

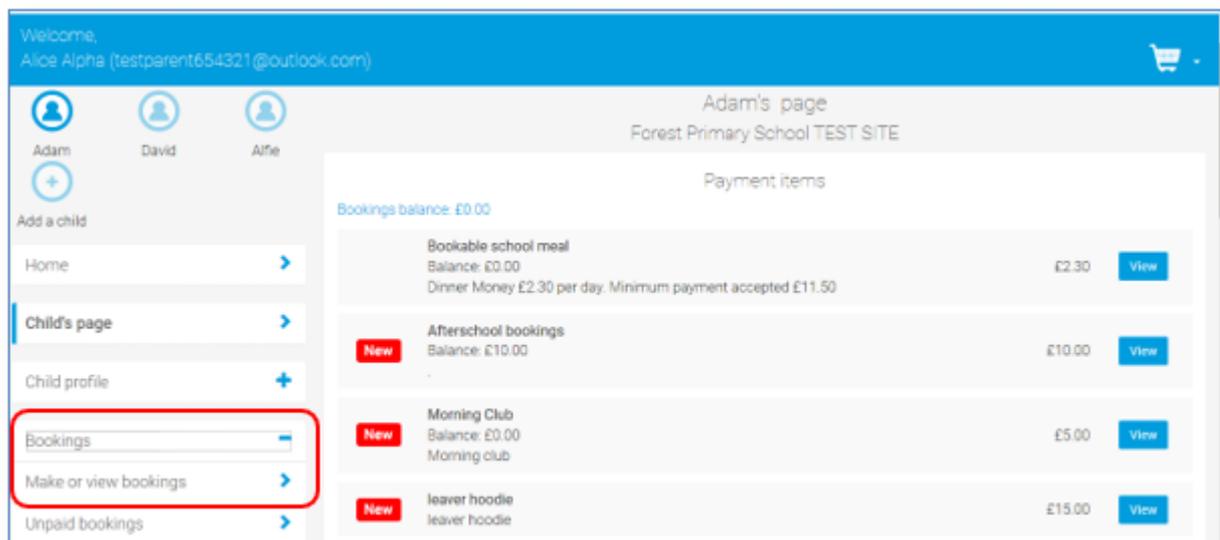
# Payer guidance – How to make a Club booking

If your child's school makes use of the ParentPay booking service, you will be able to book your child's Club places in advance of the session.

To check whether your child's school uses the booking feature, select the child you wish to view. The bookings option will be available in the left side menu (or in the menu drop down if using a mobile device).

## Making Club bookings

1. Go to [www.parentpay.com](http://www.parentpay.com) and log in
2. Select the child to make bookings for
3. Select **Bookings > Make or view bookings**



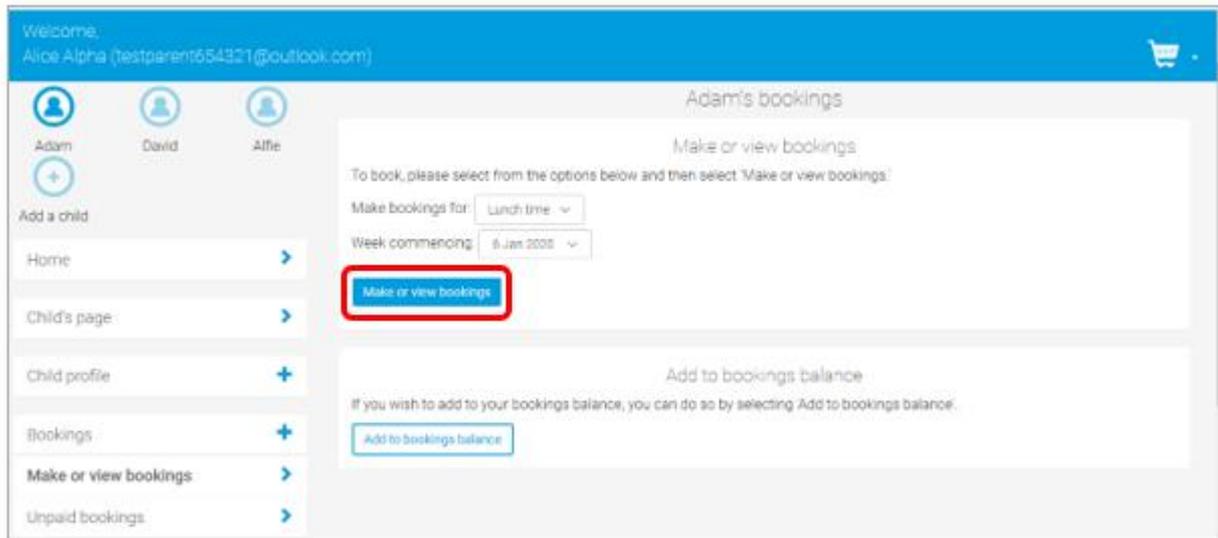
4. Select the time of day that you wish to make a booking for:

**for the First Session this is ASC First Session**

**for Both Sessions it is ASC Both Sessions**

5. Select the week to view

## 6. Select **Make or view bookings**

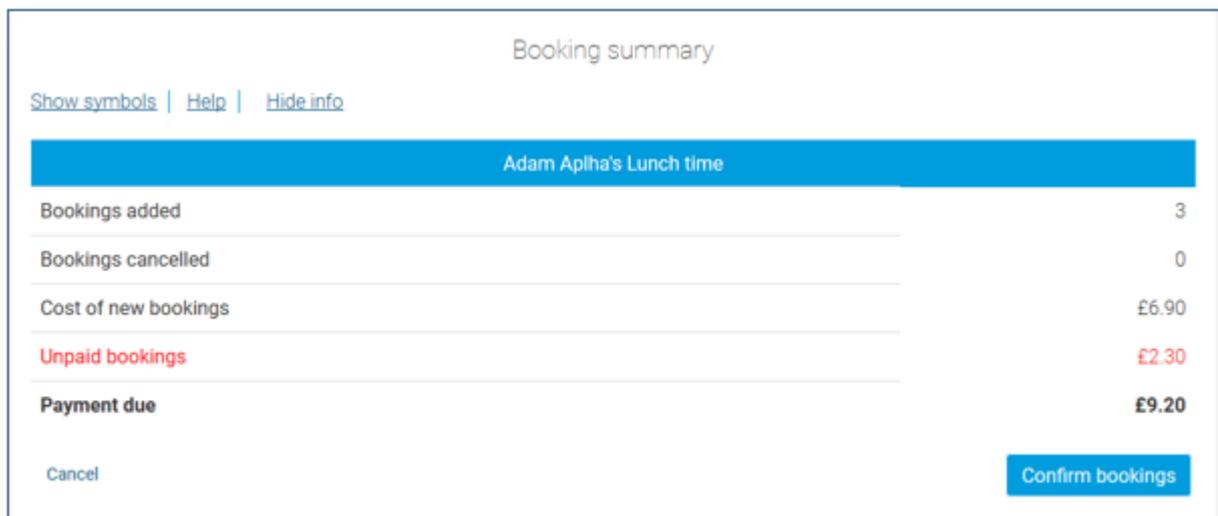


## 7. You will then be presented with a booking screen.



## 8. Select the required days to book.

## 9. A summary will be displayed at the bottom of the page with any previous unpaid bookings shown in red



**WARNING:** Any bookings must be confirmed and (if required) paid for within 2 hours of selecting them. Failure to do so will result in the bookings being automatically cancelled.

10. Review the booking summary, and select **Confirm booking**.

11. Any credit in your Parent Account will be used to pay for the bookings. Any remaining cost can be paid by Bank Transfer (if enabled), Visa Checkout or Other payment method

The screenshot shows a shopping basket and order summary. The basket contains one item: 'Adam - Bookable school meal' for £9.20. Below the basket is a yellow banner for 'Children in Need' with a 50p donation button. The order summary shows a total of £9.20, with a credit of -£0.00 from the Parent Account, resulting in an amount to pay of £9.20. Payment options include Bank Transfer, VISA Checkout, and Other payment method. A 'Continue shopping' link is also present.

Basket			
Item	Total cost	Edit	Remove
Adam - Bookable school meal	£9.20		

**Children in Need** 50p  
[Tell me more](#) [Add donation](#)

Order summary	
Items:	£9.20
Total:	£9.20
Pay by Parent Account credit:	-£0.00
<b>Amount to pay:</b>	<b>£9.20</b>

Pay by

- [Bank Transfer](#)
- [VISA Checkout](#) Tell Me More
- [Other payment method](#)
- [Continue shopping](#)