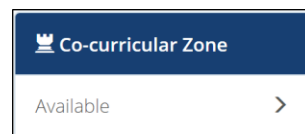


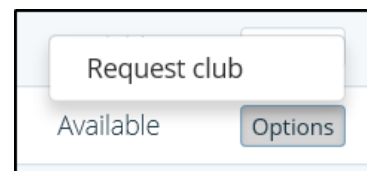
How to book your child's Co-Curricular Clubs

- Log-in to your Parent Message Centre.
- In the 'Co-Curricular Zone' panel list item on the Dashboard, click 'Available'. The Clubs page will open.
- A list of Clubs available for your child(ren) will load. If you have multiple children at the school, use the drop-down menu to select the child you wish to select Clubs for.



Requesting Club Session Places

1. Find the appropriate Club, click the 'Options' button and click 'Request Club'.
2. The 'Request Page' will load. The 'Details' section will display the Club's details, and if an additional information document has been added, an option to download further information. Click the 'Sessions' tab to view a list of Session dates and times.
3. Scroll down to the 'Request' section to view a list of bookable Session dates and times.



Request

If required, tick the tick-box(es) for the Sessions you wish to book.

request for a place on each session of this club.

Requested No sessions requested.

Available

	Date	Start	End
<input type="checkbox"/>	Tue 13th September 2016	16:30	17:15
<input type="checkbox"/>	Tue 20th September 2016	16:30	17:15
<input type="checkbox"/>	Tue 27th September 2016	16:30	17:15
<input type="checkbox"/>	Tue 4th October 2016	16:30	17:15
<input type="checkbox"/>	Tue 11th October 2016	16:30	17:15
<input type="checkbox"/>	Tue 18th October 2016	16:30	17:15

Choose which sessions you wish to request a place for by ticking the checkbox.

Selected 0 sessions selected

Cost £2 per session

Comment

Choose to add a comment to this submission

*** Confirmation** I agree to the terms and conditions.
Choose to agree with the terms and conditions supplied in the terms and conditions file.

[Download terms and conditions](#)

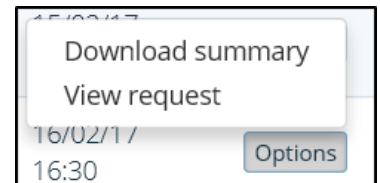
Add any additional comments.

If applicable, download the Club's terms and conditions, and agree to them before submitting.

- Once you have selected your Sessions, click the 'Submit' button to request a place for your child. A confirmation request may not be required for all Clubs.
- You may only need to request a place on all Club sessions, rather than selecting individually. Click 'Submit' to send your request for all sessions.

Viewing requested Clubs

- Click 'Enrolled' in the left-hand menu.
- A list of all Clubs that you have requested places for will load. Click the 'Options' button and click 'View Request'. Click 'Download Summary' to download a summary of Club details and other attendees.



- The 'View Request' page will display information about the Club in the 'Details' section. If an additional information document has been added to the Club, this can be downloaded by clicking 'Download more information'.
- The 'Request' section will display the status of your Session requests. These will display as either 'Accepted, Pending, or Declined' depending on the status of your request.

Request				
View the status of your submitted requests.				
Request Status	Request For	Date	Start	End
	David Simmons Accepted	Mon 16th January 2017	16:00	17:00
	David Simmons	Wed 18th January 2017	16:00	17:00

- Sessions your request has been 'Accepted' for will display in green as pictured, 'Pending' sessions will display in orange, and 'Declined' Sessions will display in grey, a popover notification will clarify the status of your request. If you are placed on a Club's 'Waiting List', an option to delete your request will display.

Request Status	Request For	Date	Start	End
	David Simmons	Fri 17th February 2017	12:00	12:45
	David Simmons	Fri 24th February 2017	12:00	12:45

These are sessions that have been requested previously. Your place on a session is not confirmed until the request has been accepted.

Cost £30 per term

[Delete request](#)

Choose to delete the request for sessions.