

Booking Extended Schools Clubs Support

1.) Log into your Magic Booking account via <https://stjoanofarc.magicbooking.co.uk/Identity/Account/Login> and select the 'Bookings' tab at the top of the page.

The screenshot shows the home page of the Magic Booking system. At the top left is the school logo: "St Joan of Arc School™ Growing together". To the right is a navigation menu with buttons for "Home", "Book Activity", "Bookings", "Account", "Children", "Contact Us", "Help ?" and "Logout". The "Home" button is highlighted. Below the navigation is a large white box with a purple header that says "Welcome back to St Joan of Arc Catholic Primary School". To the right of this is a "Book an activity" section. It lists two activities: "5:00pm-5:45pm Childcare Late Provision Summer Term" and "Childcare Y3, Y4, Y5, Y6 - Summer Term". The first activity is associated with "Childcare Rec, Y1, Y2 - Summer Term".

2.) Here you will be able to see all of your bookings. You will now need to view the childcare booking you have made **for the autumn term** by clicking on the eye icon on the right side of the page. If you have made bookings for more than one child, you will have to do these separately.

The screenshot shows the "Bookings" page in the Magic Booking system. At the top left is the school logo. The navigation menu is the same as in the previous screenshot, but the "Bookings" button is highlighted. Below the navigation are four summary cards: "Account Balance" (-£256.00), "Overdue Balance" (£0.00), "Make payment(s)" (with a "Make a payment" button), and "Upcoming Instalments" (with a "View" button). Below these is the "Bookings" section, which has a "Calendar View" button. It shows a list of bookings with columns: "Pay", "Activity", "Ref", "Child(ren)", "First date", "Last date", "Balance", and "View Booking". The first row is for "Childcare Rec Y1 Y2 - Summer Term" with reference "PS2281715/122", child "Liam", dates "20/04/2022" to "13/07/2022", and balance "-£256.00". A blue arrow points to the eye icon in the "View Booking" column for this row.

Pay	Activity	Ref	Child(ren)	First date	Last date	Balance	View Booking
<input type="checkbox"/>	Childcare Rec Y1 Y2 - Summer Term	PS2281715/122	Liam	20/04/2022	13/07/2022	-£256.00	

3.) Next, you will select 'Amend Date(s)'

The screenshot shows the 'Bookings' page for St Joan of Arc School. At the top, there is a navigation bar with links for Home, Book Activity, Bookings (highlighted), Account, Children, Contact Us, Help, and Logout. Below the navigation bar, there is a 'Back to bookings' link. The main content area is divided into two sections: 'Booking Details' and 'Booking Status'. The 'Booking Details' section shows the booking ID PS2281715/122, the centre (St Joan of Arc Catholic Primary School), the activity (Childcare Rec Y1, Y2 - Summer Term), the booked on date (25/03/2022), and the booked by field. The 'Booking Status' section shows the booking cost (£256.00), the amount left to pay (-£256.00), and a 'Make a payment' button. Below these sections is a horizontal navigation bar with tabs for 'Dates Booked', 'Payments Made', 'Expected Payments', 'Amend Dates(s)', and 'Invoice(s) / Credit Note(s)'. The 'Amend Dates(s)' tab is highlighted with a blue arrow. Below the navigation bar is the 'Dates Booked' section, which includes a search bar and a table of booked dates. The table has columns for Date, Day, Time, Session, Child(ren), Status, and Cost. One entry is shown for 20/04/2022, Wednesday, 15:00 - 17:00, for Childcare Rec, Y1, Y2 - Summer Term, booked by Liam, with a status of 'Accepted' and a cost of £8.00.

4.) You will be brought to this page:

The screenshot shows the 'Amend Dates(s)' page. At the top, there is a navigation bar with tabs for 'Dates Booked', 'Payments Made', 'Expected Payments', 'Amend Dates(s)' (highlighted), and 'Invoice(s) / Credit Note(s)'. Below the navigation bar is the 'Select Dates' section. This section has a title 'Select Dates' and a subtitle 'Choose what you'd like to do'. There are two main options: 'Add Dates' (with a plus icon) and 'Cancel Dates' (with a minus icon). The 'Add Dates' option is selected. Below these options are several form fields: 'Activity' (Childcare Rec, Y1, Y2 - Summer Term), 'Activity Session', 'Extra Options' (Select), 'Dates' (20/04/2022 and 13/07/2022), 'Day of the Week' (Select All, Monday, Tuesday, Wednesday, Thursday, Friday), and 'Child(ren)' (Liam). Each field has a red asterisk indicating it is required.

5.) Select the following boxes:

- **Add Dates** at the top of the page
- **Activity Session** – click 'Select All' from the drop-down list
- **Days of the Week** – select the days you have booked for childcare
- **Extra Options** – whilst all clubs appear here, you will only be able to book the ones taking place on the days you have booked childcare for - please refer to the club timetable provided

You will only be able to select activities that are taking place on the days you are booking for childcare

The screenshot shows a web interface for managing childcare bookings. At the top, there are navigation tabs: "Dates Booked", "Payments Made", "Expected Payments", "Amend Dates(s)", and "Invoice(s) / Credit Note(s)". Below this is a "Select Dates" section with the heading "Choose what you'd like to do". It features an "Add Dates" button (circled in blue) and a "Cancel Dates" button. The form includes several fields: "Activity" (set to "Childcare Rec, Y1, Y2 - Summer Term"), "Activity Session" (circled in blue), "Extra Options" (set to "Select", circled in blue), "Dates" (from 20/04/2022 to 13/07/2022), "Day of the Week" (with checkboxes for "Select All", "Monday" (circled in blue), "Tuesday", "Wednesday" (circled in blue), "Thursday", and "Friday" (circled in blue)), and "Child(ren)" (set to "Liam").

6.) When you have selected as explained above, your page should look something like this. Then select 'Check Availability'.

The screenshot shows a 'Select Dates' form with the following fields and options:

- Choose what you'd like to do:** Two buttons: 'Add Dates' (checked) and 'Cancel Dates' (unchecked).
- Activity *:** Dropdown menu with 'Childcare Rec, Y1, Y2 - Summer Term' selected.
- Activity Session *:** Dropdown menu with 'All selected' selected.
- Extra Options:** Dropdown menu with 'Violin Reception, Year 1, Year 2' selected.
- Dates *:** Two date input fields: '19/04/2022' and '14/07/2022'.
- Day of the Week *:** Radio buttons for 'Select All', 'Monday' (checked), 'Tuesday', 'Wednesday' (checked), 'Thursday', and 'Friday'.
- Child(ren) *:** A person icon with a checked checkbox and the name 'Liam' below it.
- Check Availability:** A dark blue button with white text, located at the bottom right. A blue arrow points from the text 'select 'Check Availability'' in the instruction above to this button.

7.) Select all of the dates for this activity. **Please note, if you do not select all of the dates when that club is taking place, your booking may not be correctly processed meaning you will not have secured a place at the club. The dates may go over two pages.** Once selected, click 'Add Dates' at the bottom of the page.

Dates are marked with an 'x' to show the provision is closed on those dates (half terms, inset days, bank holidays, etc.)

Dates are marked with a '✓' to show you are selecting them to be added to your booking.

Dates are marked with 'Already Booked' as a booking for the childcare associated with this day has already been made.

x	Liam	01/06/22	Wed	03:00 (PM)	Childcare Rec, Y1, Y2 - Summer Term	Childcare Rec, Y1, Y2 - Summer Term
x	Liam	03/06/22	Fri	03:00 (PM)	Childcare Rec, Y1, Y2 - Summer Term	Childcare Rec, Y1, Y2 - Summer Term
x	Liam	06/06/22	Mon	03:00 (PM)	Childcare Rec, Y1, Y2 - Summer Term	Childcare Rec, Y1, Y2 - Summer Term
✓	Liam	25/04/22	Mon	03:00 (PM)	Violin Reception, Year 1, Year 2	Violin Reception, Year 1, Year 2
✓	Liam	09/05/22	Mon	03:00 (PM)	Violin Reception, Year 1, Year 2	Violin Reception, Year 1, Year 2
✓	Liam	16/05/22	Mon	03:00 (PM)	Violin Reception, Year 1, Year 2	Violin Reception, Year 1, Year 2
✓	Liam	23/05/22	Mon	03:00 (PM)	Violin Reception, Year 1, Year 2	Violin Reception, Year 1, Year 2
✓	Liam	13/06/22	Mon	03:00 (PM)	Violin Reception, Year 1, Year 2	Violin Reception, Year 1, Year 2

Showing 1 to 10 of 46 entries

Select	Child	Date	Day	Time	Activity	Session
✓	Liam	20/06/22	Mon	03:00 (PM)	Violin Reception, Year 1, Year 2	Violin Reception, Year 1, Year 2
✓	Liam	27/06/22	Mon	03:00 (PM)	Violin Reception, Year 1, Year 2	Violin Reception, Year 1, Year 2
✓	Liam	04/07/22	Mon	03:00 (PM)	Violin Reception, Year 1, Year 2	Violin Reception, Year 1, Year 2
✓	Liam	11/07/22	Mon	03:00 (PM)	Violin Reception, Year 1, Year 2	Violin Reception, Year 1, Year 2
Already Booked	Liam	20/04/22	Wed	03:00 (PM)	Childcare Rec, Y1, Y2 - Summer Term	Childcare Rec, Y1, Y2 - Summer Term
Already Booked	Liam	22/04/22	Fri	03:00 (PM)	Childcare Rec, Y1, Y2 - Summer Term	Childcare Rec, Y1, Y2 - Summer Term
Already Booked	Liam	25/04/22	Mon	03:00 (PM)	Childcare Rec, Y1, Y2 - Summer Term	Childcare Rec, Y1, Y2 - Summer Term
Already Booked	Liam	27/04/22	Wed	03:00 (PM)	Childcare Rec, Y1, Y2 - Summer Term	Childcare Rec, Y1, Y2 - Summer Term
Already Booked	Liam	29/04/22	Fri	03:00 (PM)	Childcare Rec, Y1, Y2 - Summer Term	Childcare Rec, Y1, Y2 - Summer Term
Already Booked	Liam	04/05/22	Wed	03:00 (PM)	Childcare Rec, Y1, Y2 - Summer Term	Childcare Rec, Y1, Y2 - Summer Term

Showing 11 to 20 of 46 entries

Go Back Add Dates

8.) Your dates will then be added to your account.

