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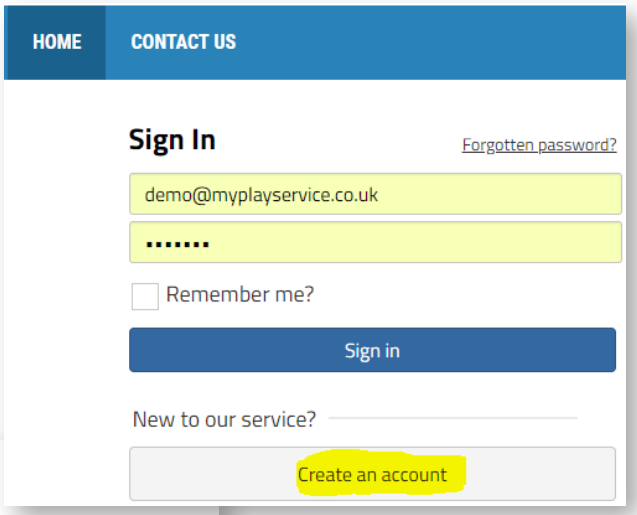


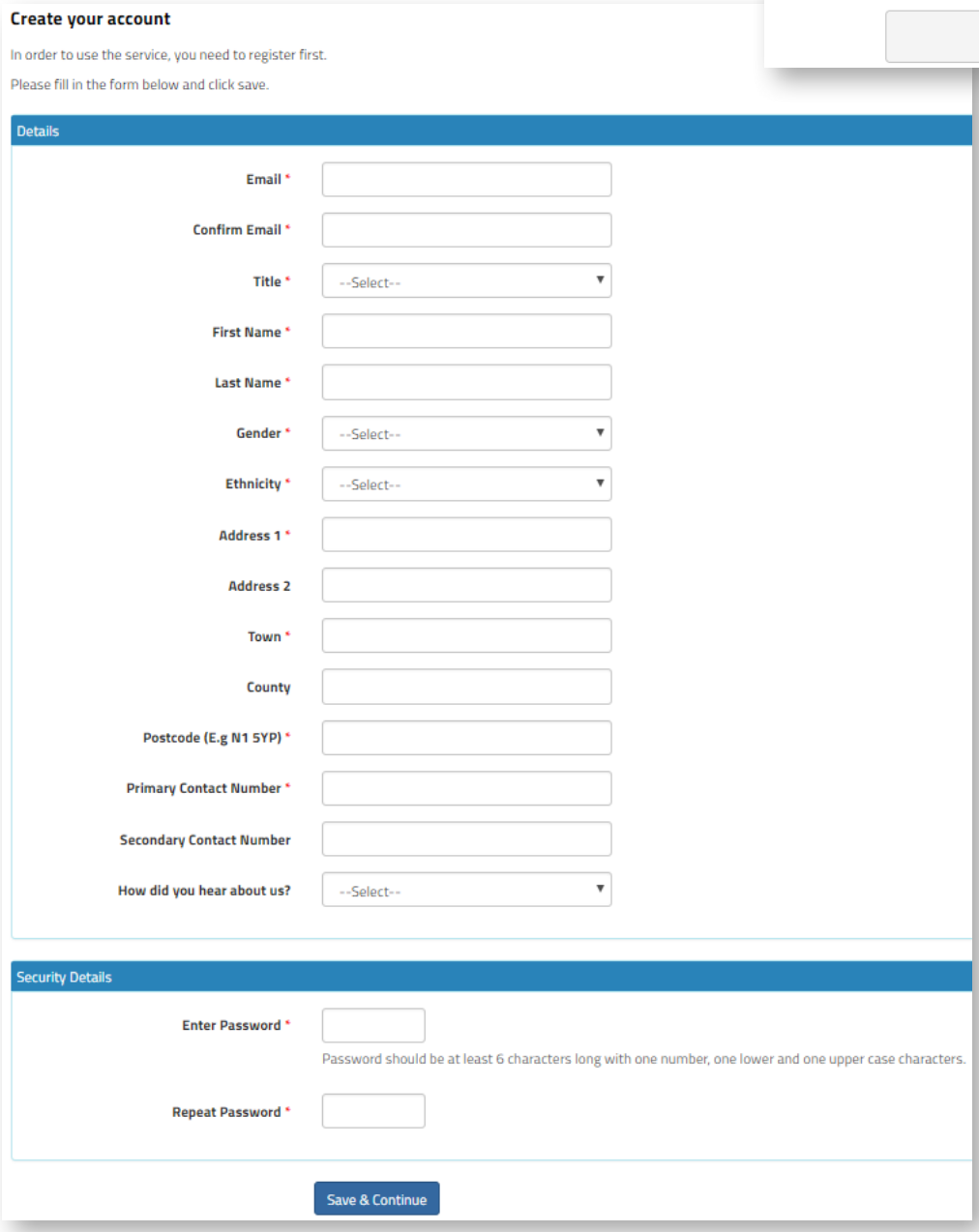
## STEP 1: Creating An Account

Magic Booking Parent Portal:
https://EveshamAdventure.magicbooking.co.uk

Click the button 'Create an account'

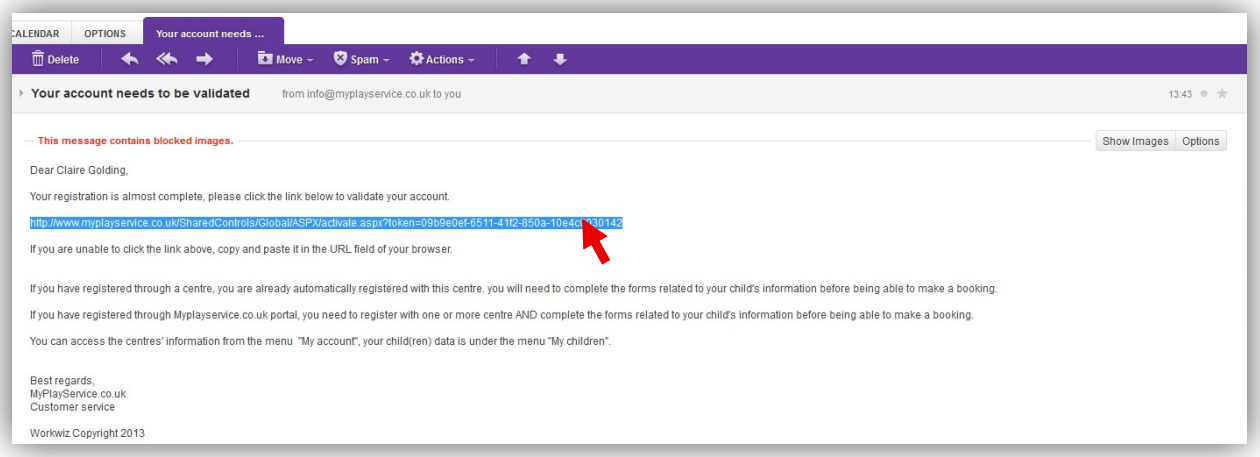
Fill out the form shown below, using a valid email address as you will be asked to validate it via a link sent to that same email address. Only one account per familly should be created.





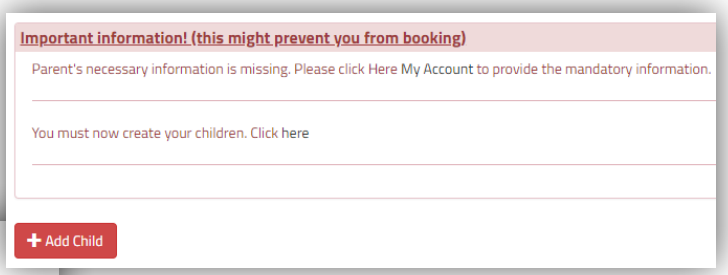
When you click the button ‘Save & Continue’, an email will automatically be sent to the email address you used. Check your mail box, including your junk folder and validate your account by clicking the link in the email.If the link is not ‘active’, i.e. it is not clickable, simply copy and paste it in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

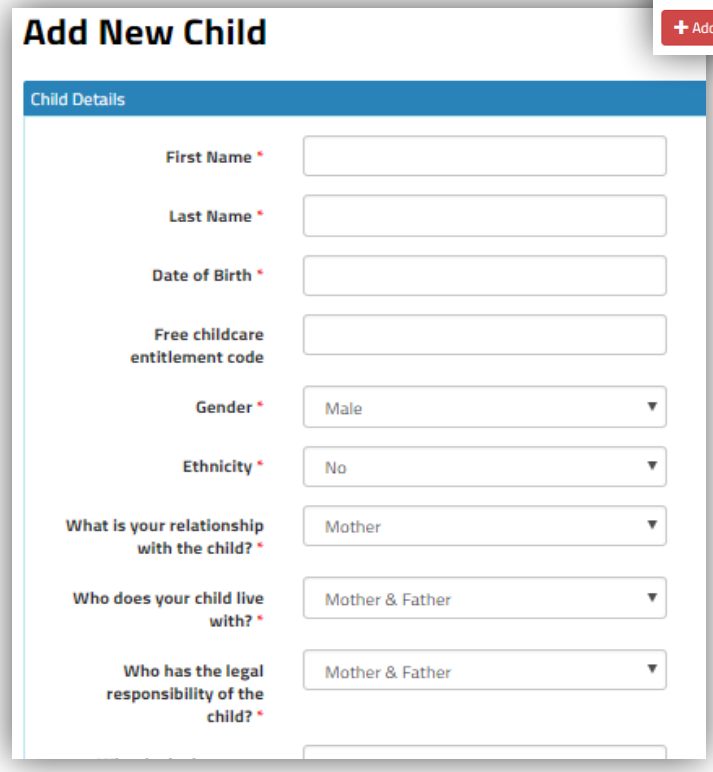



Then follow the steps below.

## STEP2: Register your child

You now need to add your child’s details, navigate to the menu ‘My Children’.

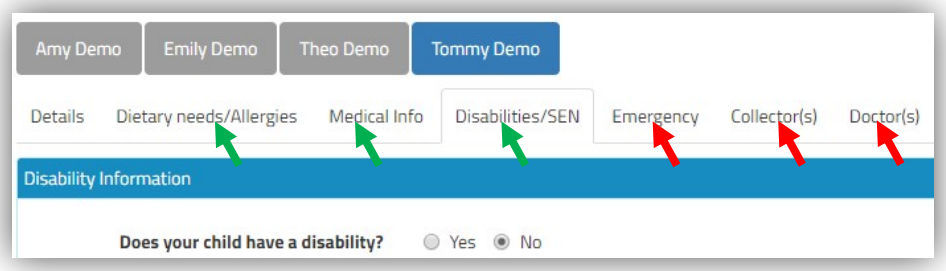



Click the button ‘Add Child’. Complete the first form, then save.

Now, click each tab (Dietary needs/Allergies, Medical Info, Disabilities/SEN, Emergency contacts, Collectors and Doctors) and complete the forms (see below). Some areas will be mandatory/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 – Therefore we ask you also let staff know in person to ensure a child's maximum safety.

**Disability & Special Needs**

Again, it is important for your child's wellbeing and safety that staff members are aware of any disabilities or Special Needs your child might have so that we can accommodate the best we can to suit their needs.

**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. We currently enforce 3 emergency contacts/collectors as minimum.

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

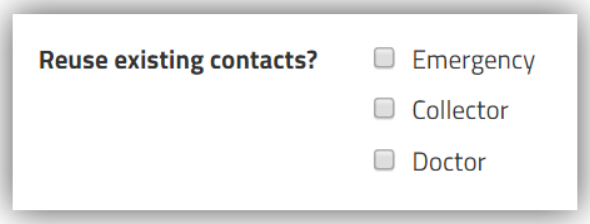
**Doctor**

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

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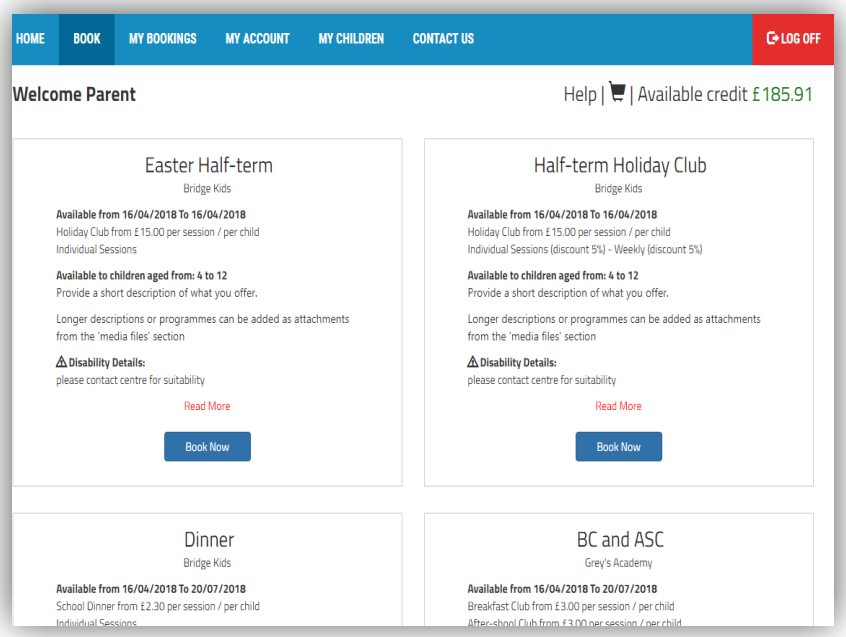
***Note:*** When you register a second child, additional contacts (collectors, Emergency contact and doctor) can be reused. Simply tick the relevant check boxes at the bottom of the child's details form, so you won't need to re-enter the same information again.




## STEP 3: Book an activity

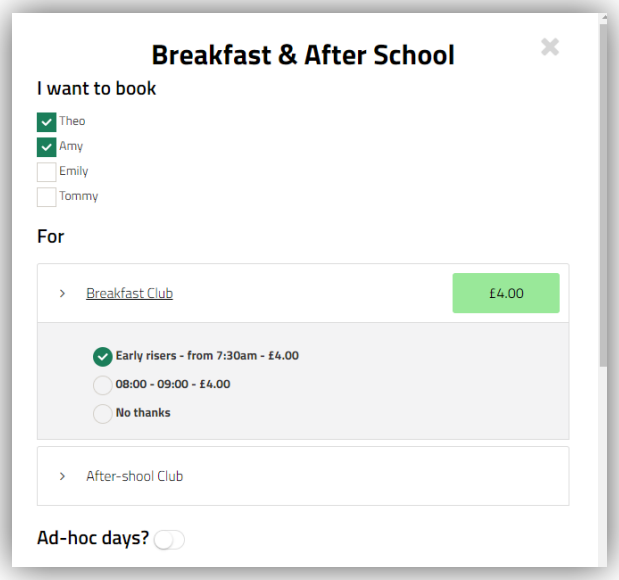
Once you have completed the above steps you can book activities online. The system automatically checks your child's age group and you will only be offered activities available for the child(ren) selected and at the centre you are registered with

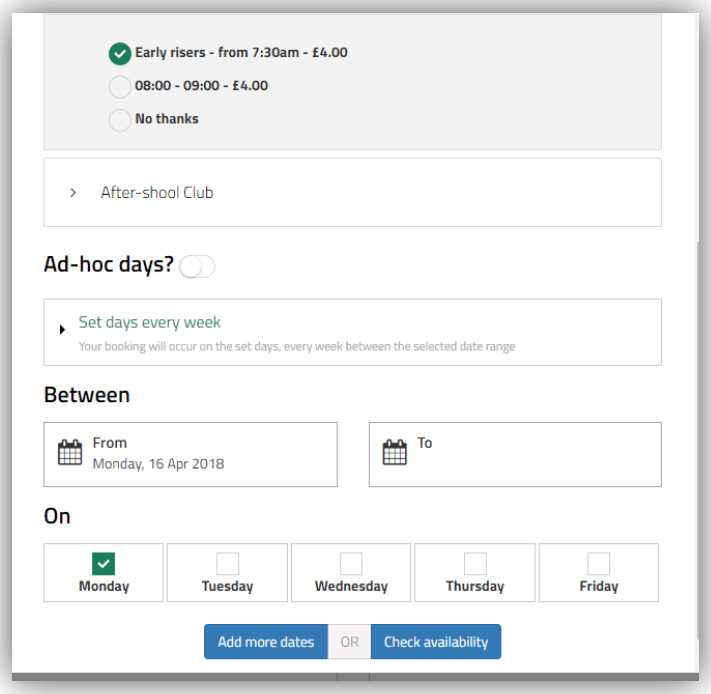
Available activities are listed on the page along with some information, pictures and documents to be downloaded (when available).



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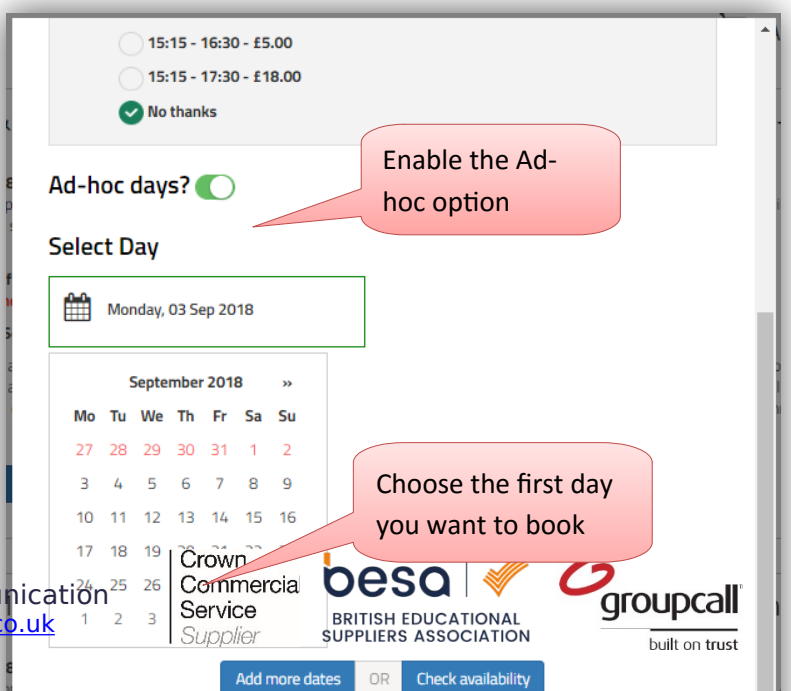




To book an activity, click 'Book Now', select the child(ren) you want to book. Select the date range, or pick days (if available), select the days of the week and sessions. When booking a date range the days and sessions will be repeated throughout the period selected., and check availability.

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

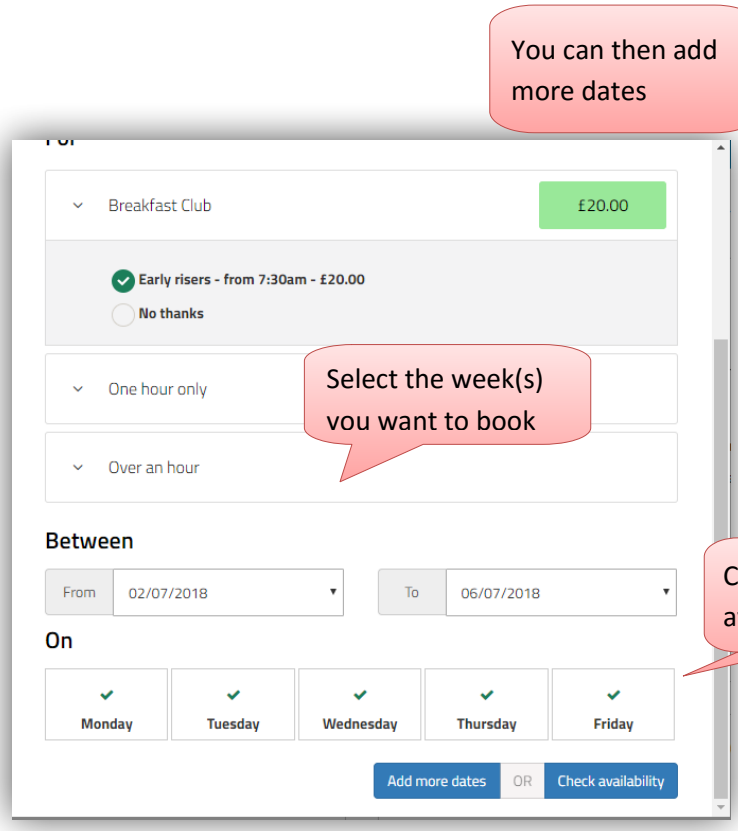
On a daily basis(as described above), you select the start and end date of the period, the week days and sessions are repeated throughout the period chosen. It is possible to remove some random dates the 'availability page', for example, if the grand-parents are going to be around on a particular week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



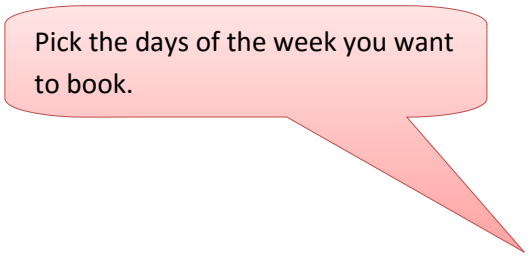
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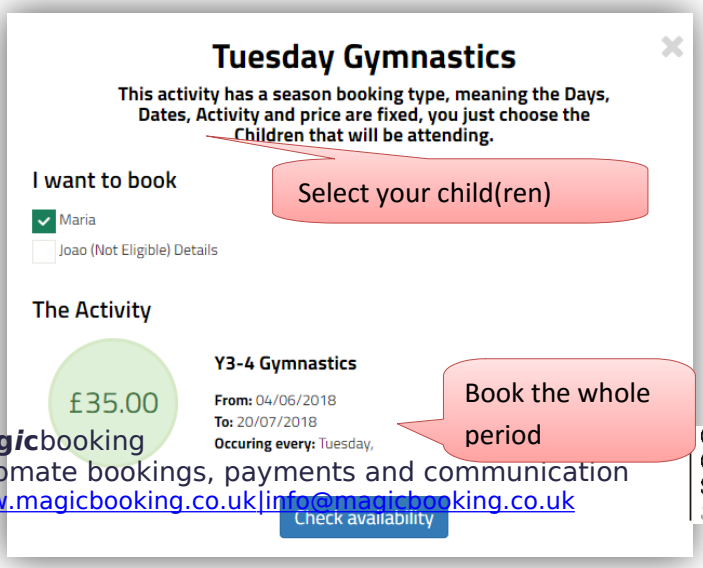

On a weekly basis, you must book one or more full weeks, you can only select the beginning and the end of the week from the drop down list.

eating 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.









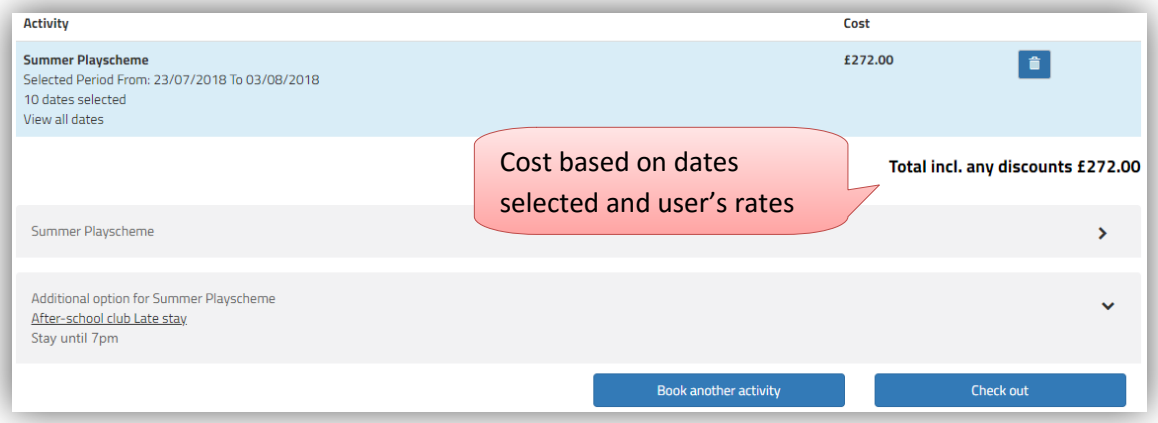

For whole period bookings,you cannot choose the days, all available days in the period will be booked.

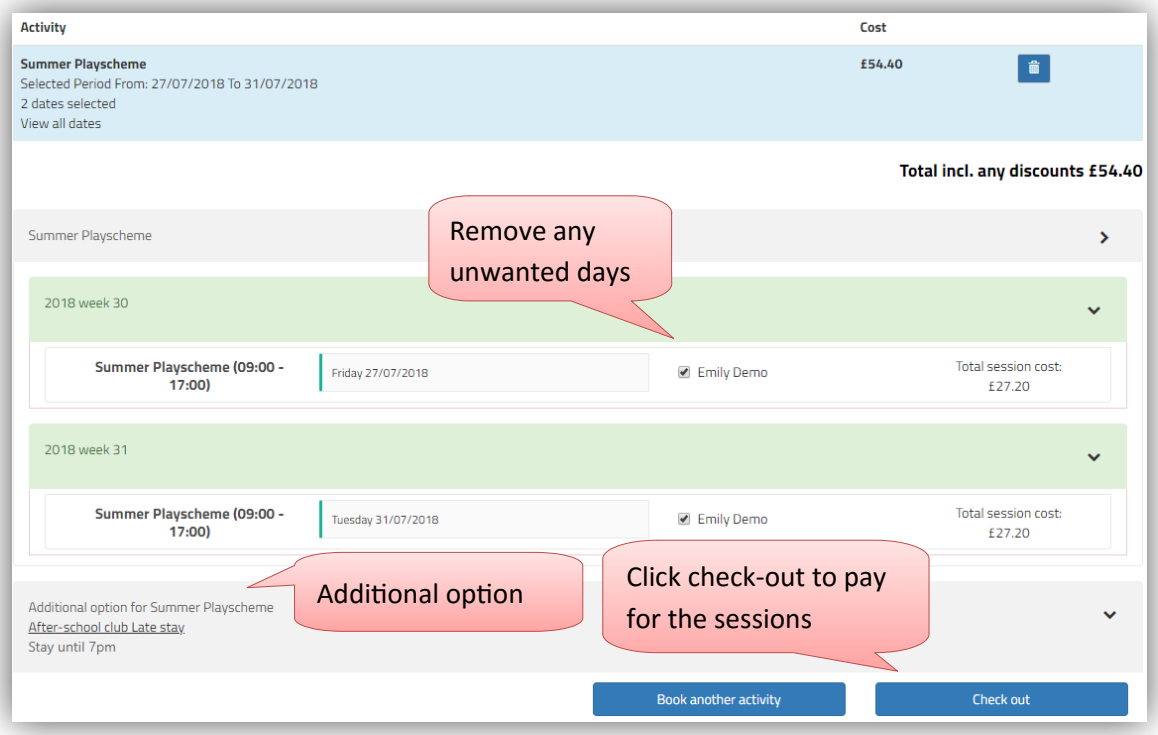


***Note 2:***When the activity is bookable on a daily basis, you can amend the days selected on the following screen (availability page), e.g.: if you are booking your child for the after-school club every day of the week for 3 months but you need to remove a few days in the period, you will be able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

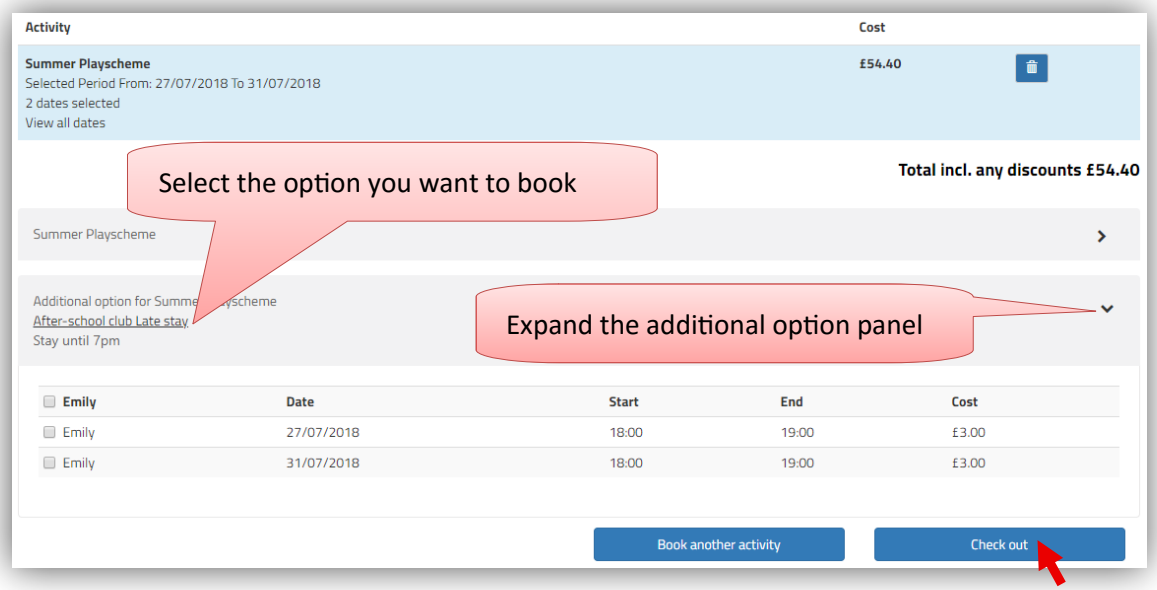





## STEP 4: Add another activity or book options

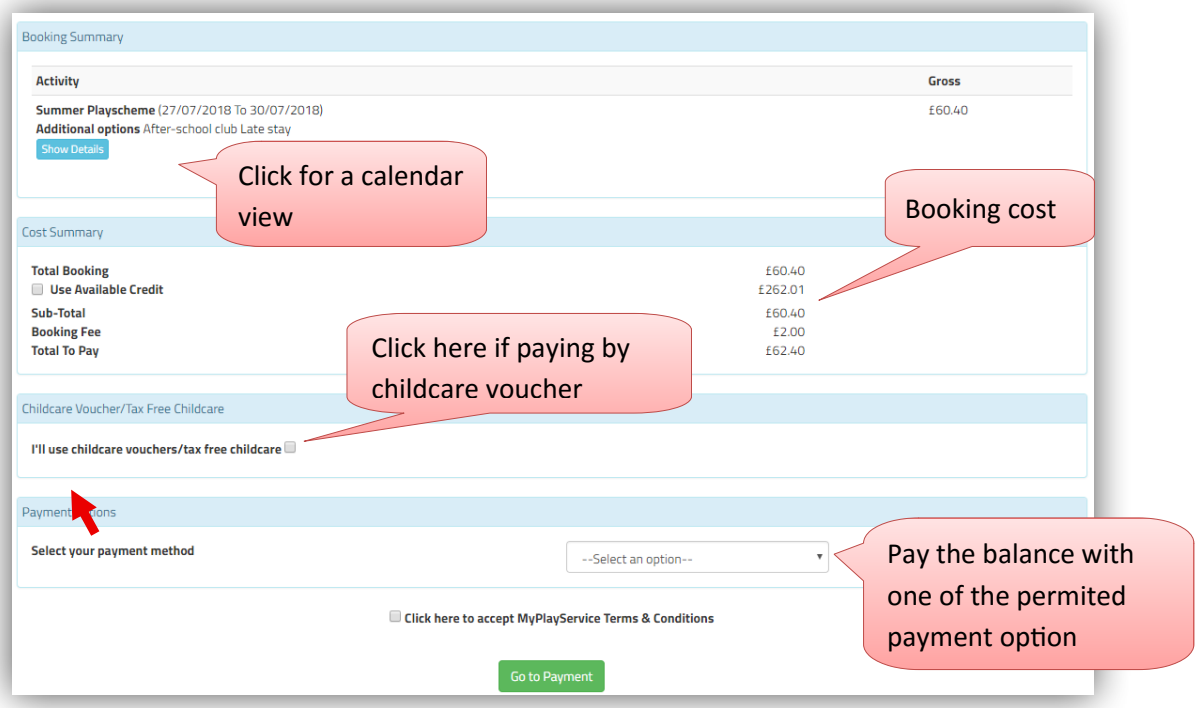
You can book another activity for the same or another child, to do so, click “Book another activity” and repeat the process described on Step 5.

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.



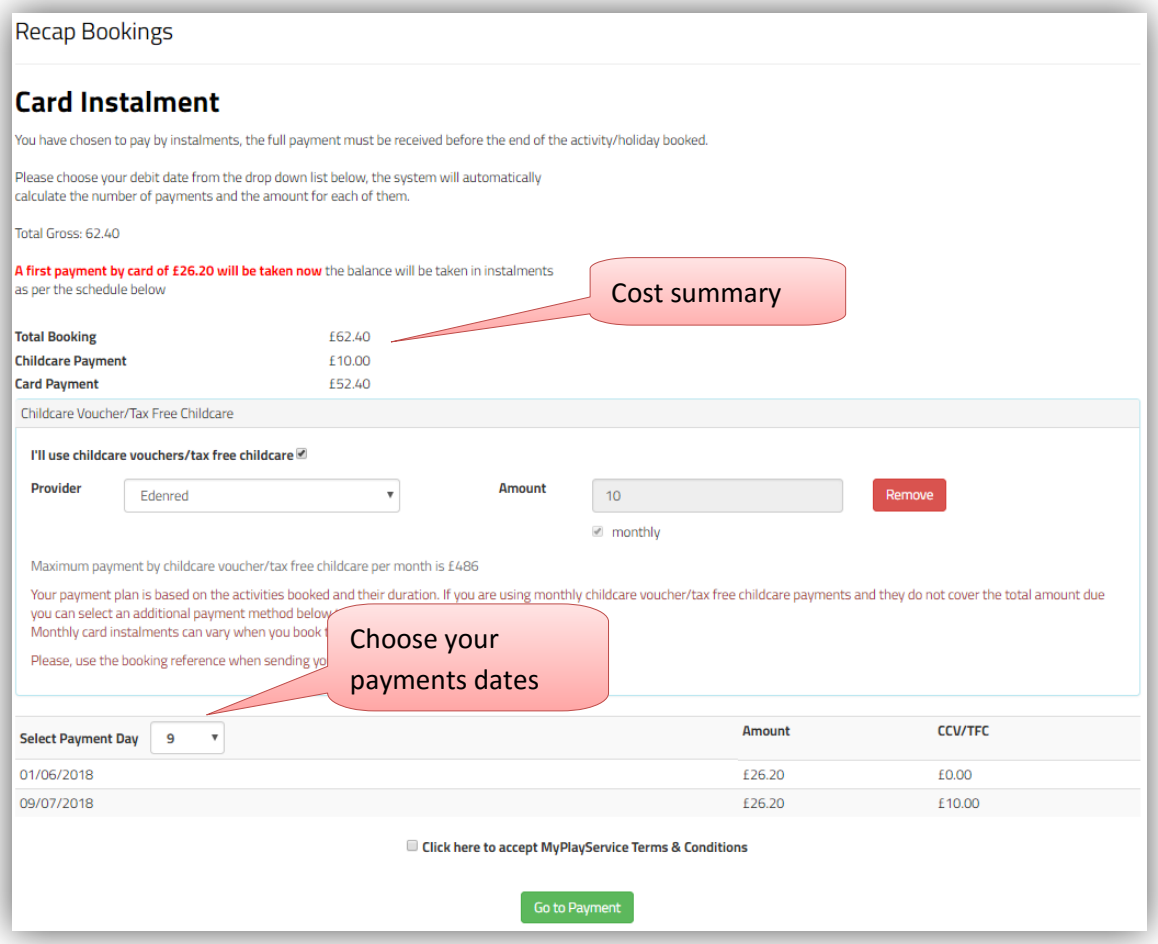

## STEP 5:Complete your booking

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).





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.

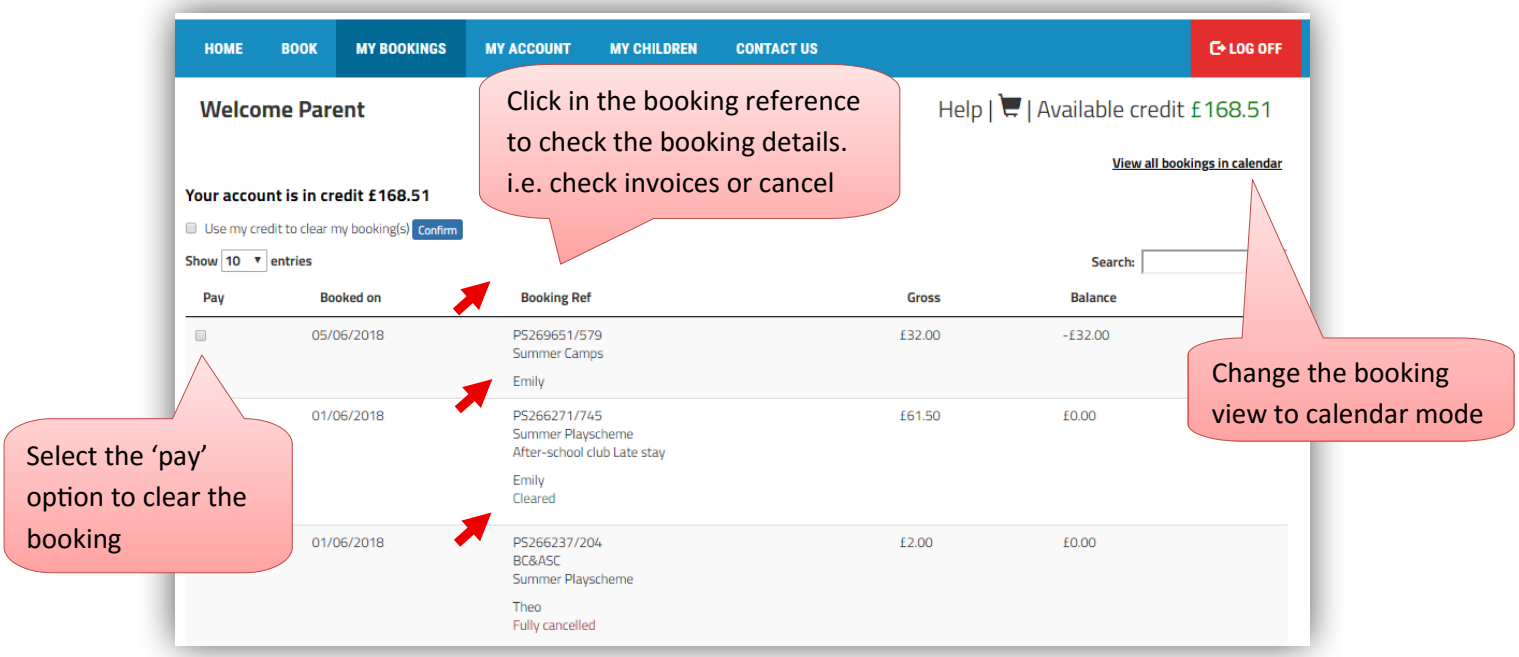


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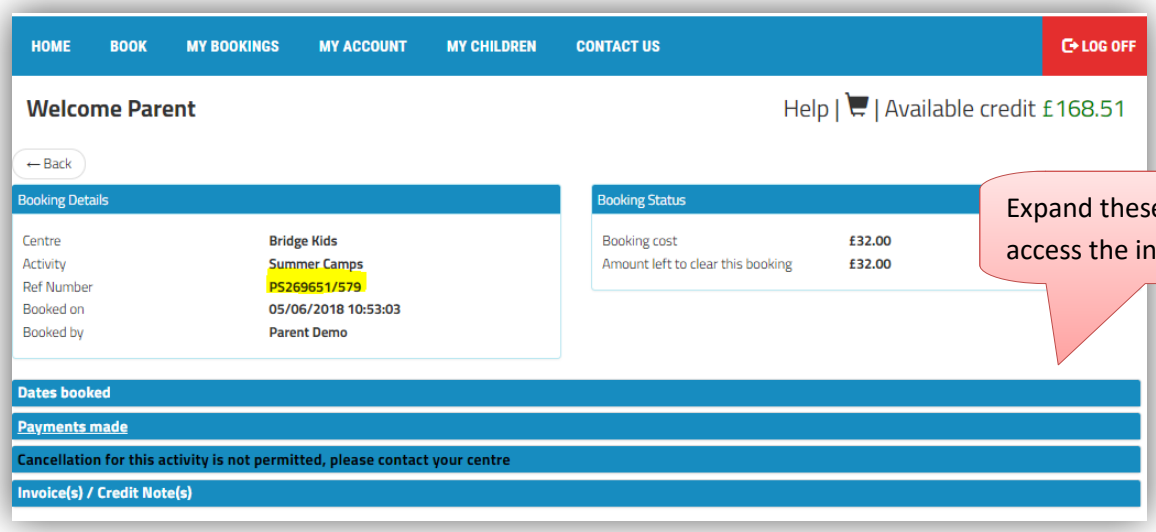


## STEP 6:Accessing to booking details

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.




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



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## Tip for telephone shortcut

For a quick and easy access to your organisation' booking page, we suggest that you create a shortcut on your phone, so that you can access the correct URL easily:

### On Android

Go tohttp://yourcentrename.magicbooking.co.uk, then, click the 3 little dots on the top right-hand side, and select 'Add to Home Screen'

### On iPhone

Go to http://yourcentrename.magicbooking.co.uk, then, click the square icon with an arrow going up at the bottom of the screen, then scroll across to 'Add to Home Screen', and click 'Done.

On a computer or laptop, use the 'Bookmark' option.