### Parents' Guide for the Kids Club HQ Booking System

St Joseph's Out of School Club are working with Kids Club HQ to provide you with a new booking system for their clubs.

This guide is an introduction on how to get going with the system when it goes live.

We're sure you're going to love the new system which will save you loads of time making new bookings.

- Only add your information and the information for your children once
- Automatically receive emails listing the days and sessions your children are booked in for
- Log in to view all your previous bookings
- Available from any computer with internet access

To get set up with the new system and to ensure that your child is registered for the appropriate days, it's important that you go through the following process as soon as possible.

### Requesting a contract

There are several steps involved but it is quite a simple process and this document should help you to get through it in a breeze.

You will have been given a link by your club to get started setting up a new contract. Please click this link now then follow the steps in this document.

The steps involved are:

- 1. Create an account
- 2. Request your contract
- 3. Add your children
- 4. Choose your days and sessions
- 5. Add contacts and collection passwords
- 6. Medical information
- 7. Terms and conditions and consents

#### Step 1. Create an account

To get started, go to the following link:

#### https://stjosephsoutofschoolclub.kidsclubhq.co.uk/rdr?u=home

When the page loads, there will be a login form shown. Since you do not yet have a login account, click the link labelled '**Not got a login yet? Register Here**' below the log in form.

Please fill in the registration form, ensuring you use a password that is secure and that you will remember, then click the **Register** button:

Please use the form below to create your account.	
Registration	
Full name:	
E-Mail:	
Password:	
✓ Register	
Already registered? Log In Here	

Congratulations! You have just registered your login details.

#### Step 2. Request your contract

Once you have registered, you will see a page with 2 tabs in the top navigation:

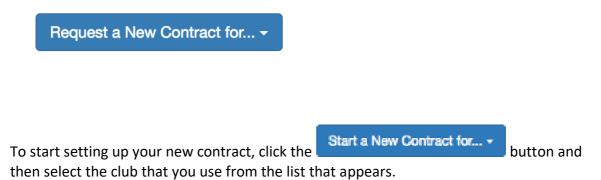
- My Bookings and
- My Contracts.

You're interested in the My Contracts tab, as below:

My Bookings My Contracts

### **My Contracts**

You have not yet requested a contract.



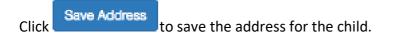
### Step 3. Add your children

The first step in the process is to add your children to the system. You will initially see a form to complete for your first child like this:

Please specify the d	letails for the first child you would like to book for then click the 'Add Chi
Child Name (*)	Jack Jones
Birth (*):	17 \$ Aug \$ 2010 \$
Address (*):	Add Address
	Add Child

Fill in the name and date of birth for your child then click Add Address. This will show you a form where you should add the address for the child you are adding:

Address Choice		×
Address 1 (*):	21 Acacia Avenue	
Address 2:		
Town/City (*):	Fiction Town	
Post Code (*):	TO9 4RT	
	Cancel Save Address	



Once the childs details have been specified, click

Add Child

You will then see a list of children with just this child in it and a tick to the left to indicate that this child is selected for the contract:

Please select the children you would like t You can add more children using the "Add	to book for. d Child" button or edit details using the "edit" button for the child	i	
Name	Birth		
Jack Jones	17/08/2010	🖍 Edit 🗙	
+ Add Child			Next 오

If you would like more children, click the process for each child you would like to add.

button and go through the above

Once all the children you would like to include in the contract have been added, click

Next • to go to the next step.

### Step 4. Choose your days and sessions

You will see a page similar to the following:

	Mon	Tue	Wed	Thu	Fri
lack Jones Zedit X	•	0	0	0	0
hen would you like your child to start at the club?:	3	Apr \$ 2017	*		

For each day you would like your child to attend the club, click the  $\bigcirc$  button to show the available sessions for that day. If there is only 1 session available that day, it will be selected by default.

If you are requesting a contract for multiple children, add the sessions for the appropriate days for each child.

Once you have selected the days and sessions you require, the page will look something like this:

		Mon	Tue	Wed	Thu	Fri
Jack Jones	🖍 Edit 🗙	0	15:15 - 18:00	0	● 15:15 - 18:00	0
/hen would you like your ch	hild to start at the club?:	3	\$ Apr \$ 2017	*		
+ Add Child						Book

Click **Book** • to continue to the next step.

Step 5. Add contacts and collection passwords

#### Parents, Carers and Emergency Contacts

When this page first shows, there are some warning messages in orange about missing information:

Parents/Carers and Emergency C	Contacts				
Please ensure that Jack Jones has at least 2 en	nergency contacts				
Person Contact Details		For Children			
		Child	Relationship	Emergency Contact	
Martin Jones Missing information	Lot, ratio and Rend Lot	Jack Jones	Parent	1st Emergency Contact	Fedit Remove
Add Parent / Carer / Emergency C	Contact				
Child Collection Passwords					
Would you like to use a password for	r collection of your children?	⊖ Ye	s 💿 No		
Back			I	Some required information is missing, plea	Next O

To fill in the missing information, click the **Edit** button to the right of the contact in the list. This will allow you to edit the details for this contact:

Name (*):	Martin Jones	Please enter at least or	ne phone number (*):
Email:	juit natio-last Bynai.com	Phone:	
Address:	21 Acacia Avenue, Fiction Town, TO9 4RT	Work Phone:	0701 234408
	Change	Mobile:	
Relationship to Child			
Child	Relationship	Is Emergency	y Contact
Jack Jones	Parent -	1st Emerger	ncy Contact -

Please ensure that you populate the required details which include:

Name

- At least one of: Phone, Work Phone, Mobile
- Select the child(ren) that this is a contact for, the relationship and which emergency contact they are

You will need to add several contacts as defined by the club you use (usually 3). You can add

additional contacts by clicking the • Add Parent / Carer / Emergency Contact button.

If you added a contact in error, you can remove them by clicking the Remove button to the right of the contacts name.

#### Child Collection Passwords

Some clubs have the option for you to specify a collection password for your child(ren). This password can be used by staff to help ensure that the person collecting your child is the person who should be collecting them as they must know the collection password.

If you would like to specify a collection password for your child(ren), select **Yes** to the right of the question, "Would you like to use a password for collection of your children?".

This will give you the option to add a password for each of your children:

Child Collection Passwords		
Would you like to use a password for collection of your children?		• Yes O No
Please specify the collection password for your child below		
Child	Collection Password	
Jack Jones	Set a collection password	

Click the Set a collection password button to the right of the childs name to add a collection password:

Set collection password	for Jack Jones ×
Collection password (*):	a secret
	Cancel Set Collection Password
	o save it. This will then show in the list like this:
Child Collection Passwords	
Please specify the collection password for your child below	
Child Collection Passw	O Show Passwords
Jack Jones ······ Change	
To view the collection passwords To change a collection password,	/ Change
Once the contacts and collection go to the next step.	passwords (if necessary) have been set, click Next O to

### Step 6. Supply medical Information

In this step, you can add any medical conditions, dietary requirements, Special Educational Needs (SEN) and doctor information for your children:

#### Medical Information

If your child(ren) has any medical conditions or allergies, you can add them in this section.

Medical Information
Please add any medical conditions, allergies or disabilities that we should be aware of for the children you are booking for Jack Jones
Add Medical Conditions, allergies or Disabilities

Click the O Add Medical Condition, Allergy or Disability button to add information, this will show the following form:

Edit Allergy, Medical Condition or Disability
Allergy, disability or condition (*):
Eczema
Symptoms of the allergy or condition:
Itching and inflamed skin around elbows.
Treatment required (if applicable). Please list the names of any medication required:
Does your child require medication to be administered by our staff: Yes No
Does this condition restrict your child from any of our activities? Please list them if yes:
Cancel Save

Click the Save

button to add the condition, a summary will then be shown in the list:

Medical Information				
Please add any medical conditions, allergi Jack Jones	ies or disabilities	that we should be aware of for the children you are bo	ooking for	
Condition, allergy or disability	Medication	Symptoms	Restrictions on activities	
Eczema		Itching and inflamed skin around elbows.		Fedit Remove
Add Medical Condition, Allergy or Disability	2			

#### **Dietary Requirements**

If your child(ren) has any dietary requirements, select **Yes** to the right of the question "Does your child have any dietary requirements?":

Dietary Requirements			
Does your child have any diet	ary requirements?	• Yes 🔿 No	
Please add the dietary requirem	ents for your child below		
Child	Dietary Requirements		
Jack Jones	None	O Add Dietary Requirements	



to add dietary requirements:

Set Dietary Requirements for Jack Jones		
Dietary requirements (*):		
Vegetarian		
	Cancel Save	

Click Save and the requirement is added to the list:

Dietary Requirements		
Does your child have any	dietary requirements?	• Yes 🔿 No
Please add the dietary requ	rements for your child below	
Child	Dietary Requirements	
Jack Jones	Vegetarian	✓ Edit Dietary Requirements X Remove

#### Doctors

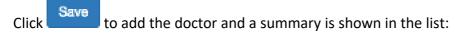
Doctor information for each of your children is required and can be added in the Doctors section:

Doctors	
Please add the doctor(s) for the children you a	are booking for using the button below
O Add Doctor	to add the details for a doctor and select which children the

doctor is for.

Add Doctor		×
Select the children th	at this is the doctor for:	
Jack Jones		
Name (*):	Dr Smith	
Phone (*):	0145 845461	
Address 1 (*):	12 The Street	
Address 2:		
Town/City (*):	Fiction Town	
Post Code (*):	TO1 3RT	
	Cancel	ave

**Please note:** if the doctor covers more than 1 of your children, please make sure that you select all children this doctor covers by ticking the box to the left of the child's name at the top of this form.



Doctors		
Doctor		Actions
Dr Smith For children: Jack Jones	0145 845461	✓ Edit X Remove
O Add Doctor		

Once the medical information, dietary requirements and doctors have been added, click

to go to the next step.

Next \varTheta

#### Step 7. Terms & conditions and other consents

There will usually be a set of terms and conditions that you must read and agree to before you complete your contract request. These are shown at this stage.

There may also be some other consents that the club has which you can opt in or out of here.

Consents	
Terms & Conditions of Booking	
1. Condition 1 2. Condition 2	
3. Condition 2	
4. Etc  2 I agree to all the terms and conditions read above	
There may be times when photographs are taken of children for publicity reasons or for evidence of their day. If you do not wish photographs to be taken of your child, please tick this box	
□ I do not wish for my child to be included in photos	
● Back	

Once you have agreed to the terms and conditions and any other consents, click



#### The End.

#### That's it!



The contract request has now been sent to the club administrators. They will review your request and notify you when it has been approved.