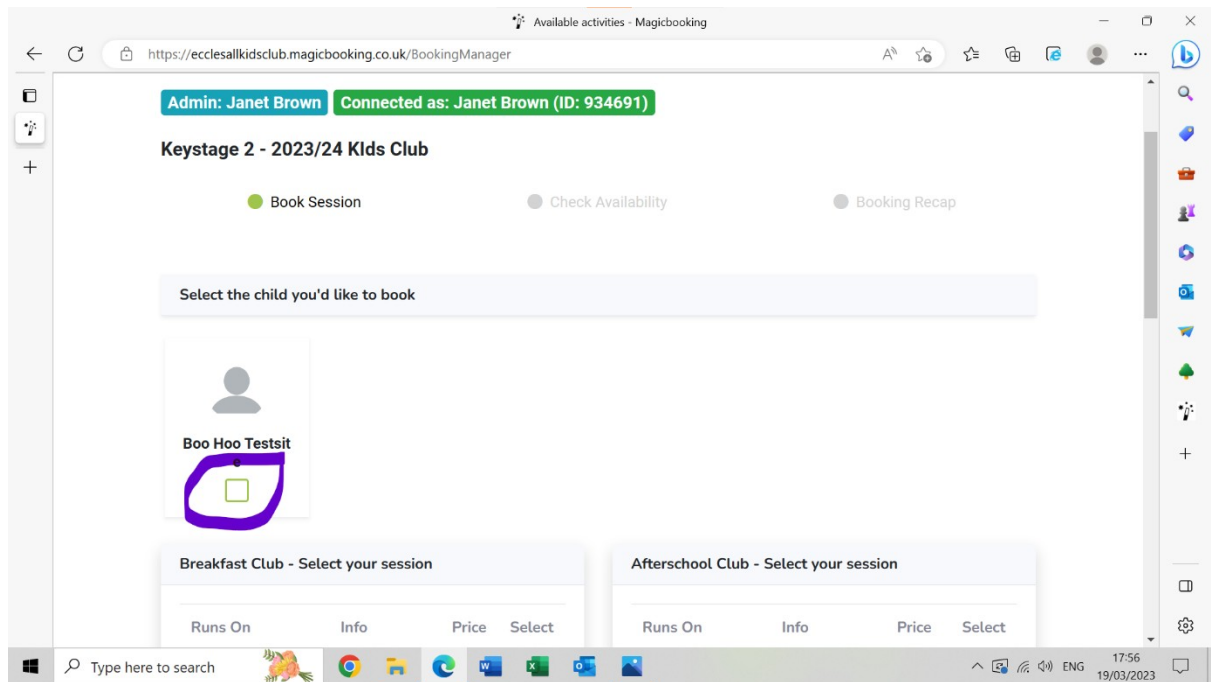
To help below are some basic instructions on how to book. We recommend you use a computer or tablet to make your booking.

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 2 – 2023/24 Kids Club**'.

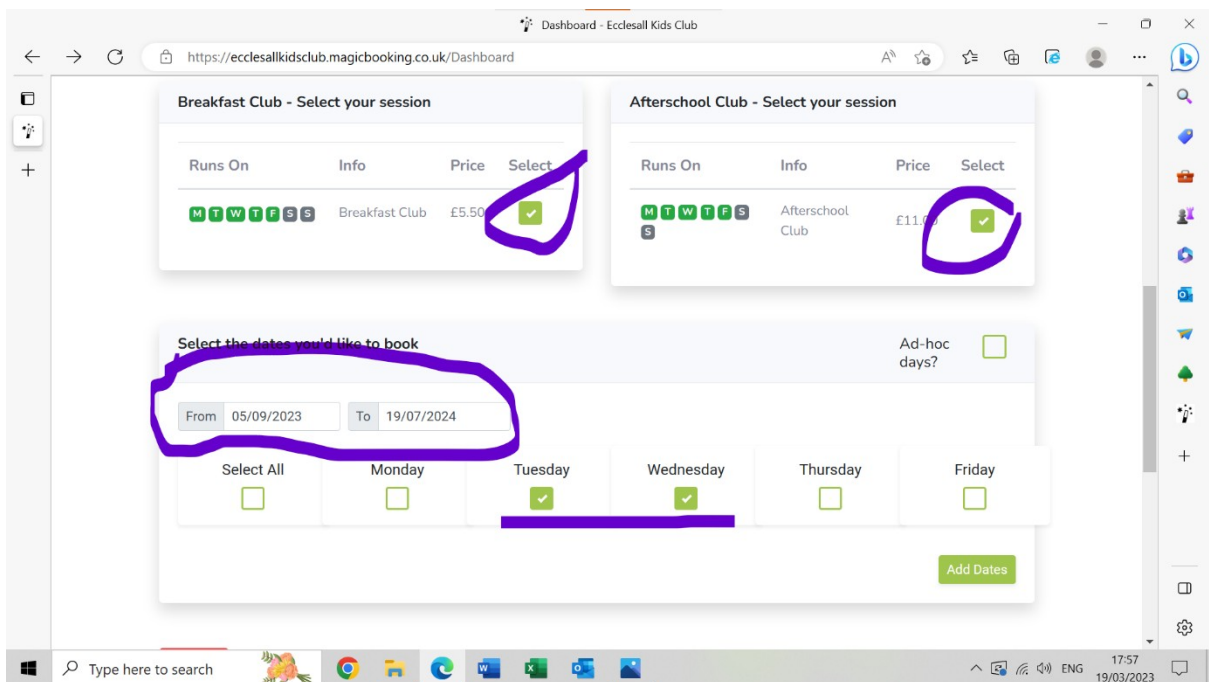


If you can't see this activity check that your child's details **particularly their date of birth**, main centre and school are correct.

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 registered who is in **Keystage 2** you can opt to book both/all children at the same time **if you want the same sessions for them**.

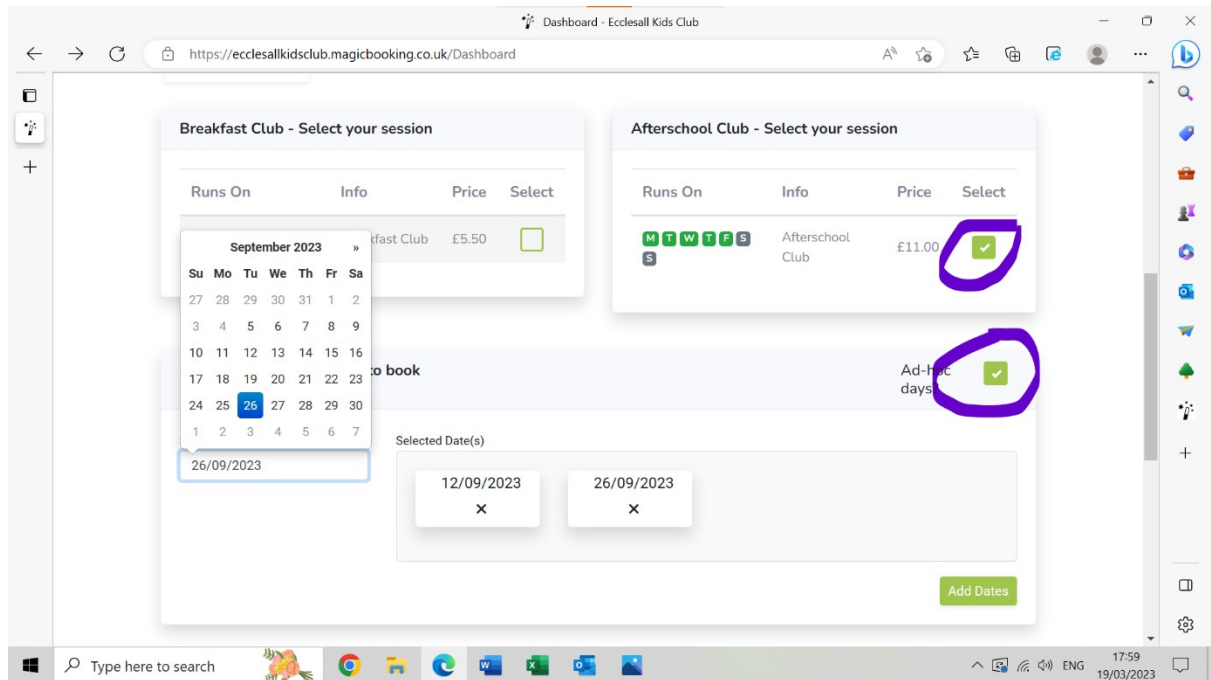


4. You then have the option of what sessions to book.

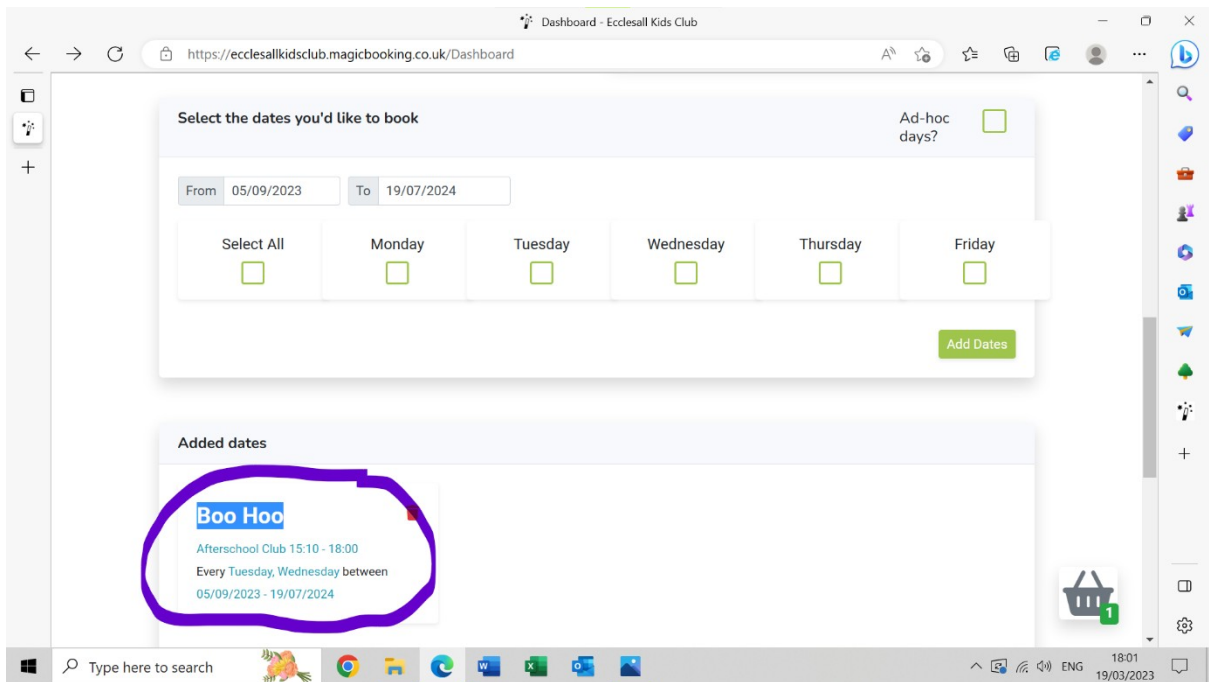


5. If you want to book the same sessions each week throughout the term
 - Click on the 'Breakfast Club' or 'Afterschool Club' boxes (if you are booking both breakfast and afterschool club for the same days/dates then just click both 'breakfast' and 'afterschool' boxes at the outset if the system will 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.

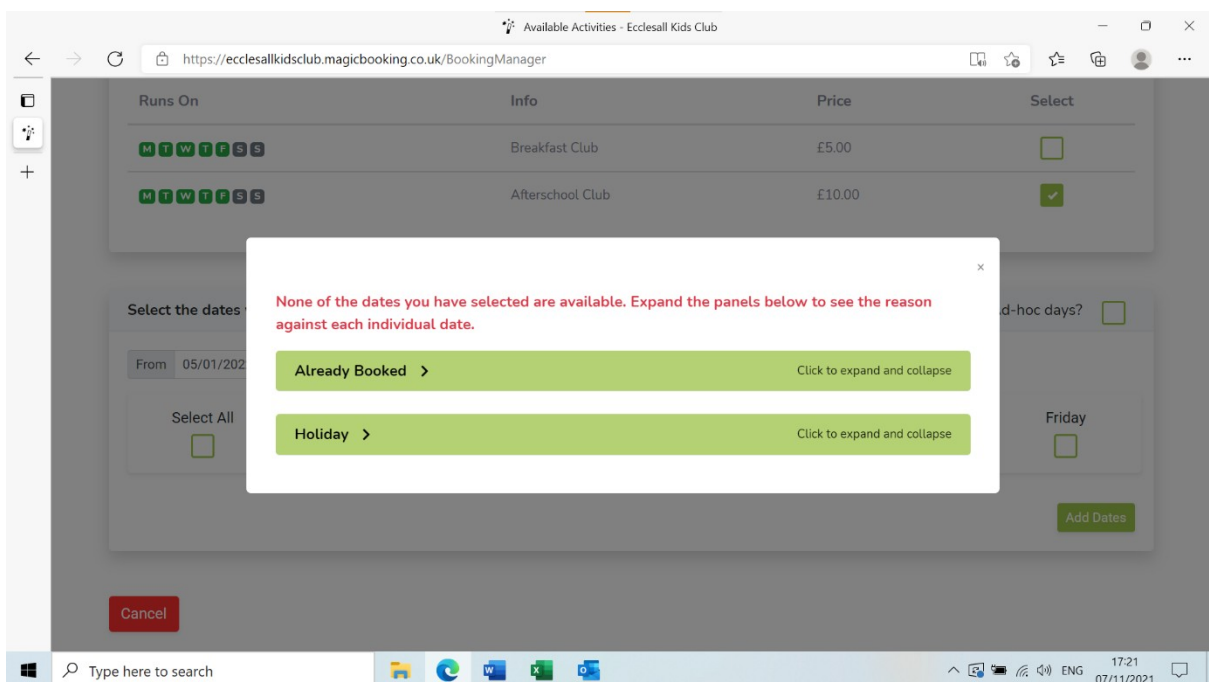
- Click on the green 'Add dates' button.
6. If you want to book ad hoc sessions
- Click on whichever session you require (Breakfast and/or Afterschool Club)
 - Click on the 'Ad hoc' button
 - Select a date from the calendar. It will appear in the 'Selected date(s)' box
 - Continue to select dates until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



7. When you have selected all 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.

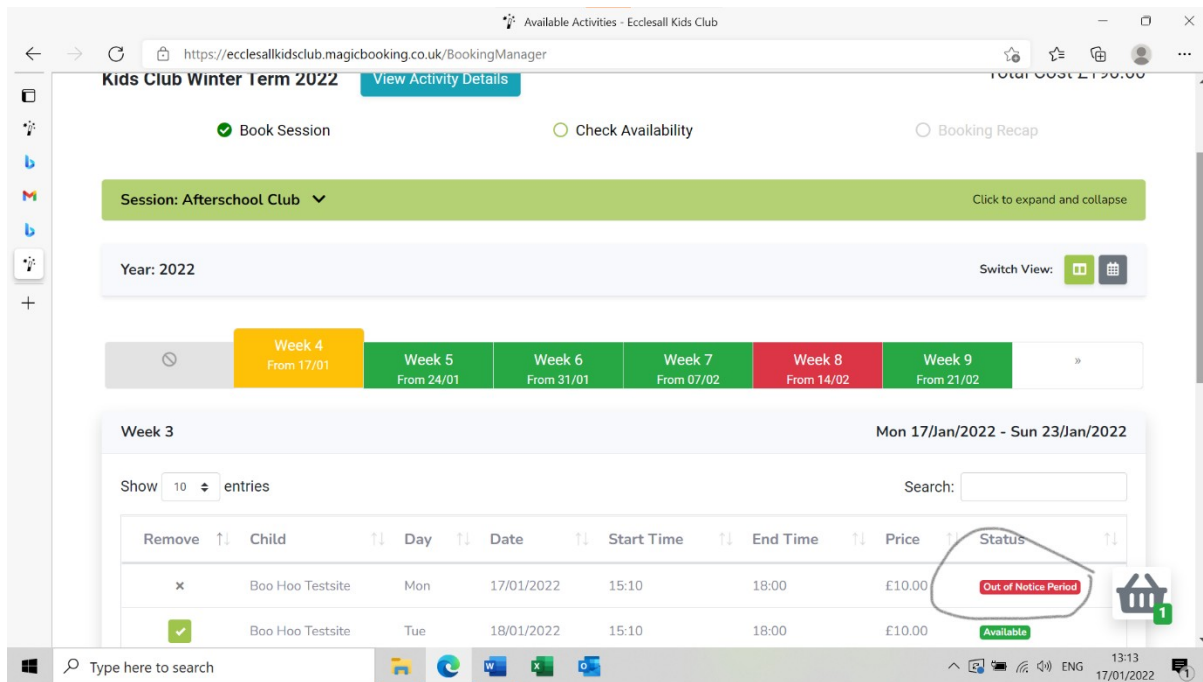


9. If any sessions are unavailable, you will receive a pop up message (see fig below)



10. If any 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. 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 of the sessions you have booked are available.**



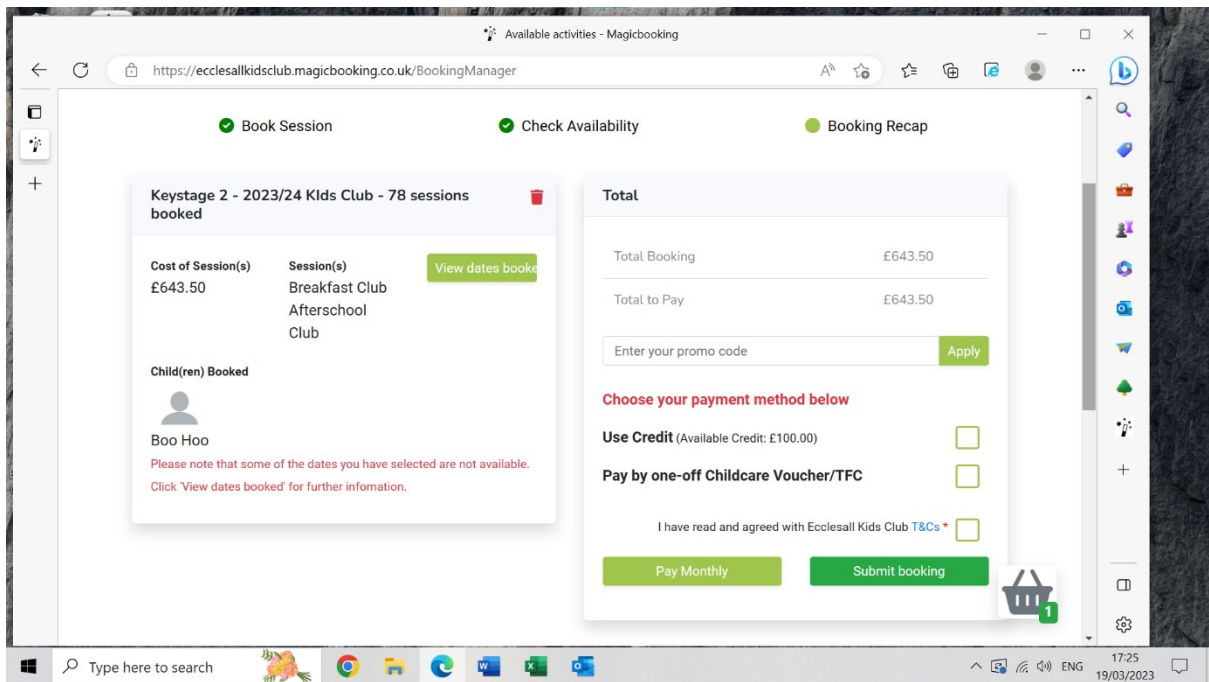
12. The 'week' tabs will display either as

- **'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. Again If any 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.

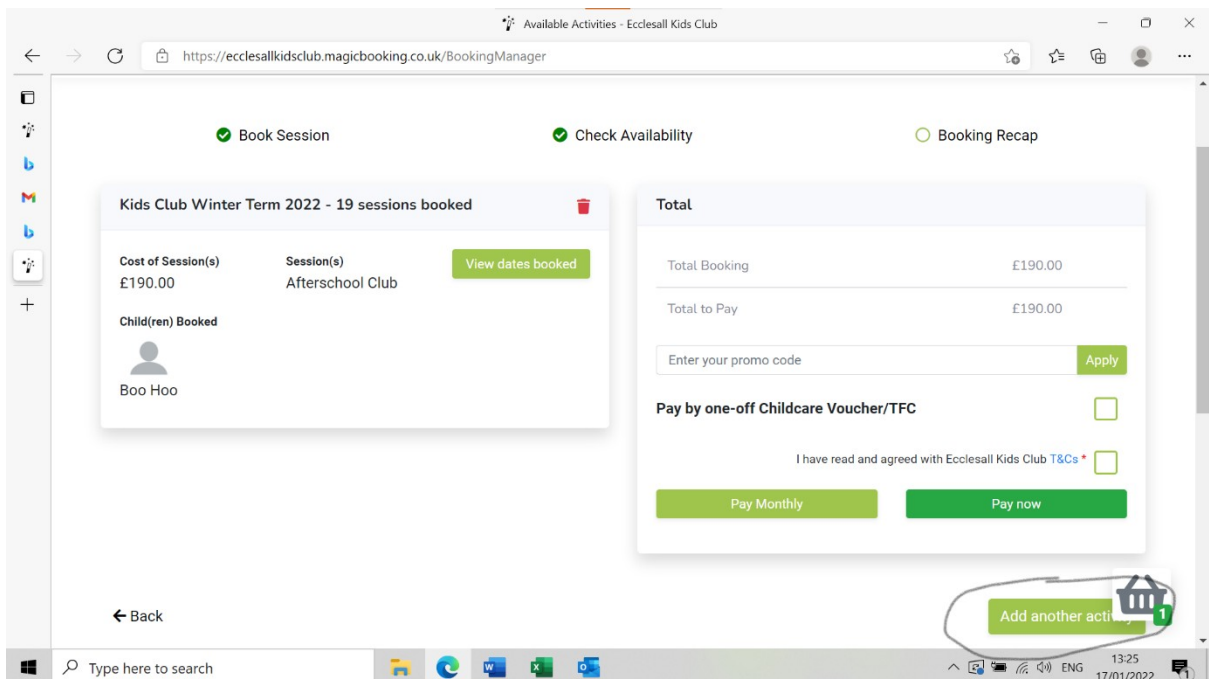
14. Once you've checked availability click the green 'Next' button.

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 2**, click the green 'Add another activity' button and repeat the process for the 2nd child. Remember you will not be able to book for any children in Keystage 1 until 7pm on Wednesday 29th March.



18. When you have made all the bookings you require, and you are back at the total cost screen you have a number of options of how to pay for your booking

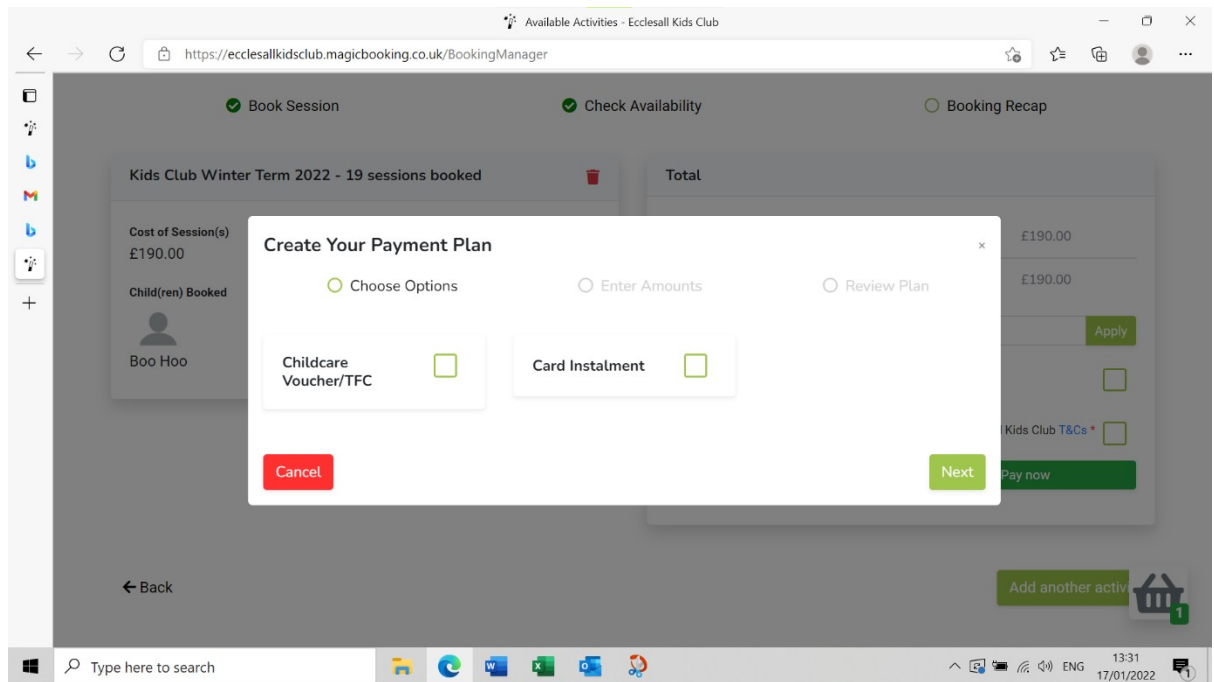
How to Pay

- If you have an existing credit on your account it will be displayed on the payment screen. If you wish to use the credit against your new booking simply click the box and the amount due will be reduced to reflect the credit.
- Follow the relevant instructions below for any outstanding balance

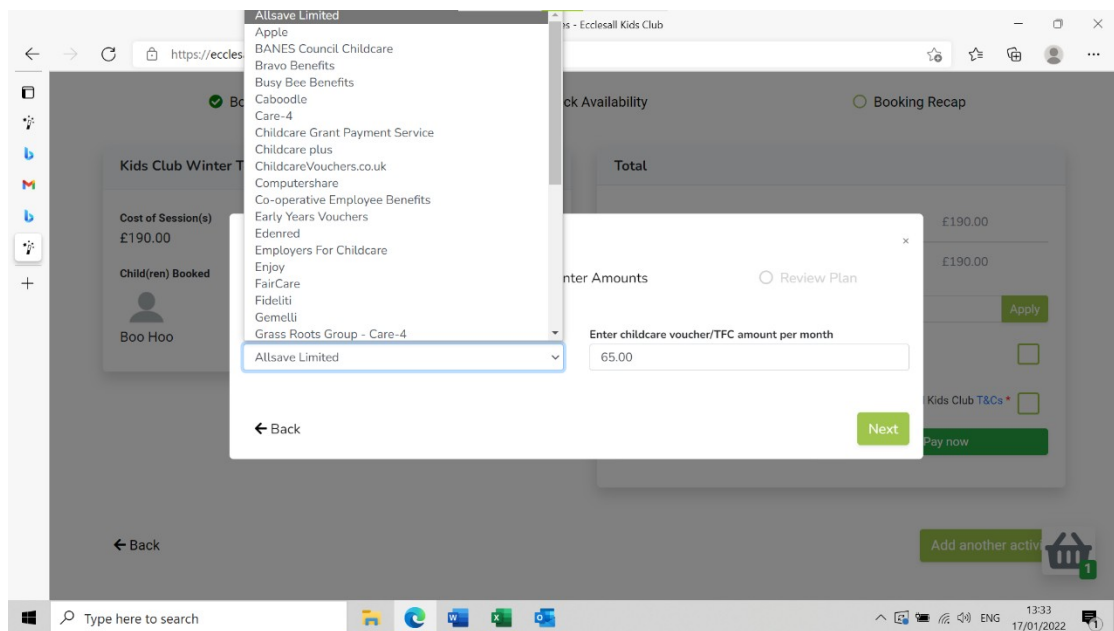
The screenshot shows the 'BookingManager' page on the website <https://ecclesallkidsclub.magicbooking.co.uk/BookingManager>. The page has three tabs: 'Book Session', 'Check Availability', and 'Booking Recap'. The 'Book Session' tab is active, showing a booking for 'Keystage 2 - 2023/24 Kids Club - 78 sessions booked'. The booking details include a cost of £643.50 for 'Breakfast Club' and 'Afterschool Club'. A 'View dates booked' button is visible. The 'Child(ren) Booked' section shows a profile for 'Boo Hoo' with a note that some dates are not available. The 'Total' section shows a total booking of £643.50 and a total to pay of £643.50. There is a field for a promo code and an 'Apply' button. Below this, the user is asked to choose a payment method: 'Use Credit (Available Credit: £100.00)' with a checkbox, and 'Pay by one-off Childcare Voucher/TFC' with a checkbox. A note states 'I have read and agreed with Ecclesall Kids Club T&Cs' with a checkbox. At the bottom, there are two buttons: 'Pay Monthly' and 'Submit booking'. A purple circle highlights the 'Use Credit' checkbox. The Windows taskbar at the bottom shows the date as 19/03/2023 and the time as 17:25.

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/TFC' or 'card'. Please check the box of which option applies.



If you have opted to pay by childcare vouchers or TFC



- 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.
- 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.

Create Your Payment Plan

Choose Options Enter Amounts Review Plan

Childcare Vouchers/TFC must be paid by the 7th of each month.

Payment Date	Childcare Voucher/TFC	Card
17/01/2022	£0.00	£60.00
01/02/2022	£65.00	£0.00
01/03/2022	£65.00	£0.00
	£130.00	£60.00

Please review your plan and submit your booking.
A first payment of £60.00 will be taken by card now, the balance will be taken in instalments.

Back Next

Do not forget that childcare voucher and TFC payments are not collected automatically so you will need to setup a monthly payment with your provider to match your payment plan. Any monies should arrive with us by the due date.

If you've opted to pay monthly by card

Enter Amounts

Review Plan

Back Next

- 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'.

Available Activities - Ecclesall Kids Club

https://ecclesallkidsclub.magicbooking.co.uk/BookingManager

Book Session Check Availability Booking Recap

Kids Club Winter

Cost of Session(s)
£190.00

Child(ren) Booked
Boo Hoo

Create Your Payment Plan

Choose Options Enter Amounts Review Plan

Childcare Vouchers/TFC must be paid by the 7th of each month.

Payment Date	Childcare Voucher/TFC	Card
17/01/2022	£0.00	£60.00
01/02/2022	£65.00	£0.00
01/03/2022	£65.00	£0.00
	£130.00	£60.00

Please review your plan and submit your booking.
A first payment of £60.00 will be taken by card now, the balance will be taken in instalments.

Back 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.

Available activities - Magicbooking

https://ecclesallkidsclub.magicbooking.co.uk/BookingManager

Kids Club Winter Term 2022 - 47 sessions booked

Cost of Session(s)
£470.00

Session(s)
Afterschool Club

View dates booked

Child(ren) Booked
Boo Hoo

Total

Total Booking £470.00

Total to Pay £470.00

Enter your promo code Apply

I have read and agreed with Ecclesall Kids Club T&Cs ☐

Payment Date	Card
17/01/2022	£156.68
01/02/2022	£156.66
01/03/2022	£156.66
	£470.00

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.

Delete Plan Submit

- If you are happy with the details tick the 'Terms and Conditions' box and click the green 'Submit' button.
- If an immediate payment is due the next screen will display a system form which authorises us to take a payment from your card. **You must complete and submit this form within 20 minutes or your booking will be cancelled.**

Make Payment

https://payments.magicbooking.co.uk/Payment/Process/b46e154d-1608-49fd-9287-7d0a811438b0

Please complete this form and process your payment within an 19:39 minutes as your booking will be cancelled otherwise.

Security Check

In order to comply with the PSD2 Directive, we now have to enforce strong customer authentication. This is to protect both payers and businesses against fraud.

To complete your booking, enter the address linked to the card you are going to use to make your payment in the form below, then complete the card details form and follow the process to complete your payment.

If your payment is declined, come back to magicbooking, navigate to 'My bookings', select the booking you want to pay and repeat the process.

Please enter the details linked to the card you are going to use

Email * Mobile Number *

Address 1 * Address 2 Address 3

- Once completed click the 'Pay' button at the bottom right of the form to submit.

All subsequent monthly payments on this booking will be collected automatically on the due date from this card.

I don't want to pay using a payment plan / The system hasn't given me the option of paying monthly

I want to pay using childcare vouchers or TFC

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

Available activities - Magicbooking

https://ecclesallkidsclub.magicbooking.co.uk/BookingManager

Book Session **Check Availability** **Booking Recap**

Kids Club Summer Term 2022 - 62 sessions booked

Cost of Session(s) £620.00 Session(s) Afterschool Club View dates booked

Child(ren) Booked Boo Hoo

Select

- Alisave Limited
- Apple
- BANES Council Childcare
- Bravo Benefits
- Busy Bee Benefits
- Caboodle
- Care-4
- Childcare Grant Payment Service
- Childcare plus
- ChildcareVouchers.co.uk
- Computershare
- Co-operative Employee Benefits
- Early Years Vouchers
- Edenred
- Employers For Childcare
- Enjoy
- FairCare
- Fideliti
- Gemelli

Enter amount 620.00 Apply

I have read and agreed with Ecclesall Kids Club T&Cs *

Pay Monthly Pay now

- 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'

Available activities - Magicbooking

https://ecclesallkidsclub.magicbooking.co.uk/BookingManager

Book Session Check Availability Booking Recap

Kids Club Summer Term 2022 - 62 sessions booked

Cost of Session(s) £620.00 Session(s) Afterschool Club View dates booked

Child(ren) Booked

Boo Hoo

Total

Total Booking £620.00

Childcare Voucher/TFC -£620.00

Total to Pay £0.00

Enter your promo code Apply

I have read and agreed with Ecclesall Kids Club T&Cs ☐

Submit booking

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

I want to pay by credit/debit card

- If you wish to pay the full amount or balance by credit/debit card, check that the amount 'Total to Pay' figure is the amount you want to pay.
- Click the 'Terms and Conditions' box'.
- Click the green 'Pay now' button.
- A system form will be displayed which authorises us to take a payment from your card.
You must complete and submit this form within 20 minutes or your booking will be cancelled.

Please complete this form and process your payment within an 19:39 minutes as your booking will be cancelled otherwise.

Security Check

In order to comply with the PSD2 Directive, we now have to enforce strong customer authentication. This is to protect both payers and businesses against fraud.

To complete your booking, enter the address linked to the card you are going to use to make your payment in the form below, then complete the card details form and follow the process to complete your payment.

If your payment is declined, come back to magicbooking, navigate to 'My bookings', select the booking you want to pay and repeat the process.

Please enter the details linked to the card you are going to use

Email * Mobile Number *

Address 1 * Address 2 Address 3

- Once completed click the 'Pay' button in the bottom right corner.
- Click the 'Submit' button.

What happens next?

- Once you have made your booking you will receive a system email confirming your booking (example below).

Dear xxx,

This is to confirm your booking reference number PSxxxxxxxx/xxx

Please refer to the attached invoice for more details.

If paying by childcare voucher or tax free childcare please ensure you have setup your payment(s) with your voucher provider. Use the booking reference above as your payment reference.

If you are having problems paying contact us as soon as possible so we can help you.

Best regards,

Ecclesall Kids Club

- If you don't receive an email confirmation within 30 minutes of booking, please check your spam folder.
- Attached to the confirmation email is an itemised invoice detailing each of the sessions that you have booked. **Please check your invoice to ensure that you have all the sessions you require as it may not be possible to rectify mistakes at a later stage.**

Any problems please email us at ecclesallkids@gmail.com for assistance