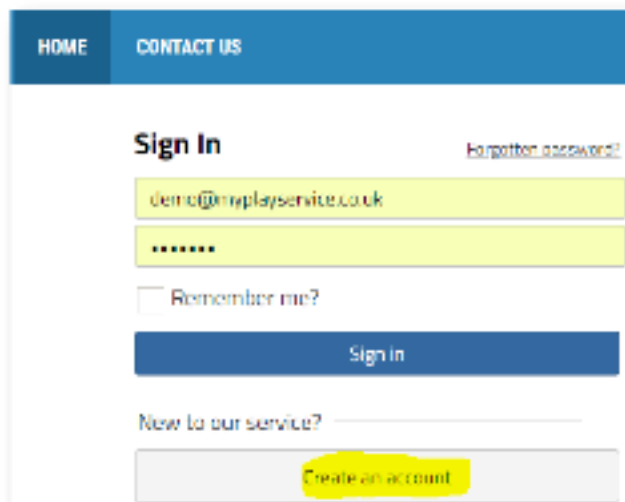


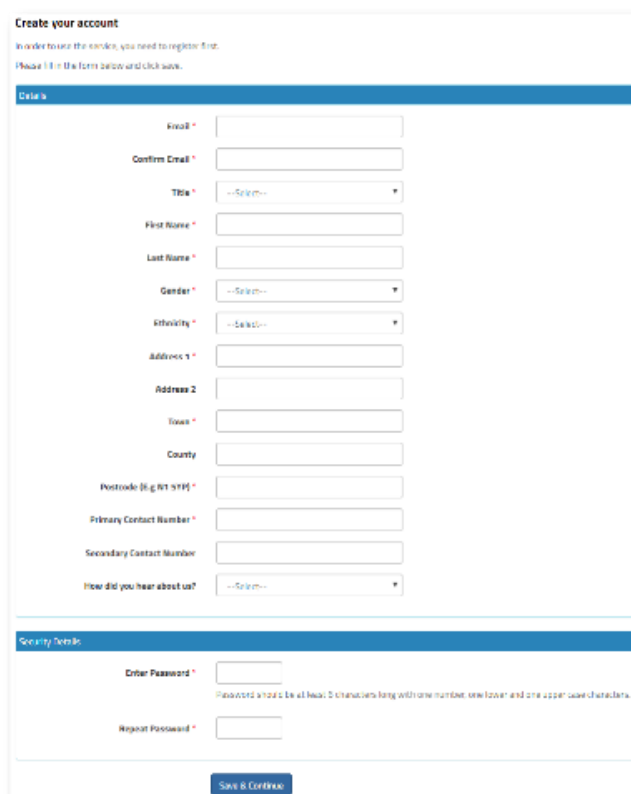
Register your Magic Booking account

Please go to <http://vipeducation.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 family should be created.

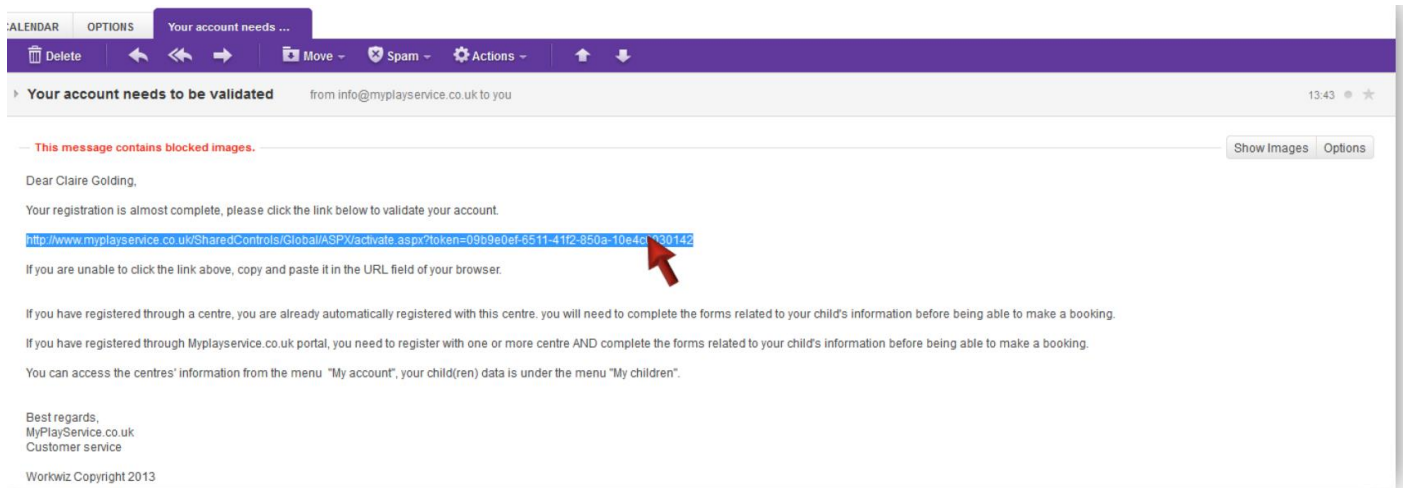


The image shows a 'Sign In' form on a website. At the top, there are two tabs: 'HOME' and 'CONTACT US'. The 'Sign In' title is on the left, and a link 'Forgotten password?' is on the right. Below the title, there are two input fields: one for the email address (containing 'demo@vipplayservice.co.uk') and one for the password (containing '*****'). Below these fields is a checkbox labeled 'Remember me?'. A blue 'Sign in' button is positioned below the checkbox. At the bottom, there is a link 'New to our service?' followed by a horizontal line and a yellow 'Create an account' button.



The image shows a 'Create your account' form. At the top, it says 'Create your account' and provides instructions: 'In order to use the service, you need to register first. Please fill in the form below and click save.' The form is divided into two sections: 'Details' and 'Security Details'. The 'Details' section contains fields for Email, Confirm Email, Title (dropdown), First Name, Last Name, Gender (dropdown), Ethnicity (dropdown), Address 1, Address 2, Town, County, Postcode (with an example 'B1 1TH'), Primary Contact Number, Secondary Contact Number, and How did you hear about us? (dropdown). The 'Security Details' section contains fields for Enter Password and Repeat Password, with a note: 'Password should be at least 8 characters long with one number, one lower and one upper case characters.' A blue 'Save & Continue' button is at the bottom.

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.

Register your child

Important information! (this might prevent you from booking)

Parent's necessary information is missing. Please click [Here](#) My Account to provide the mandatory information.

You must now create your children. [Click here](#)

+ Add Child

Add New Child

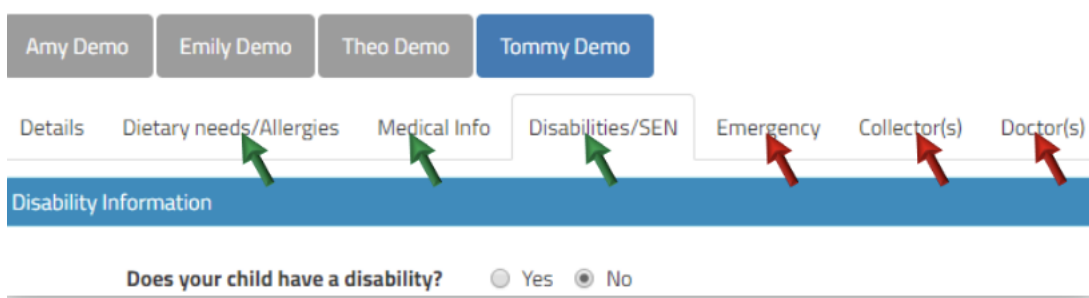
+ Add Child

Child Details

First Name *	
Last Name *	
Date of Birth *	
Free childcare entitlement code	
Gender *	Male
Ethnicity *	No
What is your relationship with the child? *	Mother
Who does your child live with? *	Mother & Father
Who has the legal responsibility of the child? *	Mother & Father

You now need to add your child's details, navigate to the menu 'My Children', then 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). Only Emergency, Collectors and Doctor are compulsory.



Amy Demo Emily Demo Theo Demo Tommy Demo

Details Dietary needs/Allergies Medical Info Disabilities/SEN Emergency Collector(s) Doctor(s)

Disability Information

Does your child have a disability? ☐ Yes ☒ No

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 the 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 staff are aware of any health needs or medications your child might have or need.

Disability and Special Needs

Again, it is important for your child's wellbeing and safety that staff are aware of any disabilities or Special Needs that your child might have. Hiding such information may result in your child being turned away if no resources are available to provide adequate care for them.

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. Some organisations impose more than one emergency contact; if it is the case you won't be able to make a booking until you have entered the requested number of contacts.

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.

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.

Reuse existing contacts? ☐ Emergency
☐ Collector
☐ Doctor

Book your club

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, you can register at any of our settings.

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

The screenshot shows the 'Book your club' page with a blue header containing navigation links: HOME, BOOK, MY BOOKINGS, MY ACCOUNT, MY CHILDREN, CONTACT US, and a LOG OFF button. Below the header, a 'Welcome Parent' message is displayed alongside a 'Help' icon and an 'Available credit £185.91' indicator. The main content area features four activity cards: 'Easter Half-term' (Bridge Kids, available from 16/04/2018 to 16/04/2018), 'Half-term Holiday Club' (Bridge Kids, available from 16/04/2018 to 16/04/2018), 'Dinner' (Bridge Kids, available from 16/04/2018 to 20/07/2018), and 'BC and ASC' (Grey's Academy, available from 16/04/2018 to 20/07/2018). Each card includes a 'Book Now' button and a 'Read More' link.

The screenshot shows the 'Breakfast & After School' booking page. It includes a section for 'I want to book' with checkboxes for 'Theo', 'Amy', 'Emily', and 'Tommy'. A red callout bubble points to the 'Select your children' text. Below this, the 'For' section shows 'Breakfast Club' with a price of £4.00. A red callout bubble points to the 'Expand the header' text. The 'Breakfast Club' section has three options: 'Early risers - from 7:30am - £4.00', '08:00 - 09:00 - £4.00', and 'No thanks'. The 'After-school Club' section is also visible. At the bottom, there is an 'Ad-hoc days?' toggle switch.

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.

Then click check availability.

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.

The screenshot shows the 'Ad-hoc days' booking page. It includes a section for 'Ad-hoc days?' with a toggle switch. Below this, the 'Select Day' section shows a calendar for 'Monday, 03 Sep 2018'. The calendar displays the month of September 2018 with days of the week (Mo, Tu, We, Th, Fr, Sa, Su) and dates (1-30). A red callout bubble points to the 'Add more dates' button. At the bottom, there are buttons for 'Add more dates', 'OR', and 'Check availability'.

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:

Breakfast Club £20.00

☒ Early risers - from 7:30am - £20.00
☐ No thanks

One hour only

Over an hour

Select the week(s) you want to book

Between

From 02/07/2018 To 06/07/2018

On

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday

Add more dates OR Check availability

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.

Breakfast Club £4.00

☒ Early risers - from 7:30am - £4.00
☐ No thanks

Afterschool £5.00

☒ One hour only
☐ 15:15 - 17:30
☐ No thanks

Start Date Tuesday, 29 May 2018 Set Finish Date Thursday, 26 Jul 2018

On

☒ Monday ☐ Tuesday ☐ Wednesday ☒ Thursday ☐ Friday

Add more dates OR Check availability

Pick the days of the week you want to book.

On a **recurring** 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.

Amending the booking

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.

Activity Cost

Summer Playscheme £272.00

Selected Period From: 23/07/2018 To 03/08/2018
 10 dates selected
[View all dates](#)

Total incl. any discounts £272.00

Summer Playscheme

Additional option for Summer Playscheme
 Other school club late stay
 Stay until 7pm

Book another activity Check out

Cost based on dates selected and user's rates

Activity Cost

Summer Playscheme £54.40

Selected Period From: 23/07/2018 To 31/07/2018
 2 dates selected
[View all dates](#)

Total incl. any discounts £54.40

Summer Playscheme

2018 week 30

Summer Playscheme (09:00 - 17:00) Friday 27/07/2018 ☒ Emily Dermo Total session cost: £27.20

2018 week 31

Additional option Sunday 31/07/2018 ☒ Emily Dermo Total session cost: £27.20

Additional option for Summer Playscheme
 Other school club late stay
 Stay until 7pm

Book another activity Check out

Remove any unwanted days

Click check-out to pay for the booking

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 above.

Additional option can sometimes be available and will then be displayed below the list of dates booked. Options 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.

Activity Summer Playscheme
Selected Period From: 27/07/2018 To 31/07/2018
2 dates selected
View all dates

Cost £54.40

Total incl. any discounts £54.40

Select the option you want to book

Expand the additional option panel

	Date	Start	End	Cost
☐ Emily	27/07/2018	18:00	19:00	£3.00
☐ Emily	31/07/2018	18:00	19:00	£3.00

[Book another activity](#) [Check out](#)

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).

Booking Summary

Activity Summer Playscheme (27/07/2018 To 30/07/2018)
Additional options After-school club Late stay
[Show Details](#)

Gross £60.40

Cost Summary

Total Booking	£60.40
☐ Use Available Credit	£262.01
Sub-Total	£60.40
Booking Fee	£2.00
Total To Pay	£62.40

Childcare Voucher/ Tax Free Childcare

☐ I'll use childcare vouchers/tax free childcare

Payment options

Select your payment method [--Select an option--](#)

[Click here to accept MyPlayService Terms & Conditions](#)

[Go to Payment](#)

Click for a calendar view

Booking cost showing discounts if applicable

Click here if paying by childcare voucher

Pay the balance with one of the permitted payment option

If you book several activities in the same booking and one of them does not accept childcare voucher payments, you won't be able to use the childcare voucher option. In those cases, we recommend that you book each activity separately, i.e. complete one booking then repeat the process for the other activity.

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.

Recap Bookings

Card Instalment

You have chosen to pay by instalments, the full payment must be received before the end of the activity/holiday booked.

Please choose your debit date from the drop down list below, the system will automatically calculate the number of payments and the amount for each of them.

Total Gross: £2.40

A first payment by card of £26.20 will be taken now the balance will be taken in instalments as per the schedule below

Cost summary

Total Booking	£52.40
Childcare Payment	£10.00
Card Payment	£52.40

Choose your payments dates

I'll use childcare vouchers/tax free childcare if:

Provider: Edmond Amount: 10 Remove

Maximum payment by childcare voucher/tax free childcare per month is £486

Your payment plan is based on the activities booked and their duration. If you are using monthly childcare voucher/tax free childcare payments and they do not cover the total amount due you can select an additional payment method below

Monthly card instalments can vary when you book

Please, use the booking reference when sending a

Select Payment Day	Amount	CCV/TEC
01/06/2018	£26.20	£0.00
09/07/2018	£26.20	£10.00

[Click here to accept MyPlayService Terms & Conditions](#)

[Go to Payment](#)

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.

HOME BOOK MY BOOKINGS MY ACCOUNT MY CHILDREN CONTACT US [LOG OFF](#)

Welcome Parent

Your account is in credit £168.51

☐ Use my credit to clear my bookings(s) [Confirm](#)

Show **10** entries

Click in the booking reference to check the booking details. i.e. check invoices or cancel

Change the booking view to calendar mode

Pay	Booked on	Booking Ref	Gross	Balance
☐	05/06/2018	PS269651/579 Summer Camps Emily	£32.00	-£32.00
	01/06/2018	PS266271/745 Summer Playscheme After-school club Late stay Emily Cleared	£61.50	£0.00
		PS266237/204 BC&ASC Summer Playscheme Theo Fully cancelled	£2.00	£0.00

Select the 'pay' option to clear the booking

[View all bookings in calendar](#)

Help | [Available credit £168.51](#)

Search:

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

HOME BOOK MY BOOKINGS MY ACCOUNT MY CHILDREN CONTACT US LOG OFF

Welcome Parent Help | Available credit £168.51

← Back

Booking Details		Booking Status	
Centre	Bridge Kids	Booking cost	£32.00
Activity	Summer Camps	Amount left to clear this booking	£32.00
Ref Number	PS269651/579		
Booked on	05/06/2018 10:53:03		
Booked by	Parent Demo		

Dates booked

Payments made

Cancellation for this activity is not permitted, please contact your centre

Invoice(s) / Credit Note(s)

Expand these panels to access the information

Tips for 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 to <http://vipeducation.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://vipeducation.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.