

# How to enable Head Start Booking

Head Start Booking is an option that allows certain pupils the opportunity to book a Club ahead of general booking opening. Pupils chosen for Head Start Booking will be able to book Club sessions once the Club has been published. Once general booking has been opened, all other pupils will be able to book sessions. The Head Start Booking option must first be enabled, and then pupils can be selected.

## Enabling the Head Start Booking option

In order for pupils to be selected for Head Start booking, a club must have been created, and the Head-Start option must be enabled. For a help-guide detailing how to create a Co-Curricular Club, please click [here](#).

1. Ensure you are logged into the Staff Message Centre
2. Click the 'Clubs' panel list item in the Co-Curricular Zone on the Dashboard.
3. Click the 'Edit' (pencil) icon for the appropriate Club.



4. The 'Basic' tab will open.
5. Locate the 'Head-Start Booking' section, and click 'Open'. This will enable Head-Start Booking for selected pupils.

A screenshot of a web form for editing a club. The form has three main sections: '\* Title' with a text input field containing 'Chess Club'; '\* Status' with a dropdown menu showing 'Published'; and '\* Booking' with a dropdown menu showing 'Closed'. Below these sections, there is a 'Head Start Booking' section with a red circle around the text 'Head Start Booking' and two buttons: 'Open' and 'Closed'.

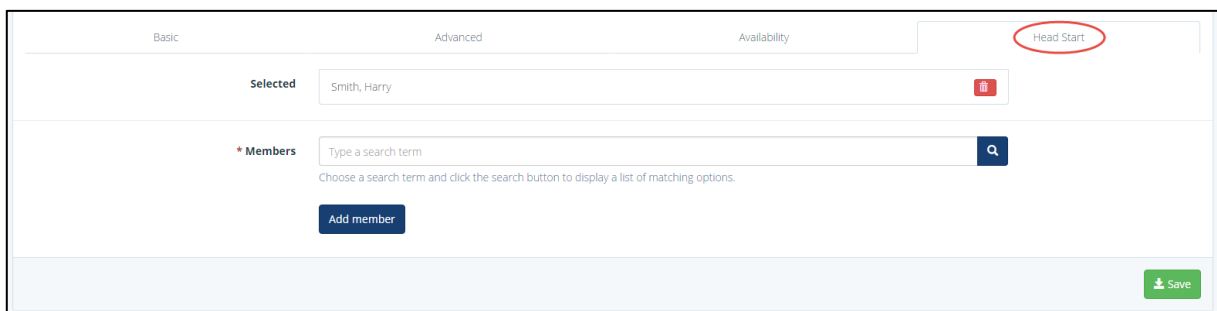
**The Head Start Booking option**

6. Click 'Save'.

## Selecting pupils for Head Start Booking

Once the Head Start Booking option has been enabled, staff can pick pupils that Head-Start Booking will be available to.

1. Click the 'Head Start' tab.
2. Use the drop-down menu to select the appropriate pupils for Head Start booking. Only pupils from groups enabled in the Availability tab will be able to be selected for Head-Start booking.
3. Search for and select pupils using the search bar.
4. Click 'Add Member' once you have selected the appropriate pupils to add them to the Head Start booking list.
5. Click 'Save' after making any changes.

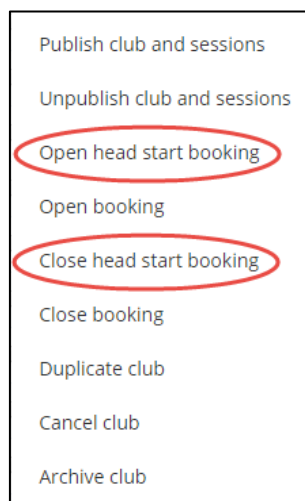


The screenshot shows a web interface with three tabs: 'Basic', 'Advanced', and 'Availability'. The 'Head Start' tab is selected and circled in red. Below the tabs, there is a 'Selected' section with a text input containing 'Smith, Harry' and a red trash icon. Below that is a '\* Members' section with a search bar containing 'Type a search term' and a search button. Below the search bar is a blue 'Add member' button. At the bottom right, there is a green 'Save' button with a download icon.

**The Head Start tab**

Once pupils have been chosen and saved under the Head Start tab, publish the club to enable them to book Club Sessions. General booking will need to be opened for other pupils to book their sessions.

Head Start Booking can be opened and closed using the 'Bulk' option in the Clubs page.



The screenshot shows a vertical list of options in a menu. The options are: 'Publish club and sessions', 'Unpublish club and sessions', 'Open head start booking', 'Open booking', 'Close head start booking', 'Close booking', 'Duplicate club', 'Cancel club', and 'Archive club'. The options 'Open head start booking' and 'Close head start booking' are circled in red.

**The Open and Close Head Start Booking 'Bulk' option**