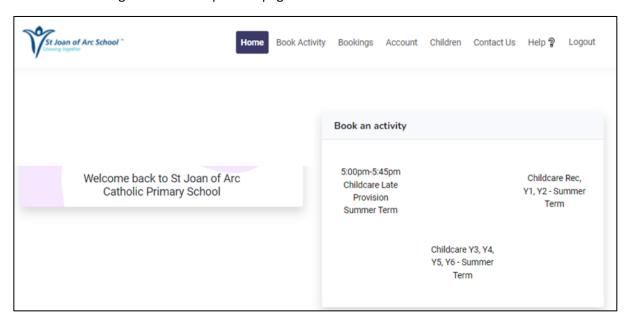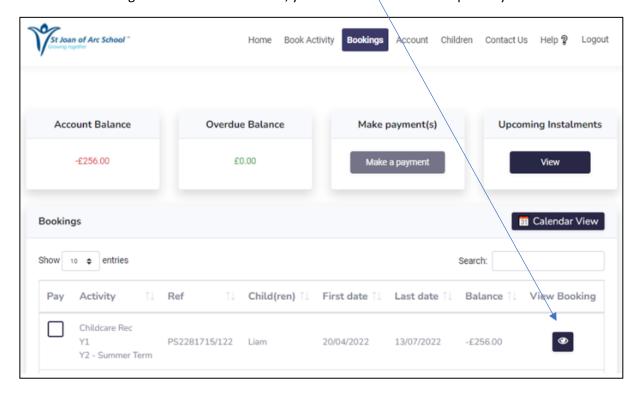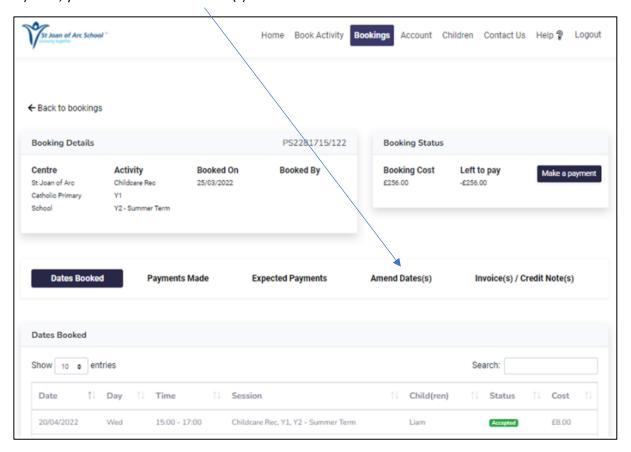# Booking Extended Schools Clubs Support

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.
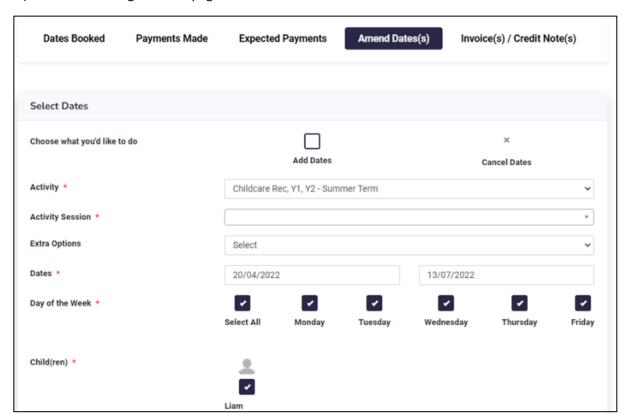

2.) Here you will be able to see all of your bookings. You will now need to view the childcare booking you have made **for the autumn term** by clicking on the eye icon on the right side of the page. If you have made bookings for more than one child, you will have to do these separately.

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

4.) You will be brought to this page:

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

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

Select Dates

Choose what you'd like to do	✔	✕
	Add Dates	Cancel Dates

Activity *

Childcare Rec, Y1, Y2 - Summer Term

Activity Session *

All selected

Extra Options

Violin Reception, Year 1, Year 2

Dates *

19/04/2022   14/07/2022

Day of the Week *

☐ Select All   ✔ Monday   ☐ Tuesday   ✔ Wednesday   ☐ Thursday   ✔ Friday

Child(ren) *

👤
✔
Liam

Check Availability

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.

✕	Liam	01/06/22	Wed	03:00 (PM)	Childcare Rec, Y1, Y2 - Summer Term	Childcare Rec, Y1, Y2 - Summer Term
✕	Liam	03/06/22	Fri	03:00 (PM)	Childcare Rec, Y1, Y2 - Summer Term	Childcare Rec, Y1, Y2 - Summer Term
✕	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   First   Previous   **1**   2   3   4   5   Next   Last

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   First   Previous   1   **2**   3   4   5   Next   Last

Go Back   Add Dates

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