

STEP 1: Register

Go to: <http://egertonprimaryschool.magicbooking.co.uk>

Registration

1. Click the button 'Create an account'
2. Fill out the form shown below, using a valid email address as you will be asked to validate it via a link sent to that same email address. **Only one account per family should be created.**

Create your account

In order to use the service, you need to register first.
Please fill in the form below and click save.

Details

Email *

Confirm Email *

Title * --Select-- ▼

First Name *

Last Name *

Gender * --Select-- ▼

Ethnicity * --Select-- ▼

Address 1 *

Address 2

Town *

County

Postcode (E.g N1 5YP) *

Primary Contact Number *

Secondary Contact Number

How did you hear about us? --Select-- ▼

Security Details

Enter Password *
Password should be at least 6 characters long with one number, one lower and one upper case characters.

Repeat Password *

HOME CONTACT US

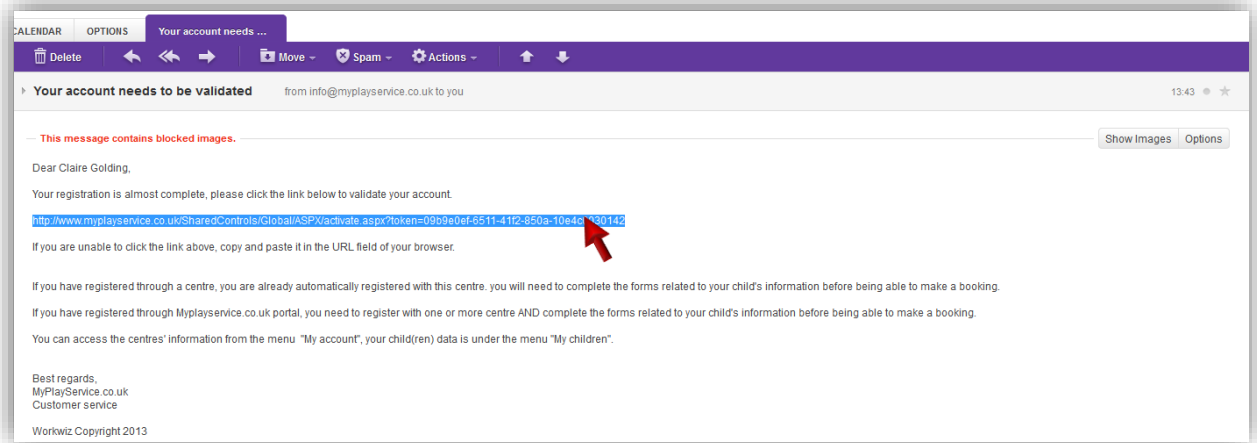
Sign In

[Forgotten password?](#)

Remember me?

New to our service?

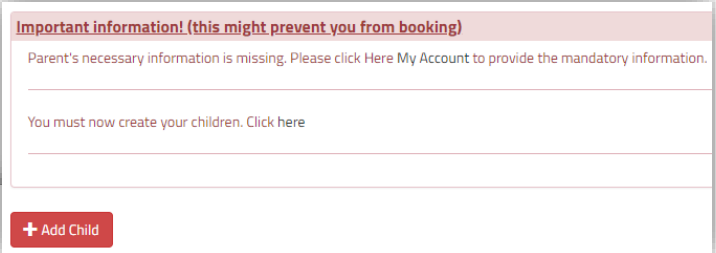
- When you click the button 'Save & Continue', an email will automatically be sent to the email address you used. Check your mail box, including your junk folder and validate your account by clicking the link in the email. If the link is not 'active', i.e. it is not clickable, simply copy and paste it in your browser address bar.



Then follow the steps below.

STEP 2: Register your child

You now need to add your child's details.



Add New Child

Child Details

First Name *

Last Name *

Date of Birth *

Free childcare entitlement code

Gender *

Ethnicity *

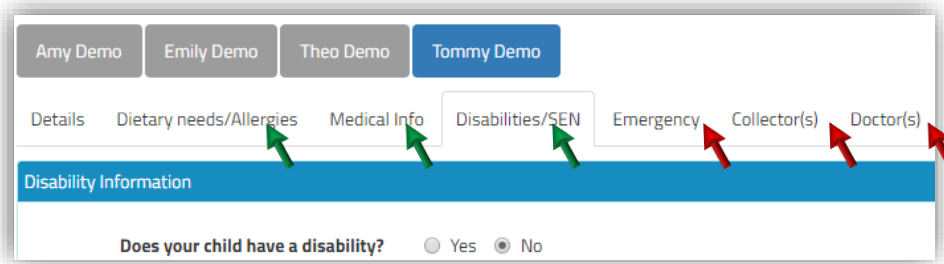
What is your relationship with the child? *

Who does your child live with? *

Who has the legal responsibility of the child? *

Navigate to the menu 'My Children', then click the button 'Add Child'. Complete the first form, then save.

Now, click each tab (Dietary needs/Allergies, Medical Info, Disabilities/SEN, Emergency contacts, Collectors and Doctors) and complete the forms (see below). Only Emergency, Collectors and Doctor are compulsory.



Dietary needs/Allergies

Select the relevant option in the Dietary Requirement drop down list and add additional information if needed. If your child has any allergies, click the button '+Add', pick the appropriate option in the Allergies drop down list, then add any relevant information in the fields provided.

Medical information

Under this menu you can add both medical conditions and medication.

Click button '+Add' in the relevant section to add medical condition and medication, you can add several if needed.

Make sure you complete all details, including, allergies and emergency treatment if needed, as it is important for your child's wellbeing and safety that staffs are aware of any health problems or medications your child might have or need.

Disability & Special Needs

Again, it is important for your child's wellbeing and safety that staffs are aware of any disabilities or Special Needs your child might have. Hiding such information may result in your child being turned down at the door if no resources are available to provide adequate care to him/her.

Emergency contacts and Collectors

When you register, your contact details are automatically added on both the Emergency and Collectors lists, however it is advisable to add another emergency contact in case you are not reachable in the event of an emergency. Some organisations impose more than one emergency contact; if it is the case you won't be able to make a booking until you have entered the requested number of contacts.

You can't use the same phone number for two emergency contacts.

Doctor

This is the contact details of the Surgery your child is registered with.

Note: When you register a second child, additional contacts (collectors, Emergency contact and doctor) can be reused. Simply tick the relevant check boxes at the bottom of the child's details form, so you won't need to re-enter the same information again.

Reuse existing contacts? Emergency
 Collector
 Doctor

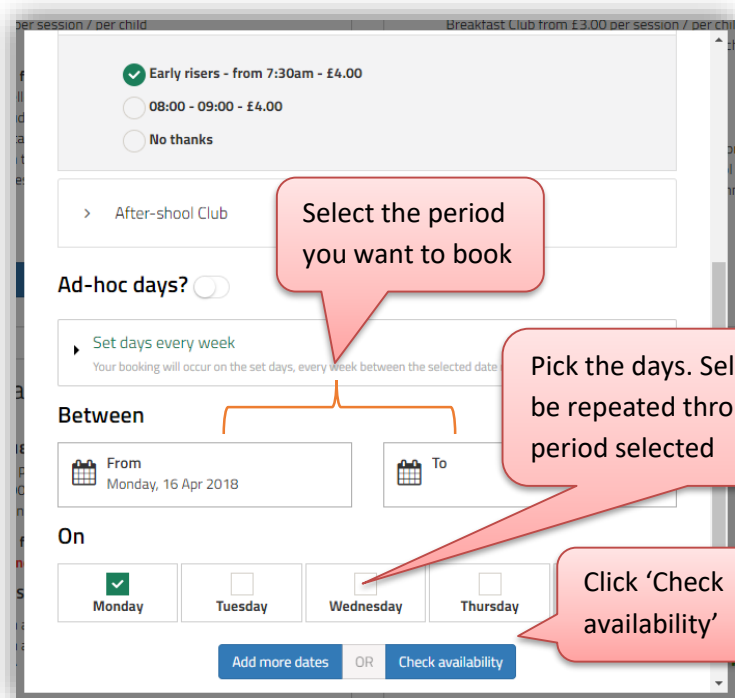
STEP 3:

Book a session

Once you have completed the above steps you can book sessions online.

The screenshot shows a parent's account page with a navigation bar (HOME, BOOK, MY BOOKINGS, MY ACCOUNT, MY CHILDREN, CONTACT US) and a 'LOG OFF' button. The main content area is titled 'Welcome Parent' and shows 'Available credit £185.91'. There are three session cards: 'Easter Half-term' (Bridge Kids, available from 16/04/2018 to 16/04/2018), 'Half-term Holiday Club' (Bridge Kids, available from 16/04/2018 to 16/04/2018), and 'Dinner' (Bridge Kids, available from 16/04/2018 to 20/07/2018). Each card includes a 'Read More' link and a 'Book Now' button. A red callout bubble points to the 'Book Now' button of the 'Dinner' session with the text 'Select the sessions you want to book'.

The screenshot shows a modal window titled 'Breakfast & After School'. Under 'I want to book', there are four children listed: Theo (checked), Amy (checked), Emily (unchecked), and Tommy (unchecked). A red callout bubble points to the checked children with the text 'Select your children'. Below this, under 'For', there are two session options: 'Breakfast Club' and 'After-school Club'. The 'Breakfast Club' section is expanded, showing three options: 'Early risers - from 7:30am - £4.00' (checked), '08:00 - 09:00 - £4.00' (unchecked), and 'No thanks' (unchecked). A red callout bubble points to the 'Breakfast Club' header with the text 'Expand the header'. At the bottom, there is an 'Ad-hoc days?' toggle switch.



To book a session, click 'Book Now', select the child(ren) you want to book.

Select the date range, or pick days (if available), select the days of the week and sessions.

When booking a date range the days and sessions will be repeated throughout the period selected.

Then click check availability.

On a [daily basis](#) (as described above), you select the start and end date of the period, the week days and sessions are repeated throughout the period chosen. It is possible to remove some random dates the 'availability page', for example, if the grand-parents are going to be around on a particular week you can remove the days for that period.

On ad-hoc basis, this is suitable if you book different weekdays every week. You can pick different weekdays and sessions i.e.: your selection is different each week:

15:15 - 16:30 - £5.00
15:15 - 17:30 - £18.00
 No thanks

Ad-hoc days?

Select Day

Monday, 03 Sep 2018

September 2018

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Add more dates OR Check availability

Enable the Ad-hoc option

Choose the first day you want to book

You can then add more dates

Breakfast Club £20.00

Early risers - from 7:30am - £20.00
 No thanks

One hour only

Over an hour

Between

From 02/07/2018 To 06/07/2018

On

Monday Tuesday Wednesday Thursday Friday

Add more dates OR Check availability

Select the week(s) you want to book

Click 'Check availability'

On a weekly basis, you must book one or more full weeks, you can only select the beginning and the end of the week from the drop down list.

On a [repeating pattern](#) basis, - same as daily booking, but you cannot choose the start or end-date of the period. The same days and sessions are repeated throughout the whole period.

Pick the days of the week you want to book.

Select your child(ren)

Book the whole period

For [whole period](#) bookings, you cannot choose the days, all available days in the period will be booked.

Note: When the session is bookable on a daily basis, you can amend the days selected on the following screen (availability page), e.g.: if you are booking your child for the after-school club every day of the week for 3 months but you need to remove a few days in the period, you will be able to remove these individually.

After clicking “Check Availability” the system returns the list of dates available. Dates can be removed individually if you don’t need them*. In case of weekly bookings, a whole week can be removed. The cost of the booking is automatically updated.

* Only available with the daily booking mode

Activity **Cost**

Summer Playscheme £272.00

Selected Period From: 23/07/2018 To 03/08/2018
10 dates selected
View all dates

Total incl. any discounts £272.00

Summer Playscheme >

Additional option for Summer Playscheme v
[After-school club Late stay](#)
Stay until 7pm

[Book another activity](#) [Check out](#)

Activity **Cost**

Summer Playscheme £54.40

Selected Period From: 27/07/2018 To 31/07/2018
2 dates selected
View all dates

Total incl. any discounts £54.40

Summer Playscheme >

2018 week 30 v

Summer Playscheme (09:00 - 17:00) | Friday 27/07/2018 | Emily Demo | Total session cost: £27.20

2018 week 31 v

Additional option | Friday 31/07/2018 | Emily Demo | Total session cost: £27.20

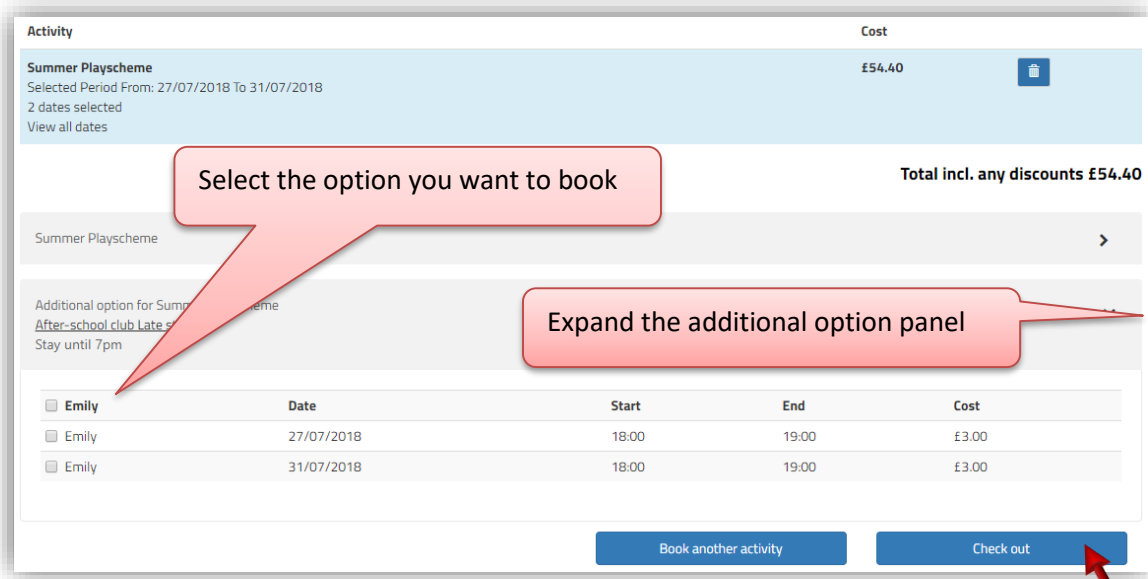
Additional option for Summer Playscheme v
[After-school club Late stay](#)
Stay until 7pm

[Book another activity](#) [Check out](#)

STEP 4: Add another session

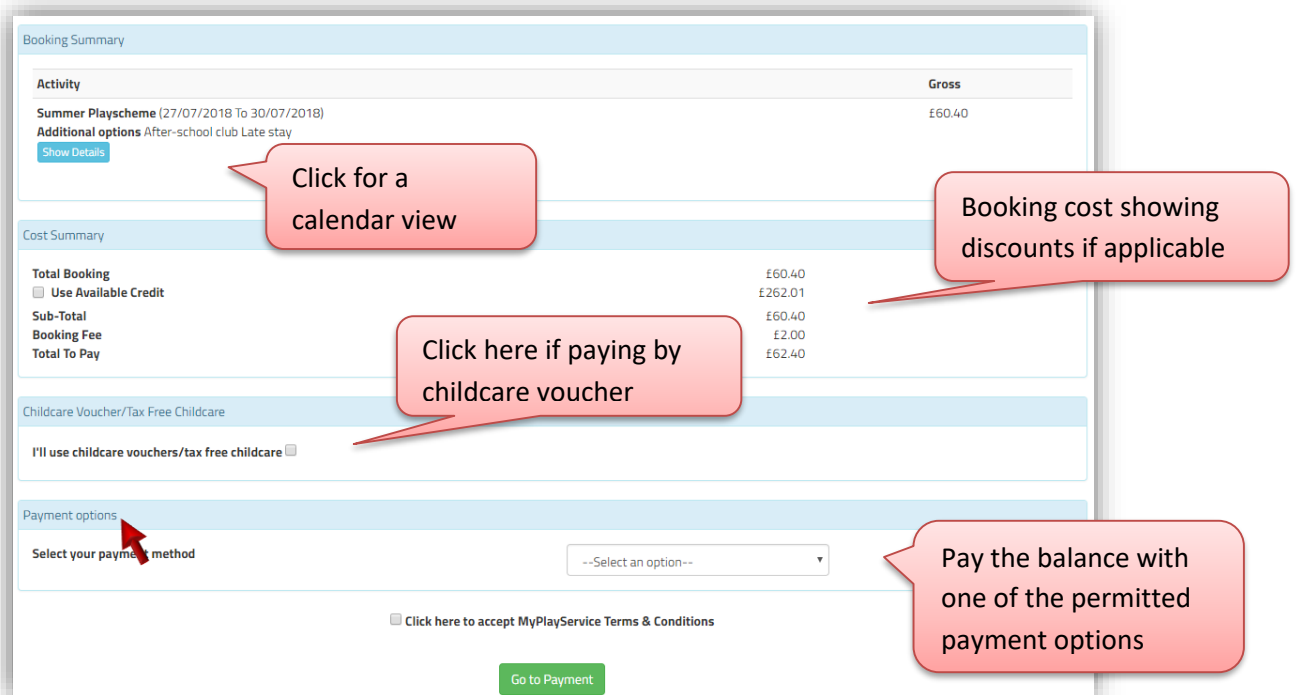
You can book another session for the same or another child, to do so, click “Book another activity” and repeat the process described on Step 3.

Additional option can sometimes be available and will then be displayed below the list of dates booked. Option are often a day out, an extra time or a walk-over. Click the “Additional option” panel. The list of options is then displayed, simply select your options, your selection will be added to your booking.



STEP 5: Complete your booking

Once you are happy with your selection, click “Check out”. You will be redirected to the booking summary page where you will be able to choose your payment option (based on what’s allowed by the centre). You can partially or fully pay by childcare vouchers, if these are permitted. In most cases you will have to make a payment online (either in full or partial followed by instalments).



After selecting the preferred payment method and verifying the total cost, you can complete the purchase by clicking “go to payment”.

STEP 6: Accessing to booking details

All bookings made are available from the top bar menu. You can access the listing of bookings made by clicking on ‘My Bookings’. Check the payments made, the upcoming payments if there’s an instalment plan created or cancel some sessions if the club allows to do so.

The screenshot shows the 'MY BOOKINGS' page with a table of bookings. Callouts provide instructions: 'Click in the booking reference to check the booking details. i.e. check invoices or cancel' points to the 'Booking Ref' column; 'Change the booking view to calendar mode' points to the 'View all bookings in calendar' link; and 'Select the ‘pay’ option to clear the booking' points to the 'Pay' column.

Pay	Booked on	Booking Ref	Gross	Balance
<input type="checkbox"/>	05/06/2018	PS269651/579 Summer Camps Emily	£32.00	-£32.00
<input type="checkbox"/>	01/06/2018	PS266271/745 Summer Playscheme After-school club Late stay Emily Cleared	£61.50	£0.00
<input type="checkbox"/>	18	PS266237/204 BC&ASC Summer Playscheme Theo Fully cancelled	£2.00	£0.00

After selecting the booking reference, payments made, dates booked, and invoices will be accessible. You can login to your account and check this information at any time you need to.

The screenshot shows the 'Booking Details' page for booking reference PS269651/579. A callout states: 'Expand these panels to access the information', pointing to the 'Booking Status' and 'Dates booked' sections.

Booking Details	
Centre	Bridge Kids
Activity	Summer Camps
Ref Number	PS269651/579
Booked on	05/06/2018 10:53:03
Booked by	Parent Demo

Booking Status	
Booking cost	£32.00
Amount left to clear this booking	£32.00

Below the details are sections for 'Dates booked', 'Payments made', 'Cancellation for this activity is not permitted, please contact your centre', and 'Invoice(s) / Credit Note(s)'.

Tip for telephone shortcut

For a quick and easy access to your organisation' booking page, we suggest that you create a shortcut on your phone, so that you can access the correct URL easily:

On Android

Go to <http://egertonprimaryschool.magicbooking.co.uk>, then, click the 3 little dots on the top right-hand side, and select 'Add to Home Screen'

On iPhone

Go to <http://egertonprimaryschool.magicbooking.co.uk>, then, click the square icon with an arrow going up at the bottom of the screen, then scroll across to 'Add to Home Screen', and click 'Done'.

On a computer or laptop, use the 'Bookmark' option.