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:

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.

Request a New Contract for... ▾

To start setting up your new contract, click the **Start a New Contract for...** ▾ button and then select the club that you use from the list that appears.

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 details 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:

Click to save the address for the child.

Once the childs details have been specified, click .

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:

If you would like more children, click the button and go through the above process for each child you would like to add.

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

 to go to the next step.

Step 4. Choose your days and sessions

You will see a page similar to the following:

For each day you would like your child to attend the club, click the 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:

Click 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:

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:

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 ○ 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:

Click to save it. This will then show in the list like this:

To view the collection passwords for your children, click .

To change a collection password, click .

Once the contacts and collection passwords (if necessary) have been set, click to go to the next step.

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

No medical conditions, allergies or disabilities

⊕ Add Medical Condition, Allergy or Disability

Click the ⊕ 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:

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?":

Click to add dietary requirements:

Click and the requirement is added to the list:

Dietary Requirements

Does your child have any dietary requirements? ● Yes ○ No

Please add the dietary requirements for your child below

Child	Dietary Requirements		
Jack Jones	Vegetarian	✎ Edit Dietary Requirements	✖ 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 are booking for using the button below

⊕ Add Doctor

Click on ⊕ Add Doctor to add the details for a doctor and select which children the doctor is for.

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.

Click to add the doctor and a summary is shown in the list:

Once the medical information, dietary requirements and doctors have been added, click to go to the next step.

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.

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.