



## Booking guide

\*Note if you are booking for multiple children you will need to repeat the steps below for each child\*

1. From the main Parent Portal page, scroll down to the Activities section and click on the field with your child's name and Clubs in.
2. The bottom section will display any clubs that are currently open for them to join. Click on Red & Ready to open up that club's information page.
3. The club information page will display membership and timetable information. To sign your child up for the club simply click on Register For This Club at the top of the page.
4. Choose the membership to sign up for - you can select flexible dates (Daily sessions) or the whole half term (Spring Term 1).
5. Choose which membership periods to sign up to. This will present a list of dates to select (if you chose the Daily sessions membership) or a date range (if you chose Spring Term 1).
6. You will then be able to view the registration information and make changes before submitting payment.
7. Once you are happy with your selection click Pay Now to add your card details and make payment. If your payment is successful, you will receive confirmation. *Note only when payment has been made will your child be added to the Red & Ready register.*
8. You will then be returned to the club's information page, where the new membership will now be displayed.

**If you have any queries, please speak with Mrs Brown in the School Office**

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*"Learning together, learning for life!"*