



STEP 1: Register

Go to: <http://GoldingtonGreenAcademy.magicbooking.co.uk> or follow the link on the school website.

Click the button 'Create an account'

1. 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 screenshot shows the top navigation bar with 'HOME' and 'CONTACT US' links. Below this is a 'Sign In' section with a 'Forgotten password?' link. There are two input fields: one for an email address (containing 'demo@myplayservice.co.uk') and one for a password (masked with dots). A 'Remember me?' checkbox is present. At the bottom of this section is a blue 'Sign in' button. Below the sign in section is a grey button labeled 'Create an account'.

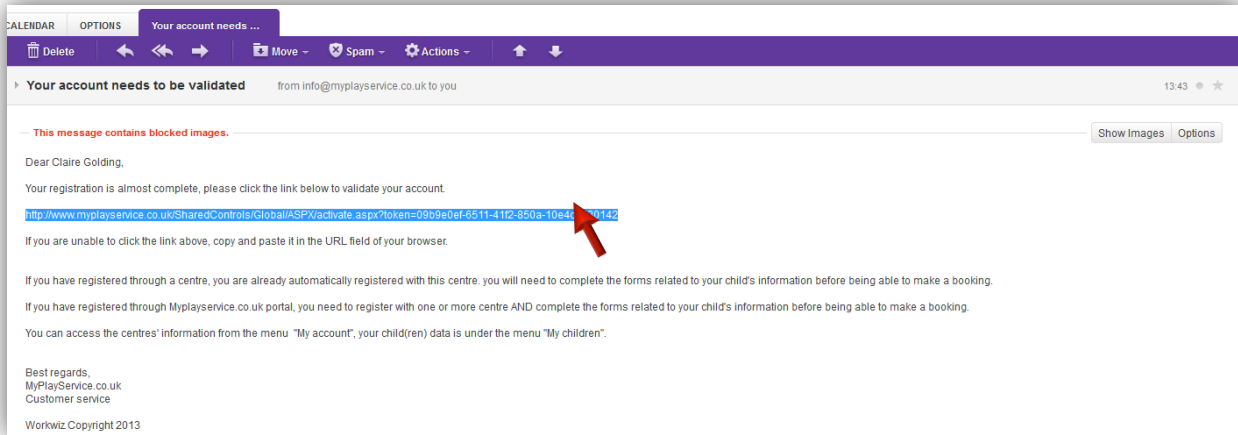
Create your account

In order to use the service, you need to register first.
Please fill in the form below and click save.

The 'Create your account' form is divided into two main sections: 'Details' and 'Security Details'.
Details Section: Includes fields for Email, Confirm Email, Title (dropdown), First Name, Last Name, Gender (dropdown), Ethnicity (dropdown), Address 1, Address 2, Town, County, Postcode (E.g N1 5YP), Primary Contact Number, Secondary Contact Number, and How did you hear about us? (dropdown).
Security Details Section: Includes 'Enter Password' and 'Repeat Password' fields. A note states: 'Password should be at least 6 characters long with one number, one lower and one upper case characters.'
 At the bottom of the form is a blue 'Save & Continue' button.



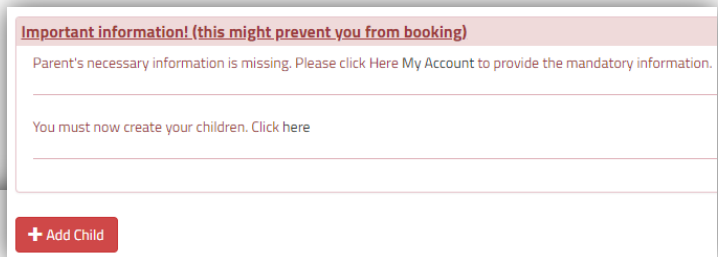
- When you click the button 'Save & Continue', an email will automatically be sent to the email address you used. Check your mail box, including your junk folder and validate your account by clicking the link in the email. If the link is not 'active', i.e. it is not clickable, simply copy and paste it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



Then follow the steps below.

STEP 2: Register your child

You now need to add your child's details,



Add New Child

Child Details

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Date of Birth *	<input type="text"/>
Free childcare entitlement code	<input type="text"/>
Gender *	<input type="text" value="Male"/>
Ethnicity *	<input type="text" value="No"/>
What is your relationship with the child? *	<input type="text" value="Mother"/>
Who does your child live with? *	<input type="text" value="Mother & Father"/>
Who has the legal responsibility of the child? *	<input type="text" value="Mother & Father"/>

[+ Add Child](#)

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.



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.

Disability & Special Needs

Again, it is important for your child's wellbeing and safety that staffs are aware of any disabilities or Special Needs your child might have. Hiding such information may result in your child being turned down at the door if no resources are available to provide adequate care to him/her.

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

STEP 4: Membership (Optional)

For those pre-registered, your membership validity is updated on the system, if you need to make a payment you will be prompted to do so.

Parents who were not pre-registered will need to contact Goldington Green Academy to have their membership updated on the system if they have already made a payment.

STEP 5: Book an activity

Once you have completed the above steps you can book activities online.

Available activities are listed on the page.

The screenshot shows a parent portal with a navigation bar (HOME, BOOK, MY BOOKINGS, MY ACCOUNT, MY CHILDREN, CONTACT US) and a 'LOG OFF' button. The main content area is titled 'Welcome Parent' and shows a shopping cart icon with 'Available credit £185.91'. There are four activity cards: 'Easter Half-term', 'Half-term Holiday Club', 'Dinner', and 'BC and ASC'. Each card includes availability dates, pricing, and a 'Book Now' button. A red callout bubble points to the 'Dinner' card with the text 'Select the activity you want to book'.

The screenshot shows a modal titled 'Breakfast & After School'. Under 'I want to book', there are checkboxes for children: Theo (checked), Amy (checked), Emily, and Tommy. A red callout bubble points to these checkboxes with the text 'Select your children'. Below, under 'For', there are expandable sections for 'Breakfast Club' and 'After-school Club'. The 'Breakfast Club' section is expanded, showing radio button options: 'Early risers - from 7:30am - £4.00' (checked), '08:00 - 09:00 - £4.00', and 'No thanks'. A red callout bubble points to the 'Breakfast Club' header with the text 'Expand the header'. At the bottom, there is an 'Ad-hoc days?' toggle switch.



Select the period you want to book

Pick the days. Selected days will be repeated throughout the period selected

Click 'Check availability'

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.

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:

Enable the Ad-hoc option

Choose the first day you want to book



You can then add more dates

Select the week(s) you want to book

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.



Click 'Check availability'

On a **repeating 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.

Pick the days of the week you want to book.



Tuesday Gymnastics

This activity has a season booking type, meaning the Days, Dates, Activity and price are fixed, you just choose the Children that will be attending.

I want to book

Maria

Joao (Not Eligible) Details

Select your child(ren)

The Activity

£35.00

Y3-4 Gymnastics

From: 04/06/2018

To: 20/07/2018

Occuring every: Tuesday,

Book the whole period

Check availability

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

Activity	Cost
Summer Playscheme Selected Period From: 23/07/2018 To 03/08/2018 10 dates selected View all dates	£272.00 <div style="float: right; border: 1px solid #007bff; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-top: 5px;"> 🗑️ </div>
Total incl. any discounts £272.00	
Summer Playscheme	>
Additional option for Summer Playscheme After-school club Late stay Stay until 7pm	v
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #007bff; border-radius: 5px; padding: 5px 15px; background-color: #007bff; color: white;">Book another activity</div> <div style="border: 1px solid #007bff; border-radius: 5px; padding: 5px 15px; background-color: #007bff; color: white;">Check out</div> </div>	

Cost based on dates selected and user's rates



The screenshot displays a booking summary for 'Summer Playscheme' with a total cost of £54.40. It shows two booked sessions: one on Friday 27/07/2018 and another on Tuesday 31/07/2018. A callout 'Remove any unwanted days' points to a trash icon. Another callout 'Additional option' points to a link for 'After-school club Late stay'. A third callout 'Click check-out to pay for the booking' points to the 'Check out' button. At the bottom, there are buttons for 'Book another activity' and 'Check out'.

STEP 6: 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. 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 **Cost**

Summer Playscheme £54.40

Selected Period From: 27/07/2018 To 31/07/2018
2 dates selected
[View all dates](#)

Total incl. any discounts £54.40

Summer Playscheme >

Additional option for Summer Playscheme
[After-school club Late stay](#)
Stay until 7p

<input type="checkbox"/> Emily	Date	Start	End	Cost
<input type="checkbox"/> Emily	27/07/2018	18:00	19:00	£3.00
<input type="checkbox"/> Emily	31/07/2018	18:00	19:00	£3.00

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

Callouts:

- Select the option you want to book (points to the table)
- Expand the additional option panel (points to the dropdown arrow)
- Check out (points to the 'Check out' button)

STEP 7: 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).

Booking Summary

Activity **Gross**

Summer Playscheme (27/07/2018 To 30/07/2018) £60.40

Additional options After-school club Late stay
[Show Details](#)

Cost Summary

Total Booking	£60.40
<input type="checkbox"/> 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](#)

Callouts:

- Click for a calendar view (points to 'Show Details')
- Booking cost showing discounts if applicable (points to the 'Gross' cost)
- Click here if paying by childcare voucher (points to the checkbox)
- Pay the balance with one of the permitted payment option (points to the dropdown menu)



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: 62.40

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	£62.40
Childcare Payment	£10.00
Card Payment	£52.40

Childcare Voucher/Tax Free Childcare

I'll use childcare vouchers/tax free childcare

Provider: Amount: Remove

monthly

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 your invoice

Choose your payments dates

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

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

Go to Payment



STEP 8: 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.

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

Change the booking view to calendar mode

Select the 'pay' option to clear the booking

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

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.

Expand these panels to access the information

Booking Details	
Centre	Bridge Kids
Activity	Summer Camps
Ref Number	PS269651/579
Booked on	05/06/2018 10:53:03
Booked by	Parent Demo

Booking Status	
Booking cost	£32.00
Amount left to clear this booking	£32.00

← Back

Booking Status

Booking cost £32.00

Amount left to clear this booking £32.00

Dates booked

Payments made

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

Invoice(s) / Credit Note(s)



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 to <http://GoldingtonGreenAcademy.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://GoldingtonGreenAcademy.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.