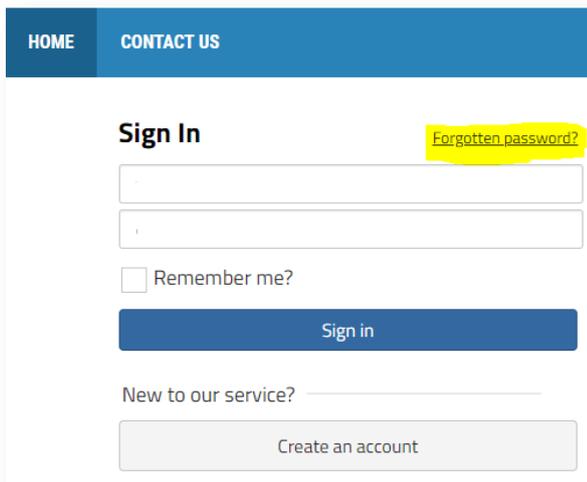


STEP 1: Register

Go to: <http://yourcentrename.magicbooking.co.uk> (or your school's or centres website address, and button or link to book and register online)

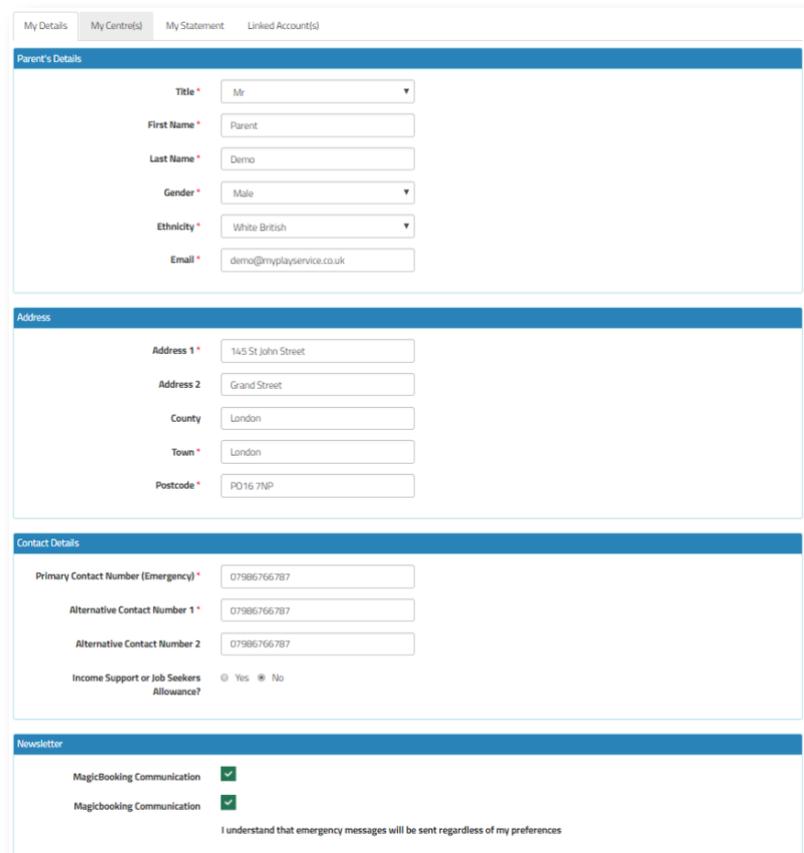
Option 1 Pre-loaded accounts



1. Click the hyperlink 'Forgotten password'
2. Enter your email address (the one you have given to your school or childcare centres)
3. Check your mailbox, including your junk folder
4. Click the link in the email, if the link is not 'active', i.e. it is not clickable, simply copy and paste it in your browser address bar
5. Create your password. Your password must contain at least 6 alphanumeric characters with at least one uppercase.
6. Click the link to return to the login page and login into your account

7. Navigate to the menu My Account
8. Complete the form under My Details tab
9. Click the tab My Centre(s), and select the school or childcare centre you want to register wit. Please note that yours and your children data will be shared with the centres selected.

Follow the instructions described for STEP 2



Option 1 Registration from scratch

1. Click the button 'Create an account'
2. Fill out the form shown below, using a valid email address as you will be asked to validate it via a link sent to that same email address. Only one account per family should be created.

HOME
CONTACT US

Sign In [Forgotten password?](#)

demo@myplayservice.co.uk

.....

Remember me?

Sign in

New to our service? _____

Create an account

Create your account

In order to use the service, you need to register first.
Please fill in the form below and click save.

Details

Email *

Confirm Email *

Title * --Select-- ▼

First Name *

Last Name *

Gender * --Select-- ▼

Ethnicity * --Select-- ▼

Address 1 *

Address 2

Town *

County

Postcode (E.g N1 5YP) *

Primary Contact Number *

Secondary Contact Number

How did you hear about us? --Select-- ▼

Security Details

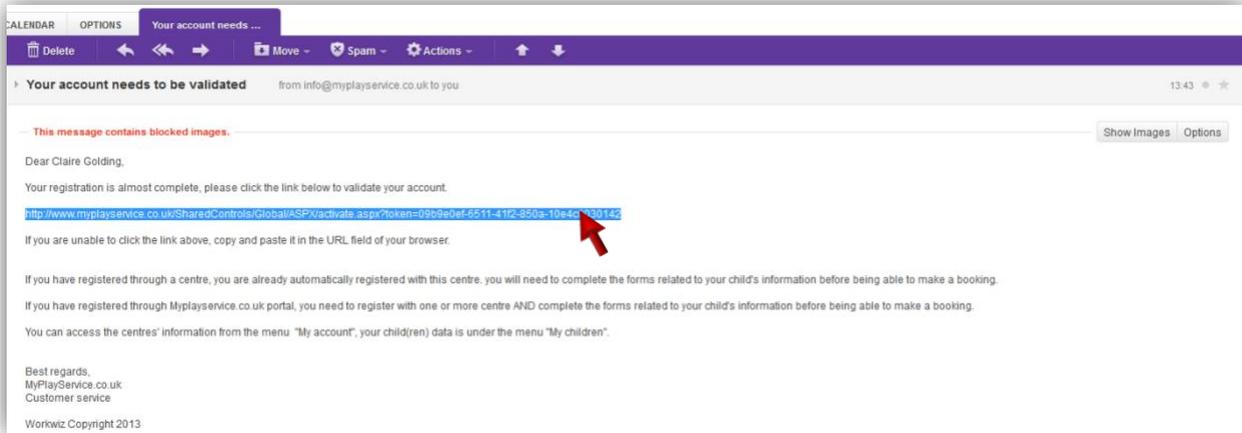
Enter Password *

Password should be at least 6 characters long with one number, one lower and one upper case characters.

Repeat Password *

Save & Continue

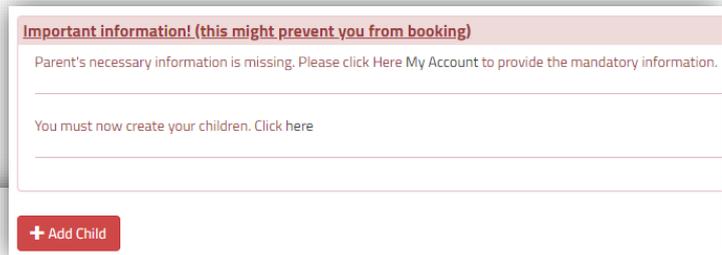
10. When you click the button 'Save & Continue', an email will automatically be sent to the email address you used. Check your mail box, including your junk folder and validate your account by clicking the link in the email. If the link is not 'active', i.e. it is not clickable, simply copy and paste it in your browser address bar.



Then follow the steps below.

STEP 2: Register your child

You now need to add your child's details,



Add New Child

Child Details

First Name *

Last Name *

Date of Birth *

Free childcare entitlement code

Gender *

Ethnicity *

What is your relationship with the child? *

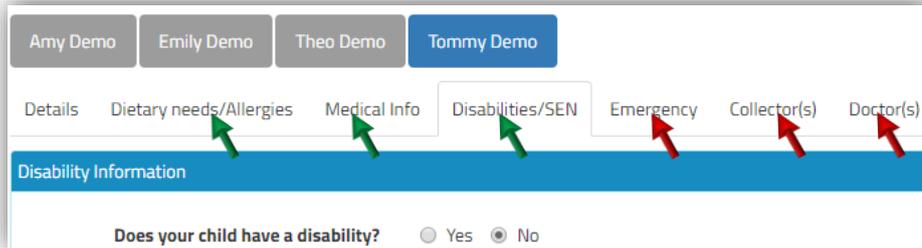
Who does your child live with? *

Who has the legal responsibility of the child? *

[+ Add Child](#)

navigate to the menu 'My Children', then click the button 'Add Child'. Complete the first form, then save.

Now, click each tab (Dietary needs/Allergies, Medical Info, Disabilities/SEN, Emergency contacts, Collectors and Doctors) and complete the forms (see below). Only Emergency, Collectors and Doctor are compulsory.



Dietary needs/Allergies

Select the relevant option in the Dietary Requirement drop down list and add additional information if needed. If your child has any allergies, click the button '+Add', pick the appropriate option in the Allergies drop down list, then add any relevant information in the fields provided.

Medical information

Under this menu you can add both medical conditions and medication.

Click button '+Add' in the relevant section to add medical condition and medication, you can add several if needed.

Make sure you complete all details, including, allergies and emergency treatment if needed, as it is important for your child's wellbeing and safety that staffs are aware of any health problems or medications your child might have or need.

Disability & Special Needs

Again, it is important for your child's wellbeing and safety that staffs are aware of any disabilities or Special Needs your child might have. Hiding such information may result in your child being turned down at the door if no resources are available to provide adequate care to him/her.

Emergency contacts and Collectors

When you register, your contact details are automatically added on both the Emergency and Collectors lists, however it is advisable to add another emergency contact in case you are not reachable in the event of an emergency. Some organisations impose more than one emergency contact; if it is the case you won't be able to make a booking until you have entered the requested number of contacts.

You can't use the same phone number for two emergency contacts.

Doctor

This is the contact details of the Surgery your child is registered with.

Note: When you register a second child, additional contacts (collectors, Emergency contact and doctor) can be reused. Simply tick the relevant check boxes at the bottom of the child's details form, so you won't need to re-enter the same information again.

Reuse existing contacts?

Emergency

Collector

Doctor

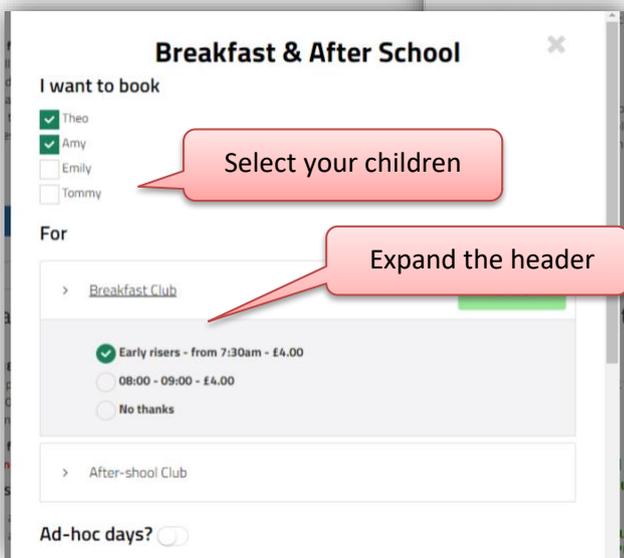
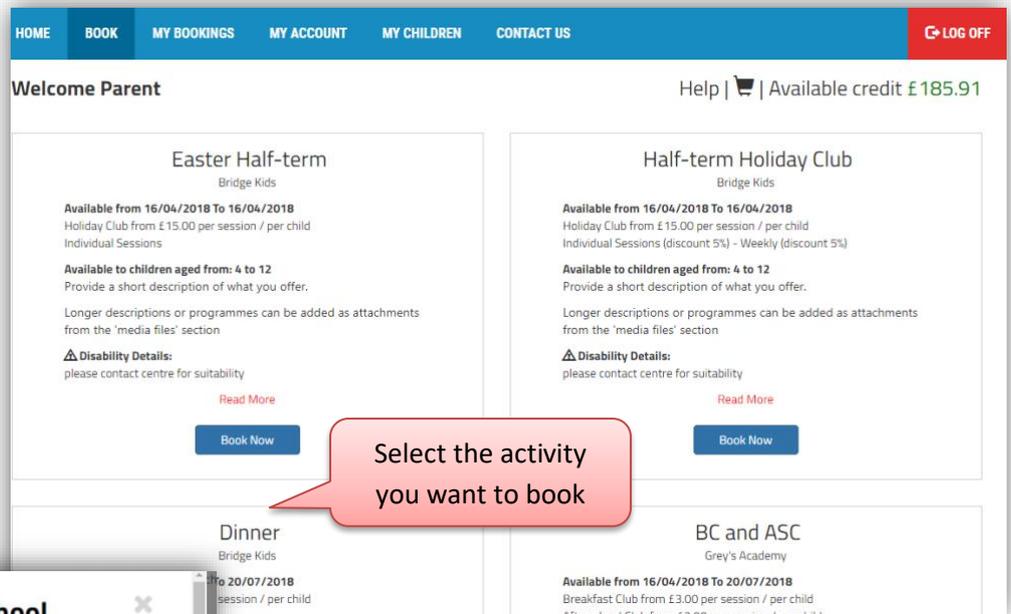
STEP 4: Membership (Optional)

For those pre-registered, your membership validity is updated on the system, if you need to make a payment you will be prompted to do so.

Parents who were not pre-registered will need to contact **Your Organisation** to have their membership updated on the system if they have already made a payment.

STEP 5: Book an activity

Once you have completed the above steps you can book activities online. The system automatically checks your child's age group and you will only be offered activities available for the child(ren) selected and at the centre you are registered with, **you can register at any of our**



settings.

Available activities are listed on the page along with some information, pictures and documents to be downloaded (when available).

The screenshot shows the booking interface for 'Breakfast Club' with the following elements and callouts:

- At the top, there are three radio button options for time slots: 'Early risers - from 7:30am - £4.00' (selected), '08:00 - 09:00 - £4.00', and 'No thanks'.
- Below is a section for 'After-school Club' with a callout: 'Select the period you want to book' pointing to the dropdown menu.
- There is a toggle for 'Ad-hoc days?' and a section for 'Set days every week' with a sub-note: 'Your booking will occur on the set days, every week between the selected date'.
- The 'Between' section shows a date range from 'Monday, 16 Apr 2018' to an empty 'To' field.
- The 'On' section shows a grid of days: 'Monday' (checked), 'Tuesday', 'Wednesday', and 'Thursday'.
- At the bottom, there are buttons for 'Add more dates', 'OR', and 'Check availability'. A callout: 'Click 'Check availability'' points to the 'Check availability' button.
- Another callout: 'Pick the days. Selected days will be repeated throughout the period selected' points to the 'Monday' checkbox.

To book an activity, click 'Book Now', select the child(ren) you want to book.

Select the date range, or pick days (if available), select the days of the week and sessions.

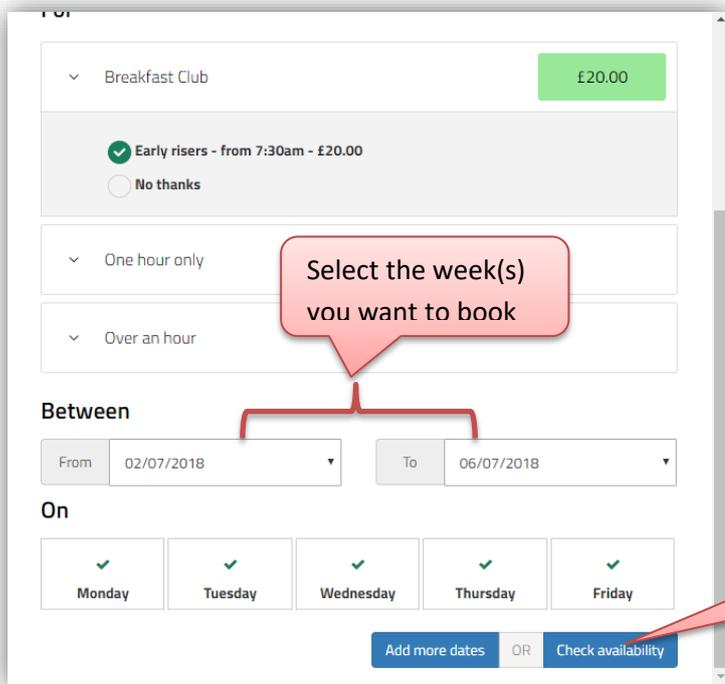
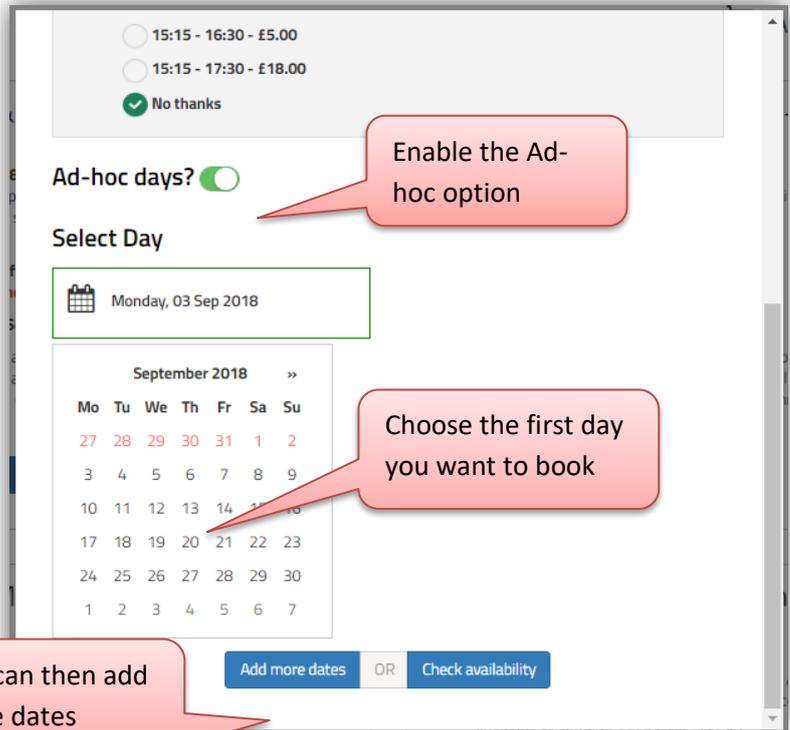
When booking a date range the days and sessions will be repeated throughout the period selected.

Then click check availability.

Note 1: Activities can be set up with different booking modes. These will impact the way you can book activities; activities can be booked.

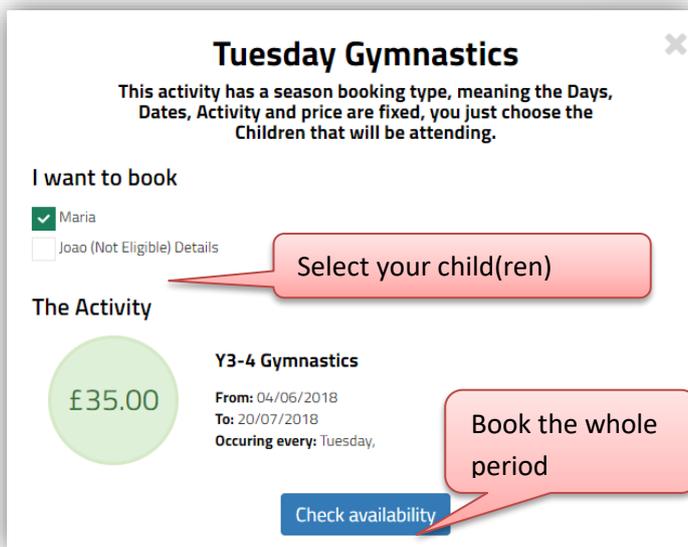
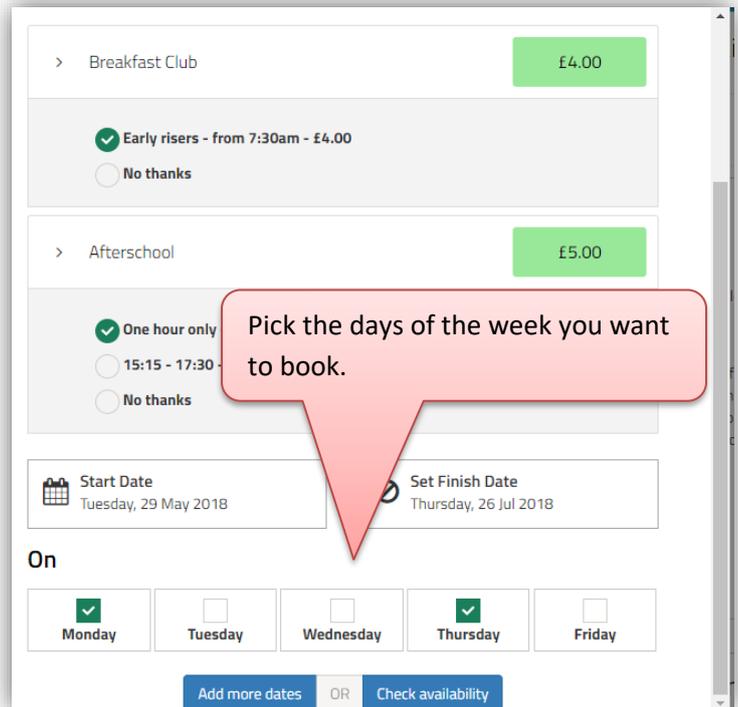
On a **daily basis** (as described above), you select the start and end date of the period, the week days and sessions are repeated throughout the period chosen. It is possible to remove some random dates the 'availability page', for example, if the grand-parents are going to be around on a particular week you can remove the days for that period.

On ad-hoc basis, this is suitable if you book different weekdays every week. You can pick different week days and sessions i.e.: your selection is different each week:



On a weekly basis, you must book one or more full weeks, you can only select the beginning and the end of the week from the drop down list.

On a [repeating pattern](#) basis, -same as daily booking, but you cannot choose the start or end-date of the period. The same days and sessions are repeated throughout the whole period the activity runs for.

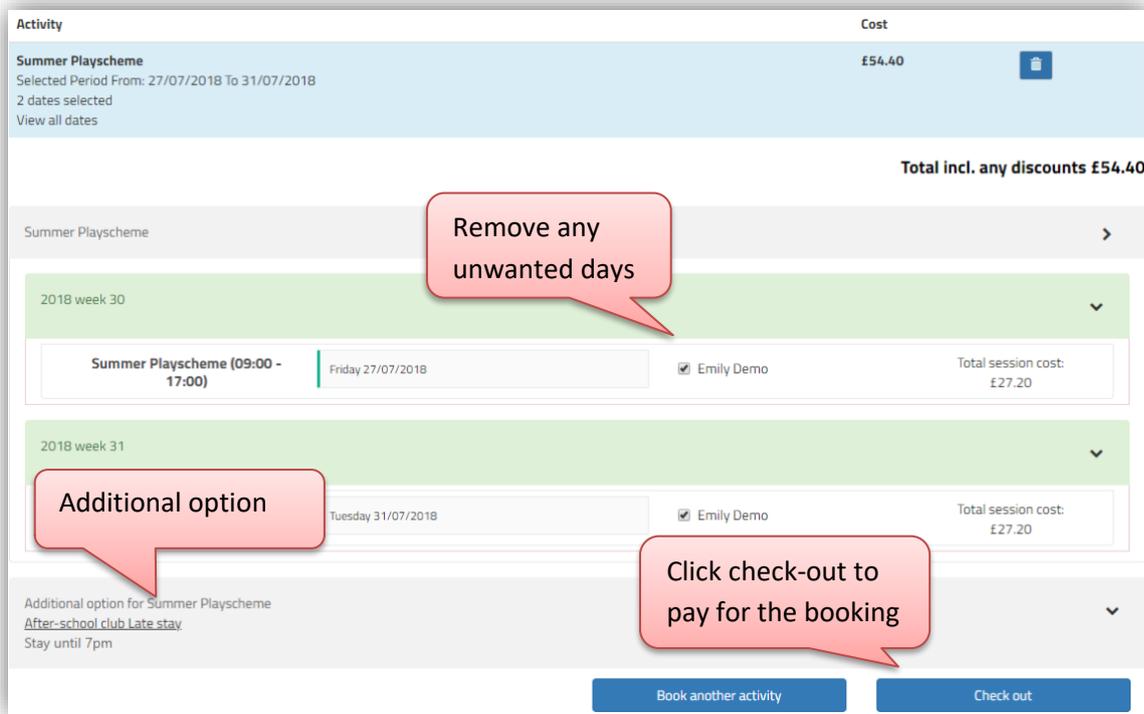
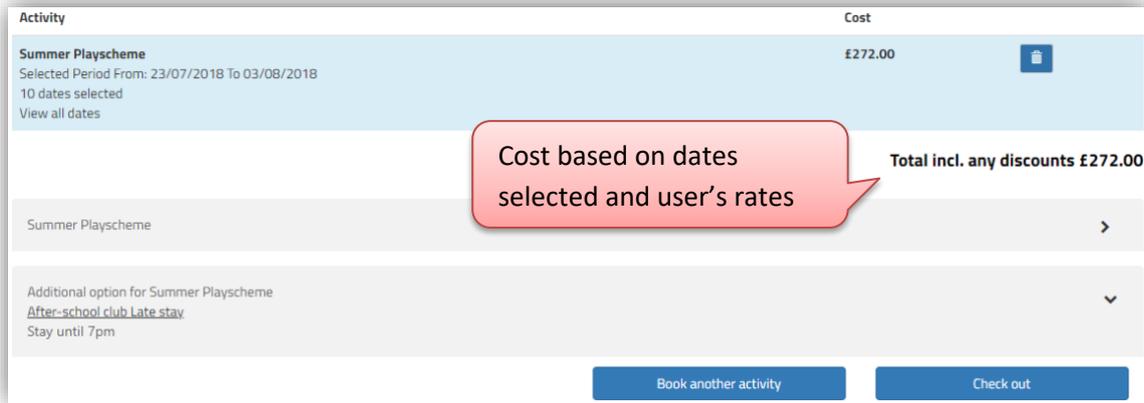


For [whole period](#) bookings, you cannot choose the days, all available days in the period will be booked.

Note 2: When the activity is bookable on a daily basis, you can amend the days selected on the following screen (availability page), e.g.: if you are booking your child for the after-school club every day of the week for 3 months but you need to remove a few days in the period, you will be able to remove these individually.

After clicking “Check Availability” the system returns the list of dates available. Dates can be removed individually if you don’t need them*. In case of weekly bookings, a whole week can be removed. The cost of the booking is automatically updated.

* Only available with the daily booking mode



STEP 6: Add another activity or book options

You can book another activity for the same or another child, to do so, click “Book another activity” and repeat the process described on Step 5.

Additional option can sometimes be available and will then be displayed below the list of dates booked. Option are often a day out, an extra time or a walk-over. Click the “Additional option” panel. The list of options is then displayed, simply select your options, your selection will be added to your booking.

Activity Summer Playscheme **Cost** £54.40

Selected Period From: 27/07/2018 To 31/07/2018
2 dates selected
View all dates

Total incl. any discounts £54.40

Additional option for Summer Playscheme
After-school club Late stay
Stay until 7p

<input type="checkbox"/>	Emily	Date	Start	End	Cost
<input type="checkbox"/>	Emily	27/07/2018	18:00	19:00	£3.00
<input type="checkbox"/>	Emily	31/07/2018	18:00	19:00	£3.00

Buttons: Book another activity, Check out

Callout boxes:
 - "Select the option you want to book" points to the table.
 - "Expand the additional option panel" points to the dropdown arrow.
 - A red arrow points to the "Check out" button.

STEP 7: Complete your booking

Once you are happy with your selection, click "Check out". You will be redirected to the booking summary page where you will be able to choose your payment option (based on what's allowed by the centre). You can partially or fully pay by childcare vouchers, if these are permitted. In most cases you will have to make a payment online (either in full or partial followed by instalments).

Booking Summary

Activity Summer Playscheme (27/07/2018 To 30/07/2018) **Gross** £60.40

Additional options After-school club Late stay
[Show Details](#)

Cost Summary	
Total Booking	£60.40
<input type="checkbox"/> Use Available Credit	£262.01
Sub-Total	£60.40
Booking Fee	£2.00
Total To Pay	£62.40

Childcare Voucher/Tax Free Childcare

I'll use childcare vouchers/tax free childcare

Payment options

Select your payment method: --Select an option--

Click here to accept MyPlayService Terms & Conditions

[Go to Payment](#)

Callout boxes:
 - "Click for a calendar view" points to the 'Show Details' link.
 - "Booking cost showing discounts if applicable" points to the 'Use Available Credit' row in the cost summary.
 - "Click here if paying by childcare voucher" points to the checkbox for using vouchers.
 - "Pay the balance with one of the permitted payment option" points to the dropdown menu.
 - A red arrow points to the 'Go to Payment' button.

After selecting the preferred payment method and verifying the total cost, you can complete the purchase by clicking “go to payment”. If have select to pay by instalments (CCV, standing order or card), a payment plan will be automatically created for you and you’ll be redirected to the recap booking page.

Recap Bookings

Card Instalment

You have chosen to pay by instalments, the full payment must be received before the end of the activity/holiday booked.

Please choose your debit date from the drop down list below, the system will automatically calculate the number of payments and the amount for each of them.

Total Gross: 62.40

A first payment by card of £26.20 will be taken now the balance will be taken in instalments as per the schedule below

Total Booking	£62.40
Childcare Payment	£10.00
Card Payment	£52.40

Childcare Voucher/Tax Free Childcare

I'll use childcare vouchers/tax free childcare

Provider: Amount: Remove

monthly

Maximum payment by childcare voucher/tax free childcare per month is £486

Your payment plan is based on the activities booked and their duration. If you are using monthly childcare voucher/tax free childcare payments and they do not cover the total amount due you can select an additional payment method below

Monthly card instalments can vary when you book

Please, use the booking reference when sending your invoice

Select Payment Day	Amount	CCV/TFC
01/06/2018	£26.20	£0.00
09/07/2018	£26.20	£10.00

[Click here to accept MyPlayService Terms & Conditions](#)

Go to Payment

Cost summary

Choose your payments dates

STEP 8: Accessing to booking details

All bookings made are available from the top bar menu. You can access the listing of bookings made by clicking on 'My Bookings'. Check the payments made, the upcoming payments if there's an instalment plan created or cancel some sessions if the club allows to do so.

The screenshot shows the 'MY BOOKINGS' section of the parent's account. The top navigation bar includes 'HOME', 'BOOK', 'MY BOOKINGS', 'MY ACCOUNT', 'MY CHILDREN', and 'CONTACT US'. A 'LOG OFF' button is in the top right. The main content area shows a list of bookings with columns for 'Pay', 'Booked on', 'Booking Ref', 'Gross', and 'Balance'. Three callouts provide instructions: one points to the 'pay' checkbox, another points to the 'Booking Ref' column, and a third points to the 'View all bookings in calendar' link.

Pay	Booked on	Booking Ref	Gross	Balance
<input type="checkbox"/>	05/06/2018	PS269651/579 Summer Camps Emily	£32.00	-£32.00
<input type="checkbox"/>	01/06/2018	PS266271/745 Summer Playscheme After-school club Late stay Emily Cleared	£61.50	£0.00
<input type="checkbox"/>	01/06/2018	PS266237/204 BC&ASC Summer Playscheme Theo Fully cancelled	£2.00	£0.00

After selecting the booking reference, payments made, dates booked, and invoices will be accessible. You can login to your account and check this information at any time you need to.

The screenshot shows the 'Booking Details' page for a specific booking. The top navigation bar is the same as in the previous screenshot. The page is divided into several sections: 'Booking Details', 'Booking Status', 'Dates booked', 'Payments made', 'Cancellation for this activity is not permitted, please contact your centre', and 'Invoice(s) / Credit Note(s)'. A callout points to the 'Booking Status' section, which shows the booking cost and amount left to clear.

Booking Details	
Centre	Bridge Kids
Activity	Summer Camps
Ref Number	PS269651/579
Booked on	05/06/2018 10:53:03
Booked by	Parent Demo

Booking Status	
Booking cost	£32.00
Amount left to clear this booking	£32.00