

# Parents'/Carers' Guide for Booking Clubs



Browse to <https://ladybridgeprimary.parentseveningsystem.co.uk/>

## Step 1: Login

Please fill out all the details on the page.

A confirmation of your booking(s) will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth – eg: 26/11/2015

## Step 2: Select Club

On the "Home" screen you will see a list of clubs and related information. Click the 'Continue' box to select the club(s) you wish to book a place for your child(ren).

## Step 3: Book Club

Click on the Book button to proceed, and then click on the Book button again to confirm your booking. You may wish to enter a short note, if necessary.

Click close once you are happy with your booking.

You will receive an email confirmation of your booking(s).

## Step 4: Viewing/Amending/Printing Bookings

You can view and print your booking by clicking the "My Bookings" tab. Click on the down arrow key to display full information. Here you will see options to print and amend bookings.

Note: There is a link at the bottom of the confirmation email which logs you back into the system.

To send the school feedback about this system, click on "Send Feedback".