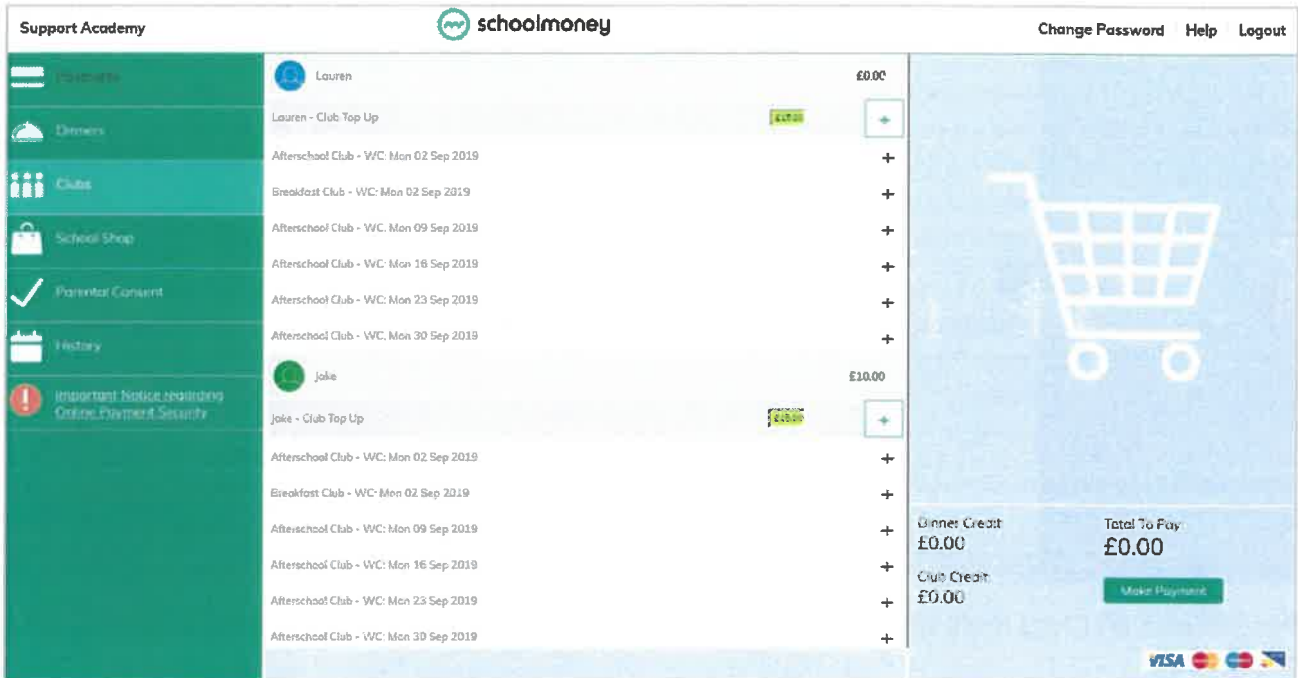


## 4.2 Club Bookings

If your school asks you to pre-book your child's club sessions then this will be found in the Clubs section of the options menu.

Each club that is available to book will appear underneath your child's name and will be listed in date order. They appear on a week by week basis.



The screenshot shows the 'schoolmoney' interface for 'Support Academy'. It displays a list of club bookings for two children: Lauren and Jake. The bookings are listed in date order. A shopping cart icon is visible on the right, and a 'Make Payment' button is at the bottom right.

- Click on the + sign next to the week you would like to pre-book. This will open the booking and show you the days that are available
- Click on the drop down box next to the day you would like to book and choose the session you need



The screenshot shows the booking interface for 'Afterschool Club - WC: Mon 19 Mar 2018'. It displays a table with days of the week and dropdown menus for selecting the number of sessions and the price. The total is £4.00. Buttons for 'Reserve Now' and 'Add To Basket' are visible.

Day	Selection
Monday	1 - £2.00 (1 hr)
Tuesday	1 - £2.00 (1 hr)
Wednesday	0
Thursday	1 - £2.00 (1 hr)
Friday	0

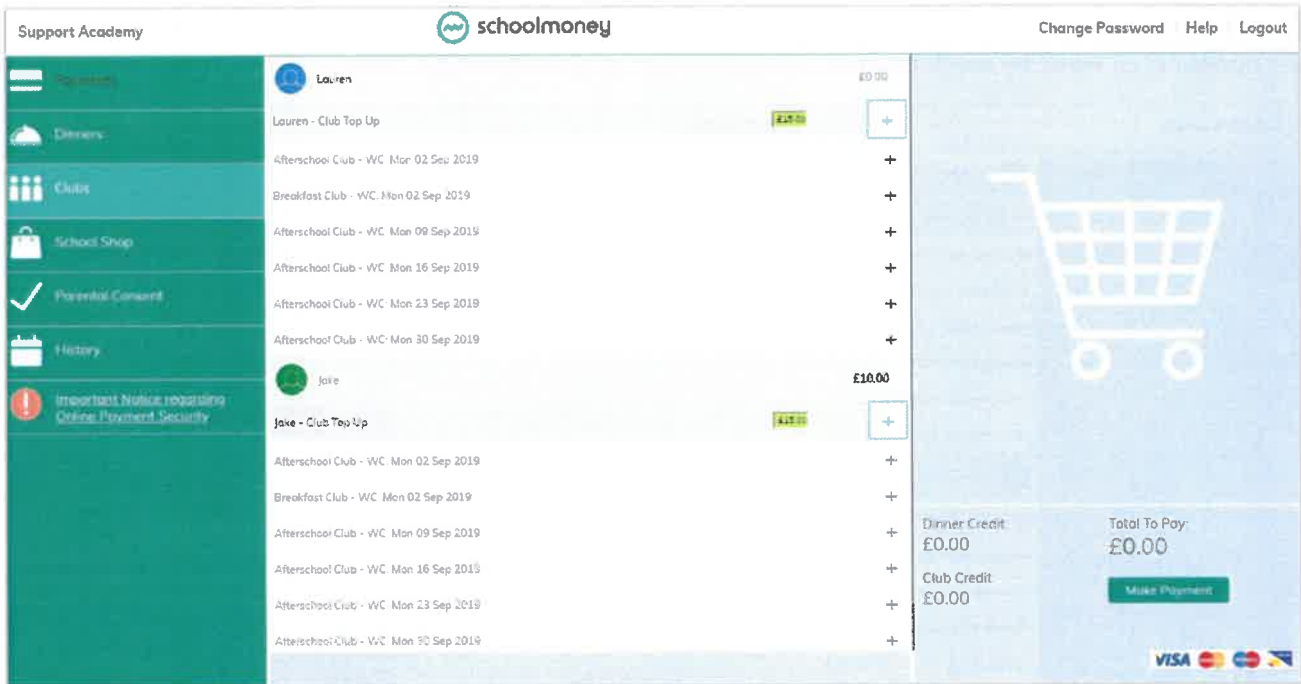
Total £4.00 [Reserve Now](#) [Add To Basket](#)

- Once all sessions have been chosen, click 'Add to Basket' or if available and you do not want to pay yet, 'Reserve Now' in the bottom right hand corner.

## 4. Clubs

### 4.1 Club Top Up

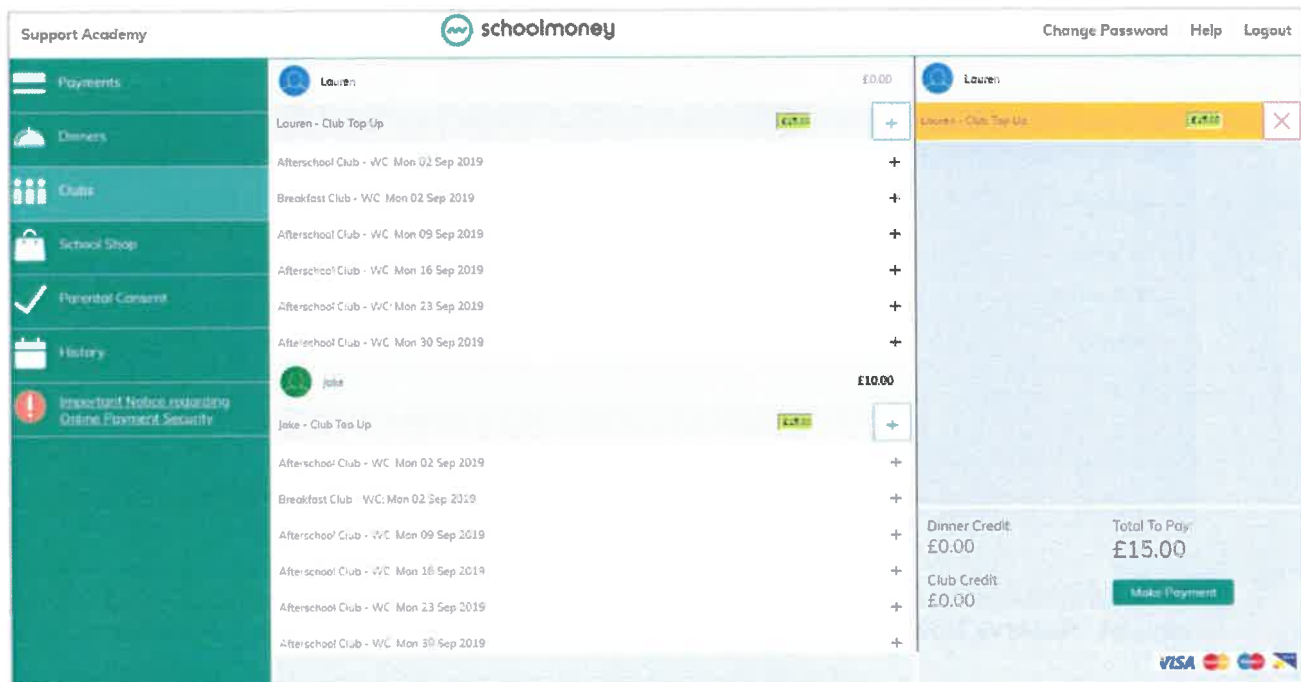
If your school asks you to top up your child's club account then this will be found in the Club section of the options menu.



The screenshot shows the 'schoolmoney' interface for a parent named Lauren. On the left is a navigation menu with options like Payments, Dinners, Clubs, School Shop, Parental Consent, History, and an Important Notice. The main area shows a list of club items for Lauren and Jake. Each item has a green box for the amount (currently £1.00) and a plus sign to add it to the basket. On the right, there is a shopping basket icon and a 'Total To Pay' section showing £0.00. A 'Make Payment' button is visible at the bottom right.

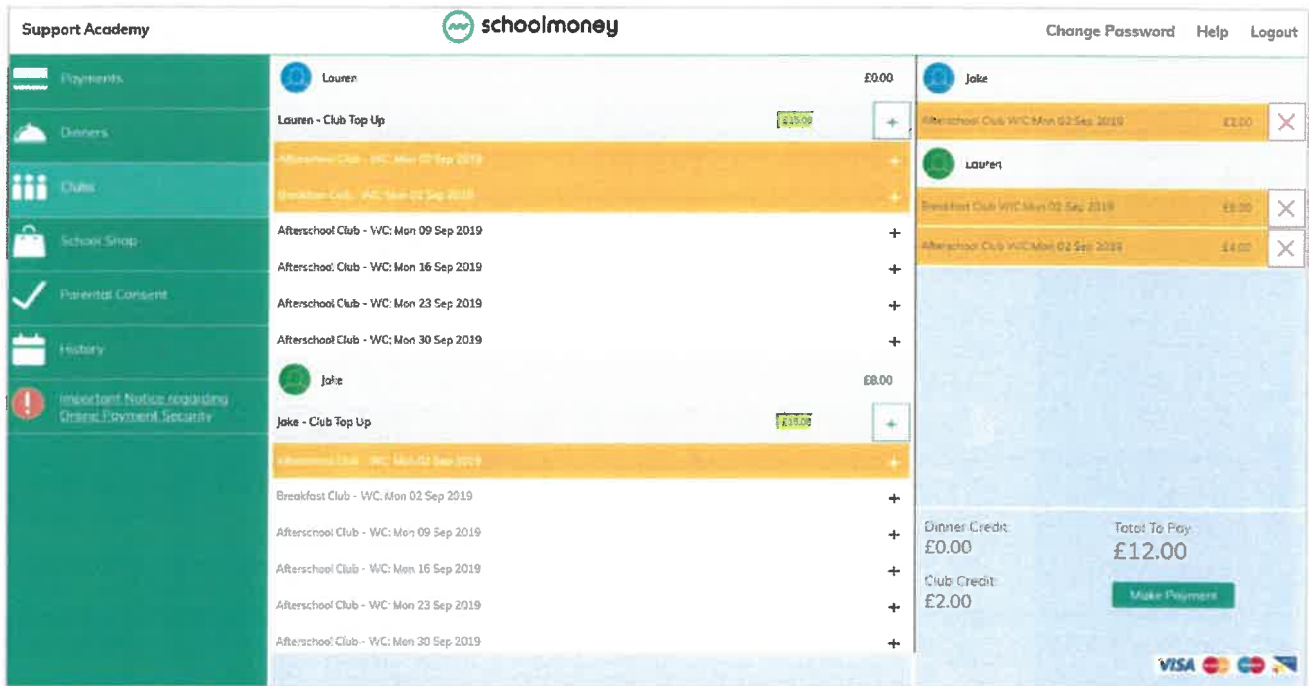
When you click on Clubs it will come up with a screen that shows your child's club balance with the option to top up below.

To top up, change the cost in the green box to the amount you would like to pay and click the + sign. This will add the cost to the total at the bottom of your screen, as well as your basket.



This screenshot shows the same 'schoolmoney' interface as the previous one, but now the 'Clubs' option is selected in the navigation menu. A yellow notification box at the top right says 'Lauren - Club Top Up' with a close button. The 'Total To Pay' section now shows £15.00, indicating that the £1.00 item has been added to the basket. The 'Make Payment' button remains visible.

**Please Note:** Reserve Now may not be a feature available when booking. Allowing reservations for sessions without payment, is at the discretion of the school.

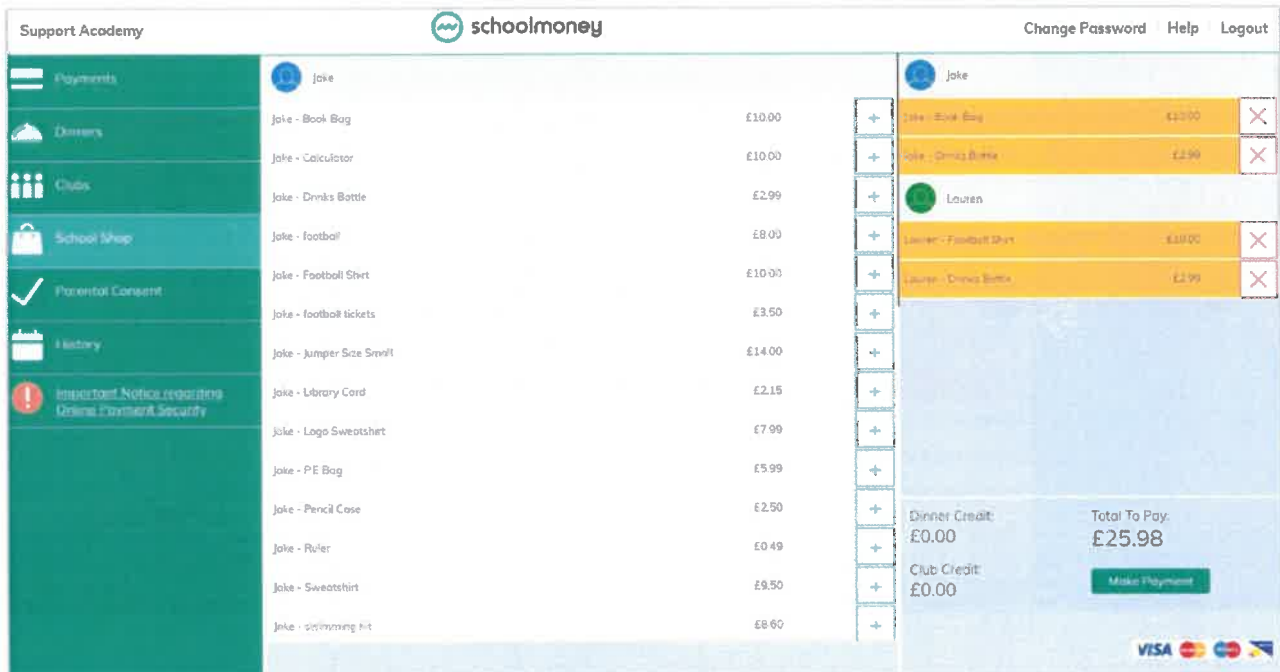


The screenshot shows the 'schoolmoney' interface for 'Support Academy'. It displays a shopping basket for two children: Lauren and Jake. Lauren's basket includes a 'Club Top Up' for £2.00 and several 'After-school Club' sessions for £4.00 each. Jake's basket includes a 'Club Top Up' for £2.00 and several 'After-school Club' sessions for £4.00 each. The interface also shows a summary of the total to pay (£12.00) and a 'Make Payment' button. Logos for VISA, Mastercard, and other payment methods are visible at the bottom right.

- A pop up box will appear letting you know that the booking has been saved. The club will highlight in yellow to show that it has been added to your basket.
- Repeat for any other weeks you want to book.

## 5. School Shop

If there is a school shop in which you can purchase items such as uniform or stationery, then the school may make this available in the shop section of the system. This section will always be available for you to log in and order/pay for.



Item	Price	Quantity	Total Price
Jake - Book Bag	£10.00	1	£10.00
Jake - Calculator	£10.00	1	£10.00
Jake - Drinks Bottle	£2.99	1	£2.99
Jake - football	£8.00	1	£8.00
Jake - Football Shirt	£10.00	1	£10.00
Jake - football tickets	£3.50	1	£3.50
Jake - Jumper Size Small	£14.00	1	£14.00
Jake - Library Card	£2.15	1	£2.15
Jake - Logo Sweatshirt	£7.99	1	£7.99
Jake - PE Bag	£5.99	1	£5.99
Jake - Pencil Case	£2.50	1	£2.50
Jake - Ruler	£0.49	1	£0.49
Jake - Sweatshirt	£9.50	1	£9.50
Jake - swimming kit	£8.60	1	£8.60

Item	Price
Jake - Book Bag	£10.00
Jake - Drinks Bottle	£2.99
Lauren - Football Shirt	£10.00
Lauren - Drinks Bottle	£2.99

Dinner Credit: £0.00  
 Club Credit: £0.00  
**Total To Pay: £25.98**  
[Make Payment](#)

You will be able to purchase items for all of your children, so please ensure the correct child is selected. Please make sure to scroll right down to the bottom of the page if you have more than one child at the school as they will be listed alphabetically.

Select the + sign next to the item you would like to purchase. This will add the cost to basket on the left hand side of the screen.

If you want to purchase more than one item, select the + sign as many times as you need.