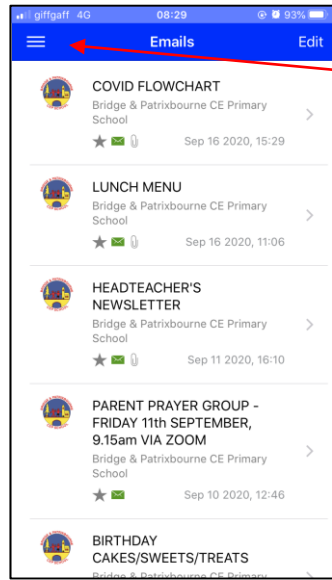
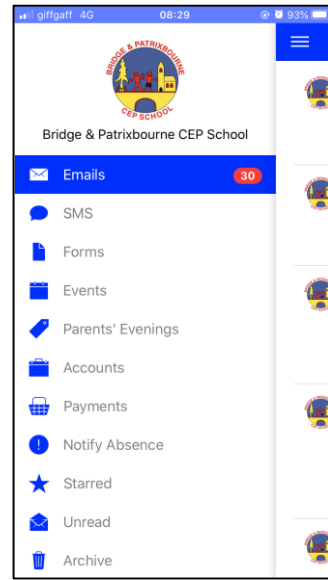


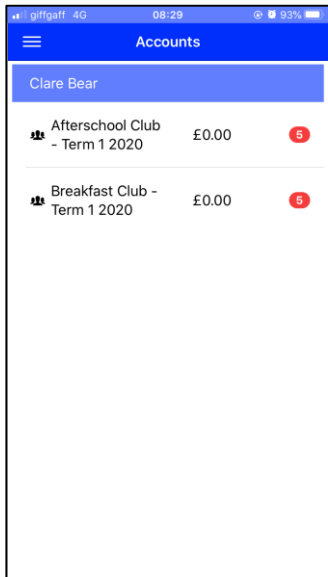
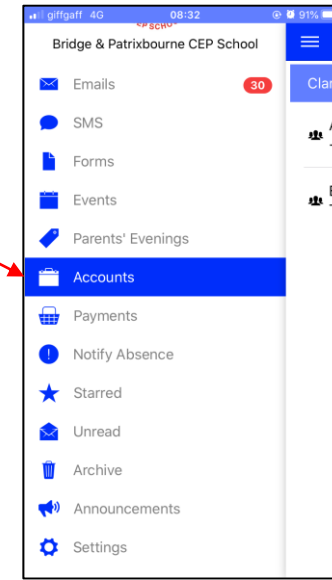
How to make a ParentMail booking for BASC



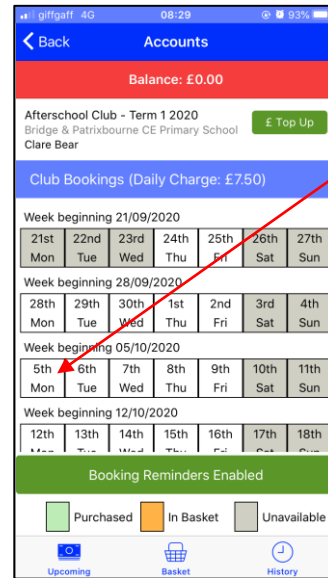
1. Open ParentMail app and click on the three lines at the top
2. This will then open a side bar to show you the menu options



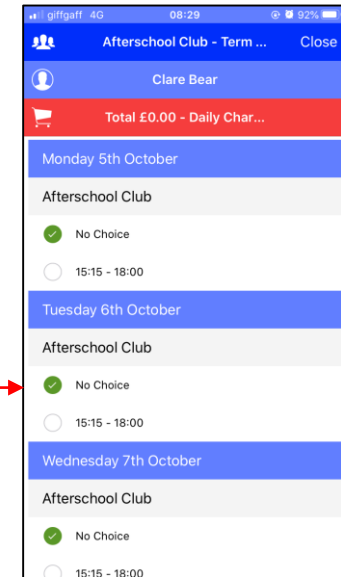
3. Select 'accounts' in the menu

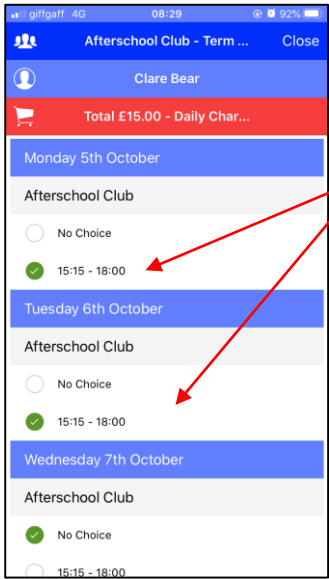


4. A new menu opens up and you should see the After School and Breakfast Club options
5. Pick whichever club you wish to book a session for. This will then open up a calendar grid



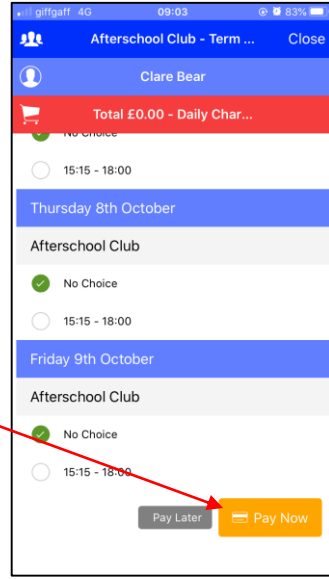
6. Select the date you want to book for. If a date is in grey it is unavailable to book. If it is green you have already booked it
7. Once you've selected the date you want that week will then open up on your screen. If there are no bookings it will automatically show 'No Choice' is selected



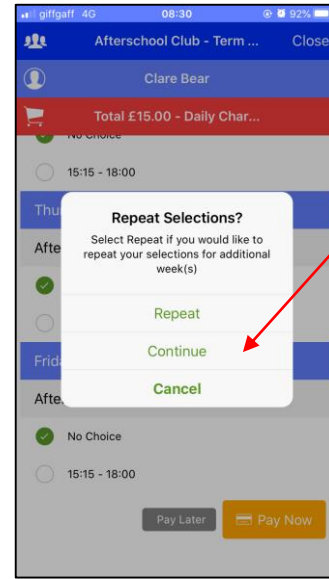


8. For the dates you wish to book please select the timed slots

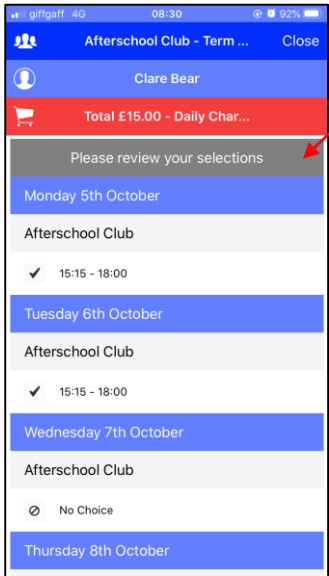
9. Scroll to the bottom of the screen and select Pay Now



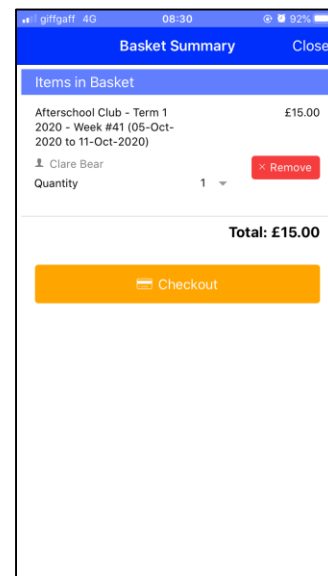
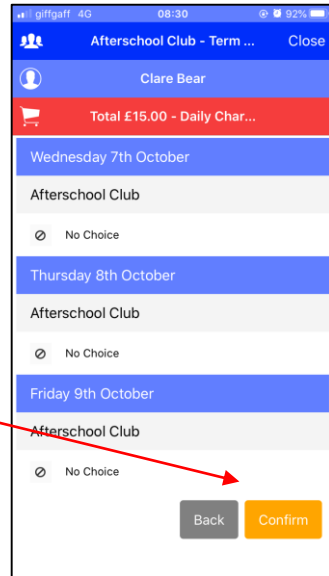
10. Once you have selected 'Pay Now' you get the option to make a repeat booking – for instance if you wish to make the same bookings for each week in term



11. Once you are happy with your booking select 'continue'



12. You will then be asked to review your selections. Scroll to the bottom of the screen and select confirm if you are happy with your bookings



13. Once confirmed you will go through to the checkout and then select the payment method you want and you will pay for your child's bookings.

