

HOW TO BOOK A CLUB ON PARENT PAY

1. Sign in to your Parent Pay account
2. Click in “Pay for other items”



Pay for other items

3. You should see the box below with your child’s name and club selected like this



New!

Paula - Art Club Year 3

Balance: £0.00



4. Click the blue box on the right-hand side saying ‘view’
5. Then click on Book Sessions as below (you do not need to put a value in the payment amount box)



Choose payment amount

£

Min: £0.01 / Max: £750.00 (set by school)

Set up One-click payments

One-click payments are faster and simpler. Simply set up a direct debit mandate that allows payments to be taken from your bank account. Payments will only be taken when you tell us to.

Book sessions

Add to basket

This club requires all sessions to be booked at the same time.

Art Club Year 3

Booking cut off expires on 13/10/2023 at 15:00.

6. This will be what the next page looks like – click ‘book all sessions’ again (in bottom right of the page)



The screenshot shows a list of sessions on the left, each with an orange background. The first session is labeled '11 Selected' and '16 places left'. The second session is labeled '18 Selected' and '16 places left'. On the right side of the interface, there is a blue button labeled 'Book all sessions'.

7. Then click on confirm booking as shown below



The screenshot shows a modal dialog box titled 'Confirm booking'. Below the title, it says '14 sessions selected'. At the bottom of the dialog, there is a blue button labeled 'Confirm'.

8. The sessions you have booked will now show in green



The screenshot shows a single session card with a green background. The card displays the number '7', the word 'Booked', and the text 'Art Club Year 3'.

9. Your booking is now complete!!