

How parents can book their children onto club sessions

Booking club sessions through School Gateway

- When you log into School Gateway you will see the club listed as a tab with a current club balance which you would like to make a booking for. Click the relevant club tab

- A session calendar will now appear showing the days which the clubs runs on and if there are still places on each session

Amy is currently booked onto 0 future sessions.

Select sessions by clicking on the days below

SELECT ALL UNSELECT ALL BOOK SELECTED SESSIONS

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
21 Dec 2015	22 Dec 2015	23 Dec 2015	24 Dec 2015	25 Dec 2015	26 Dec 2015	27 Dec 2015
28 Dec 2015	29 Dec 2015	30 Dec 2015	31 Dec 2015	01 Jan 2016	02 Jan 2016	03 Jan 2016
04 Jan 2016 Available Click to select	05 Jan 2016 Available Click to select	06 Jan 2016 Unavailable Fully Booked	07 Jan 2016 Unavailable Fully Booked	08 Jan 2016 Available Click to select	09 Jan 2016	10 Jan 2016
11 Jan 2016 Available Click to select	12 Jan 2016 Available Click to select	13 Jan 2016 Unavailable Fully Booked	14 Jan 2016 Unavailable Fully Booked	15 Jan 2016 Available Click to select	16 Jan 2016	17 Jan 2016

- Click on the sessions you wish to make bookings for. You will see how many sessions you have chosen and how much the total cost will be (if there is a cost attached to a session)

Amy is currently booked onto 0 future sessions.

3 Sessions selected
Cost £15.00

SELECT ALL UNSELECT ALL BOOK SELECTED SESSIONS

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
21 Dec 2015	22 Dec 2015	23 Dec 2015	24 Dec 2015	25 Dec 2015	26 Dec 2015	27 Dec 2015
28 Dec 2015	29 Dec 2015	30 Dec 2015	31 Dec 2015	01 Jan 2016	02 Jan 2016	03 Jan 2016
04 Jan 2016 Selected Daily charge £5.00	05 Jan 2016 Available Click to select	06 Jan 2016 Unavailable Fully Booked	07 Jan 2016 Unavailable Fully Booked	08 Jan 2016 Selected Daily charge £5.00	09 Jan 2016	10 Jan 2016
11 Jan 2016 Available Click to select	12 Jan 2016 Selected Daily charge £5.00	13 Jan 2016 Unavailable Fully Booked	14 Jan 2016 Unavailable Fully Booked	15 Jan 2016 Available Click to select	16 Jan 2016	17 Jan 2016

- Click on the **Book selected sessions** button to confirm the bookings for these sessions

- A confirmation message will appear asking you to confirm before the booking choices are confirmed

- Press **Book now** to confirm the booking and the session calendar will reappear showing the booked sessions and giving you the opportunity to book more sessions

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
21 Dec 2015	22 Dec 2015	23 Dec 2015	24 Dec 2015	25 Dec 2015	26 Dec 2015	27 Dec 2015
28 Dec 2015	29 Dec 2015	30 Dec 2015	31 Dec 2015	01 Jan 2016	02 Jan 2016	03 Jan 2016
04 Jan 2016 Booked Daily charge £5.00	05 Jan 2016 Available Click to select	06 Jan 2016 Unavailable Fully Booked	07 Jan 2016 Unavailable Fully Booked	08 Jan 2016 Booked Daily charge £5.00	09 Jan 2016	10 Jan 2016
11 Jan 2016 Available Click to select	12 Jan 2016 Booked Daily charge £5.00	13 Jan 2016 Unavailable Fully Booked	14 Jan 2016 Unavailable Fully Booked	15 Jan 2016 Available Click to select	16 Jan 2016	17 Jan 2016

- At the bottom of the sessions calendar you will have a **transactions** area which will show you the bookings you have made on which dates and how much each session has cost. When you top up the club balance you will also see this appear as a credit. To top up the club's balance press the **Top up** button

Transactions

Date	Description	Type	Amount
22 December 2015	Booked: 04 Jan 2016 - Daily charge	Debit	-£5.00
22 December 2015	Booked: 08 Jan 2016 - Daily charge	Debit	-£5.00
22 December 2015	Booked: 12 Jan 2016 - Daily charge	Debit	-£5.00

* Please note that the information on this page will be updated shortly after making a payment.