

# Club Booking Guide



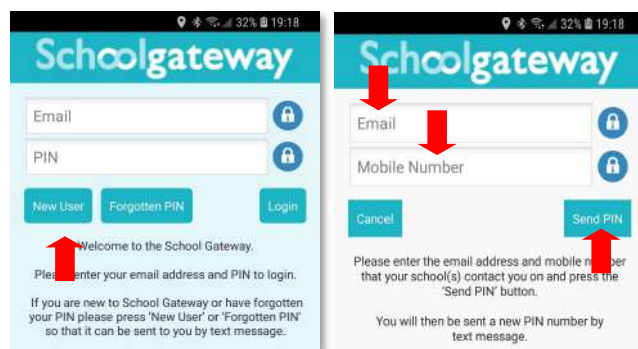
Follow this simple to use guide to book your child(ren) into any of the clubs offered by the school from January 2019

## Step 1

On your phone or tablet (both iOS and Android devices are supported) search for [School Gateway](#) and install it. Open the app.

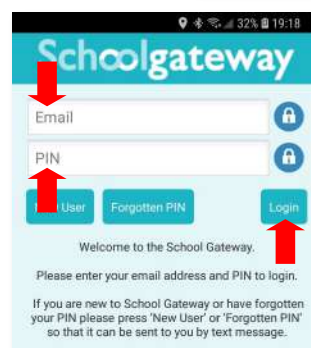
## Step 2

Click on the [New User](#) button. Enter your email address and your mobile number. Click on the [Send Pin](#) button. A code will be sent to your mobile phone.



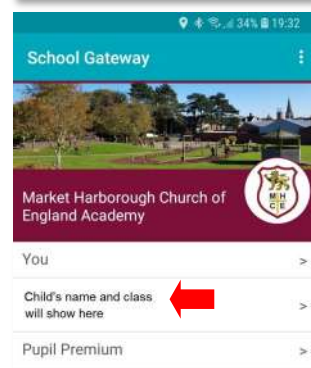
## Step 3

When you receive the pin number, enter it along with the email address you used in step 2 and click on the [Login](#) button



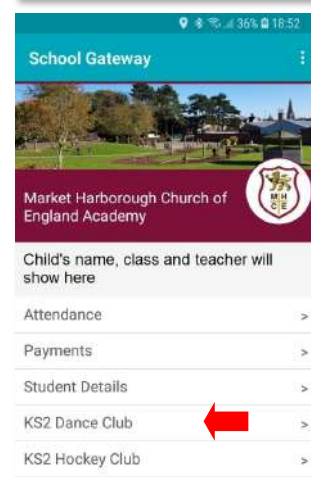
## Step 4

You will then see your child(rens) details. Click on their name to continue the booking process.



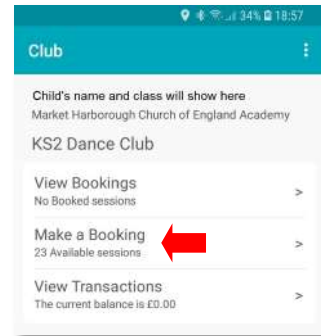
## Step 5

A list of all of the clubs available to your child(ren) will then be shown. You may need to scroll down to see them all. Some clubs are only open to specific age ranges. Click on the club name you wish to book.



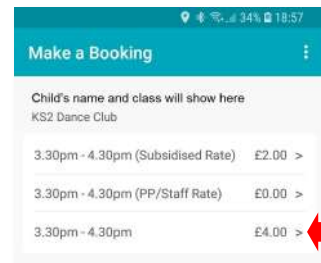
## Step 6

Now click on [Make a Booking](#)



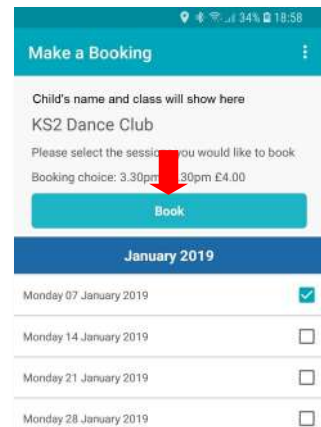
## Step 7

You will now see a number of payment choices. These are the regular rate, the subsidised rate and the Pupil Premium/Teachers rate. Click on the appropriate rate for your child(ren)



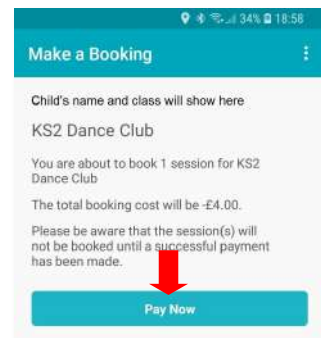
## Step 8

Choose the day(s) you wish to book your child(ren) into the club for. You can choose one day or book the entire term. Once you have picked the days, click on the [Book](#) button



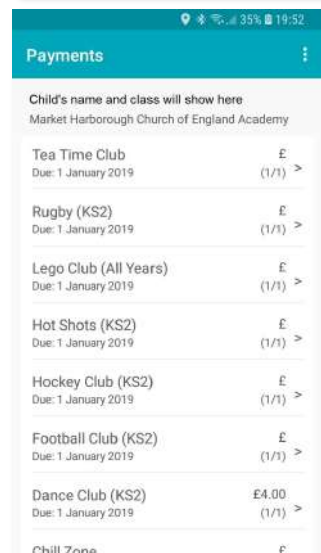
## Step 9

You will now see a confirmation screen which will show you your choices and the total cost of the bookings. To continue, click on the [Pay Now](#) button



## Step 10

Scroll down to the club you have booked and click on it.



## Step 11

The next screen will show you the club name, the total amount you are paying, a link to the Terms and Conditions on the school website, a consent button and a Comment field. You must click on the Consent button to agree to the Terms and Conditions. In the comments box, please enter any dietary and allergy information the club leaders needs to know.

Payments

Dance Club (KS2)

For: Child's name and class will show here

School: Market Harborough Church of England Academy

Due date: 1 January 2019

Amount: £ 4.00

Instalment: 1 of 1

Additional Info: By making a booking you are agreeing to our Terms and Conditions which can be found on our website: <http://www.marketharboroughcofe.co.uk/wp-content/uploads/2018/12/After-School-Club-Terms-and-Conditions-Jan-2019.pdf>

Consent (Required):

Comment: No dietary requirements or allergies.

Next


## Step 12

On the final screen, please enter your payment card details. Once you have entered all of the requested details, please click on the **Make Payment** button.

Payments

This transaction will appear on your card statement as 'schoolgatewa\*xxxxxxxxx'


Amount: £4.00 GBP

Card Number 

Card Number

Expiry

MM/YY

Security Code 

Security Code

Cardholder Name

Cardholder Name

Make Payment

If you have any questions then please email the school office at [clubs@mha.learnat.uk](mailto:clubs@mha.learnat.uk)

