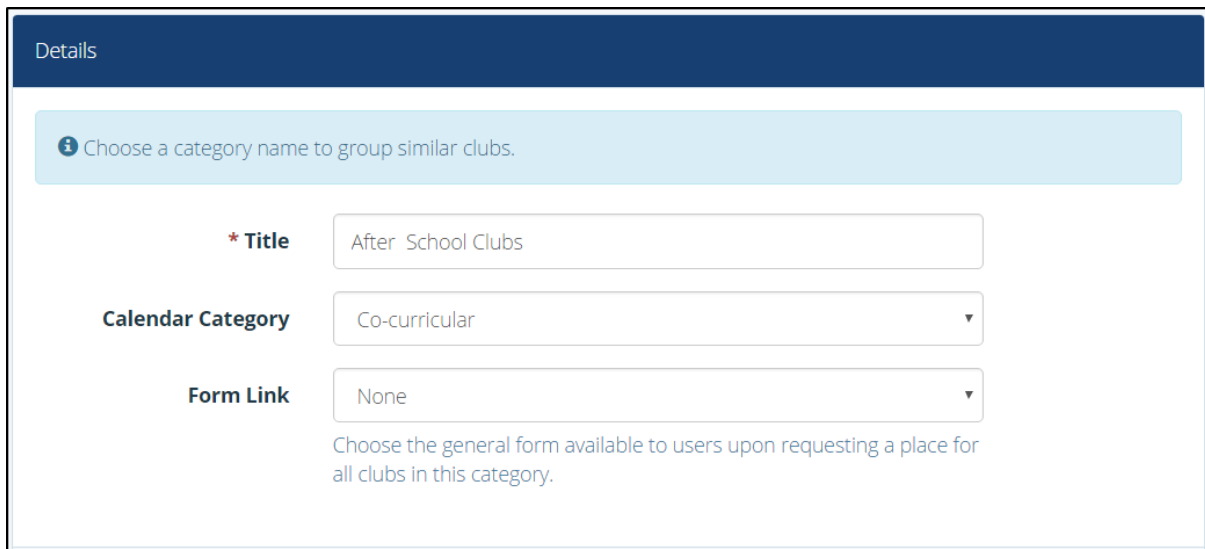


How to create a Singular Club

A Singular Club is one that allows parents to book individual Club sessions for their child. Before creating a Singular Club, you will need to set up Club Categories.

To create a Singular Club Category

1. Ensure you are logged into the Staff Message Centre.
2. Click 'Singular Clubs' in the Co-Curricular Zone.
3. Click 'Categories' in the left-hand menu.
4. Type the Category title, select a Calendar Category if appropriate, and type a Form Comment.



The screenshot shows a web interface for creating a Singular Club Category. At the top, there is a dark blue header with the word 'Details' in white. Below the header is a light blue box containing an information icon and the text 'Choose a category name to group similar clubs.' The main form area has three fields: 'Title' with a red asterisk, a text input field containing 'After School Clubs'; 'Calendar Category' with a dropdown menu showing 'Co-curricular'; and 'Form Link' with a dropdown menu showing 'None'. Below the 'Form Link' field is a small blue text note: 'Choose the general form available to users upon requesting a place for all clubs in this category.'

The Singular Clubs Category setup page

5. Click 'Save' once these details have been entered.

To create a Singular Club

1. Ensure you are logged into the Staff Message Centre.
2. Click 'Singular Clubs' in the Co-Curricular Zone.
3. Click 'Clubs' in the left-hand menu, and click '+New'.
4. Enter the Club's title; select the appropriate Club Category, and the correct school term. (Term information is entered separately, click here for further details).

5. Enter the number of places the Club holds, choose whether you wish to automatically approve pupil places, or manually decide this, and whether the Club should automatically close once all places have been filled.

Details

+ Choose the details of this singular club.

*** Title**

Category

Term
Choose a term to enable priorities for selection when requesting a place on a session.

*** Places**
Choose the maximum number of places available on this activity.

Approval Automatic Manual
Choose to automatically or manually approve requests for a place in each session.

Automatically Close Yes No
Choose to automatically close booking when all places are filled or allow users to continue submitting requests.

The Singular Club 'Details' section

6. Use the search bar to select the Club's leader.
7. Type a description of the Club, and if applicable enter the cost.
8. Once you have entered the appropriate details, click 'Submit'.

To edit a Singular Club

1. Click 'Options' and click 'Edit Club'.
2. The 'Basic' section will contain the details you have previously entered. A 'Status' and a 'Booking' option will display, it is best to keep the status set as 'Draft' until all Club details have been entered and saved. Booking can be set to automatically open and close on a certain date and time, click 'Timed' in the booking field.
 - a. Select the booking open date and time.
 - b. Select the booking close date and time.

Booking Open Closed Timed
Choose to open booking to allow requests for a place in this club.

*** Booking Open Date** 

*** Booking Open Time** 

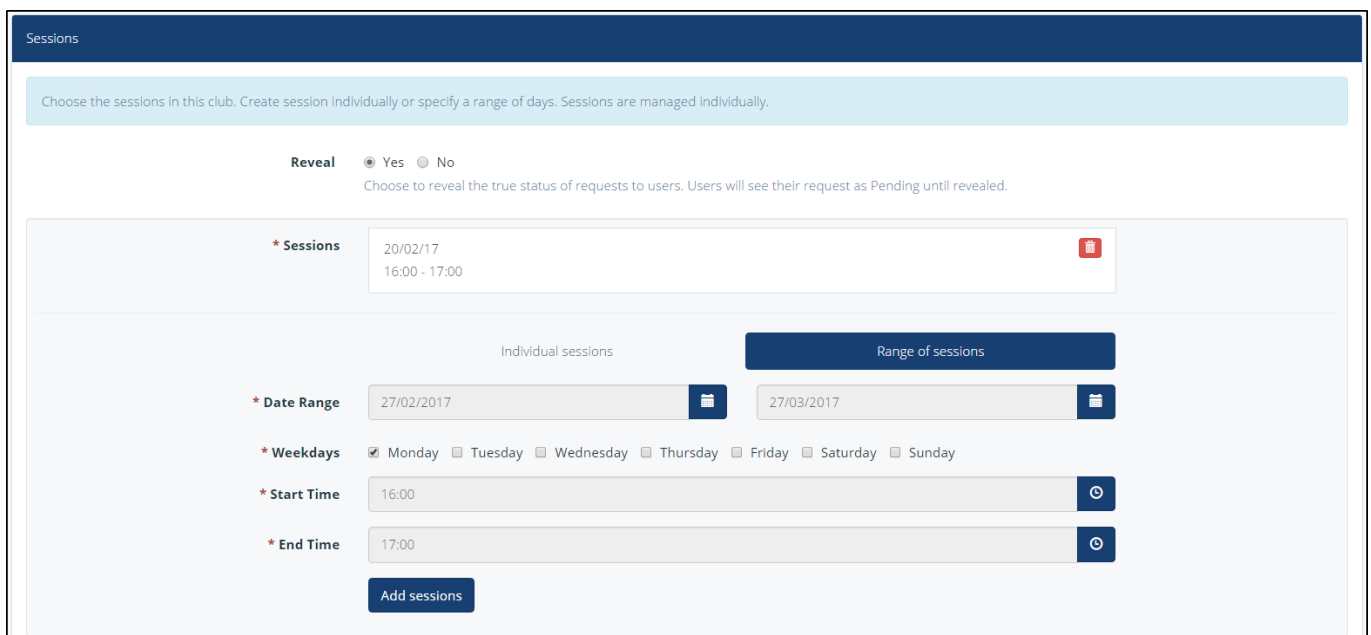
*** Booking Close Date** 

*** Booking Close Time** 

The 'Timed' booking feature

Click 'Save' after editing any details.

3. Scroll down to the 'Advanced' section. Upload an attachment file if required (this can contain further information about the Club). If the Club requires confirmation of terms and conditions, select the 'Yes' option, and upload a confirmation file that must be read and acknowledged before a Club place can be requested. Click 'Save' after uploading any documents.
4. To add Club session dates, scroll to the 'Sessions' section.
 - a. Choose whether to tell parents the true status of their request by clicking 'Yes/No' for the 'Reveal' option.
 - i. Either add each session individually by select the appropriate date and start and end times and clicking 'Add Session'.
 - ii. Or, Click 'Range of Sessions, enter the date range, select the correct weekday and enter the start and end time and click 'Add Sessions'. This will create a session for the selected weekday throughout the date range selected at the same time.
 - iii. Once your sessions are created, click 'Save'.



The screenshot shows the 'Sessions' section of the Unify interface. At the top, there is a dark blue header with the word 'Sessions'. Below this is a light blue instruction box: 'Choose the sessions in this club. Create session individually or specify a range of days. Sessions are managed individually.' Underneath, there is a 'Reveal' section with radio buttons for 'Yes' (selected) and 'No', and a note: 'Choose to reveal the true status of requests to users. Users will see their request as Pending until revealed.' The main area contains a list of sessions, with one example: '20/02/17' and '16:00 - 17:00'. Below this, there are two tabs: 'Individual sessions' and 'Range of sessions'. The 'Range of sessions' tab is active. It includes fields for 'Date Range' (27/02/2017 to 27/03/2017), 'Weekdays' (Monday selected), 'Start Time' (16:00), and 'End Time' (17:00). An 'Add sessions' button is at the bottom.

The Singular Club 'Sessions' section

5. Scroll down to the 'Availability' section; select the correct academic 'Availability' year, and then the appropriate year group(s). Click 'Add Group' after selecting a year group. Repeat as necessary.

Availability Year

Availability Year None 2016/2017 2017/2018
Choose the current availability year to control rolling club availability. None availability year will hide the club from all users.

2016/2017 availability
2017/2018 availability

Availability 2017/2018

Year: 7	
Year: 8	
Year: 9	

*** Group**

Add group

The Singular Club 'Availability' section

6. The 'Head Start Booking' section enables booking to be opened for selected parents ahead of the rest. Selecting 'Open', saving and the refreshing the page will display the search bar enabling you to select parents to open the booking early for. Click 'Save' after selecting parents.

Head Start Booking

Head Start Booking Open Closed
Choose the current availability year to control rolling club availability. None availability year will hide the club from all users.

Head Start Members

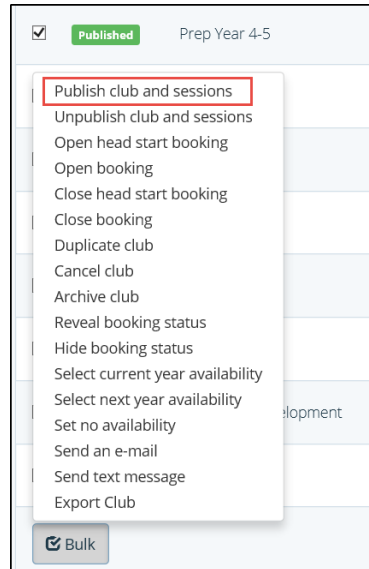
*** Members** Q

Choose a search term and click the search button to display a list of matching options.

Add member

The Singular Club 'Head Start Booking' section

7. Once you have entered the appropriate details, and selected the correct pupils, you can publish the Club. There are two ways this can be done, either scroll to the top of the 'Edit' page, click the 'Published' button, and save. Or, in the 'Singular Clubs' page, tick the tick-box for the correct club, click 'Bulk' and click 'Publish Club and Sessions'.



The Singular Clubs Bulk menu

8. Once the Club has been published, if you have not used the 'Timed' booking feature, Club booking can be opened by ticking the appropriate tick-box, clicking 'Bulk' and clicking 'Open Booking'. Alternatively, click 'Options' and then 'Edit Club', in the 'Basic' section, tick 'Open' in the 'Booking' field and save.