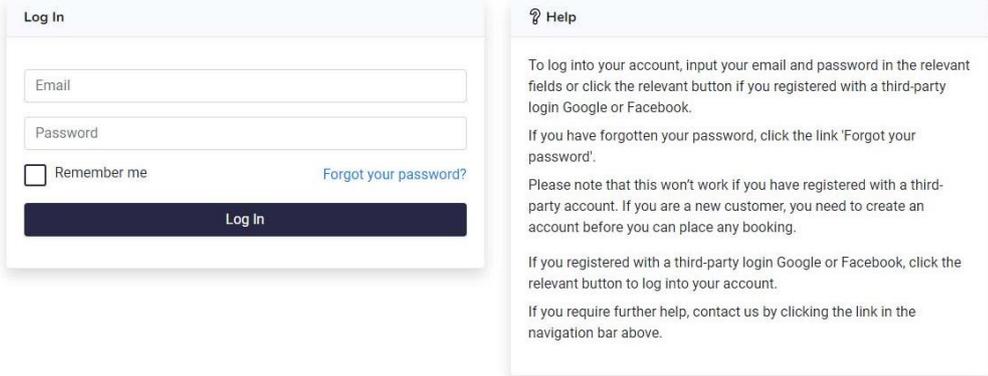


## Jennett's Park CE Primary School User Guide to Magicbooking

To access your account, click the following link <https://jennettpark.magicbooking.co.uk>

When you get to the login page, then click the 'Forgotten Password' hyperlink and enter the email address we have on file for you at school in the Username field. This will prompt an e-mail back to you, follow the link in the e-mail to set up your password and complete your sign up to *magic*booking.



**Log In**

Email

Password

Remember me [Forgot your password?](#)

**Log In**

**? Help**

To log into your account, input your email and password in the relevant fields or click the relevant button if you registered with a third-party login Google or Facebook.

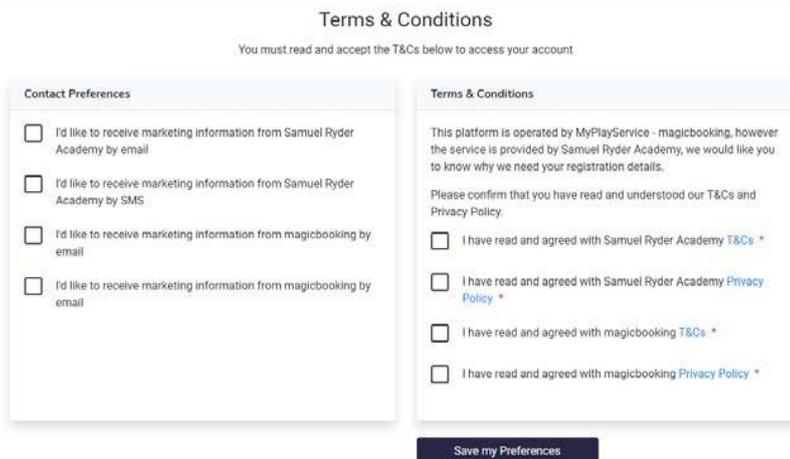
If you have forgotten your password, click the link 'Forgot your password'.

Please note that this won't work if you have registered with a third-party account. If you are a new customer, you need to create an account before you can place any booking.

If you registered with a third-party login Google or Facebook, click the relevant button to log into your account.

If you require further help, contact us by clicking the link in the navigation bar above.

When you first log in please read and accept the terms and conditions and privacy policies and click 'Save my Preferences'



**Terms & Conditions**

You must read and accept the T&Cs below to access your account

**Contact Preferences**

I'd like to receive marketing information from Samuel Ryder Academy by email

I'd like to receive marketing information from Samuel Ryder Academy by SMS

I'd like to receive marketing information from magicbooking by email

I'd like to receive marketing information from magicbooking by email

**Terms & Conditions**

This platform is operated by MyPlayService - magicbooking, however the service is provided by Samuel Ryder Academy, we would like you to know why we need your registration details.

Please confirm that you have read and understood our T&Cs and Privacy Policy.

I have read and agreed with Samuel Ryder Academy T&Cs \*

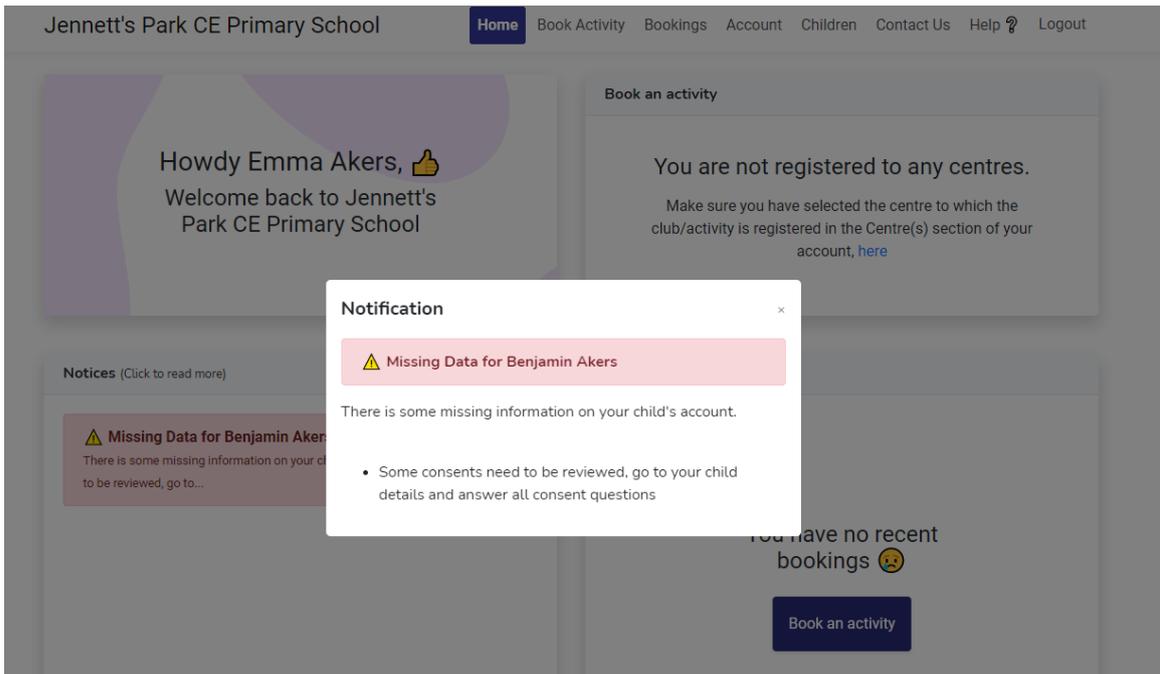
I have read and agreed with Samuel Ryder Academy Privacy Policy \*

I have read and agreed with magicbooking T&Cs \*

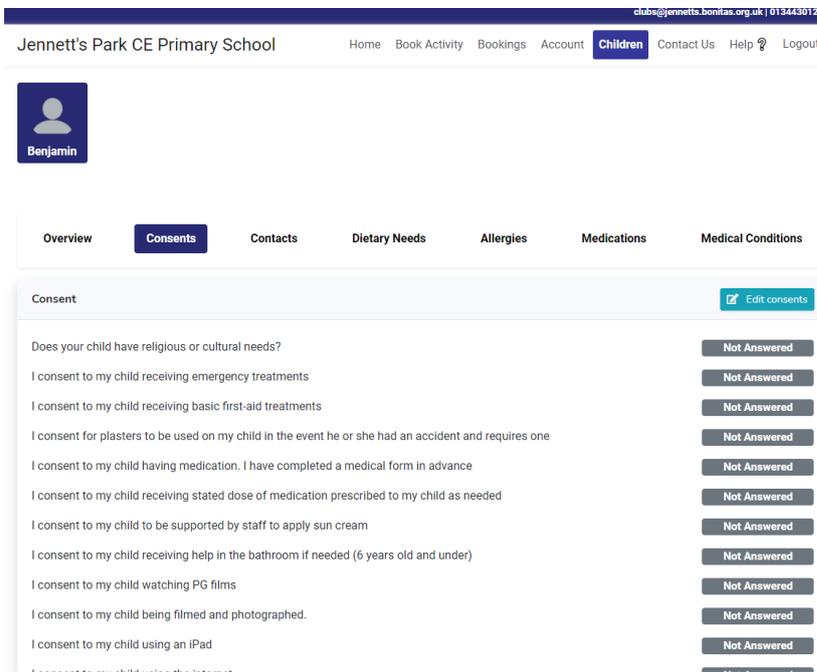
I have read and agreed with magicbooking Privacy Policy \*

**Save my Preferences**

A notification box will pop up saying data is missing

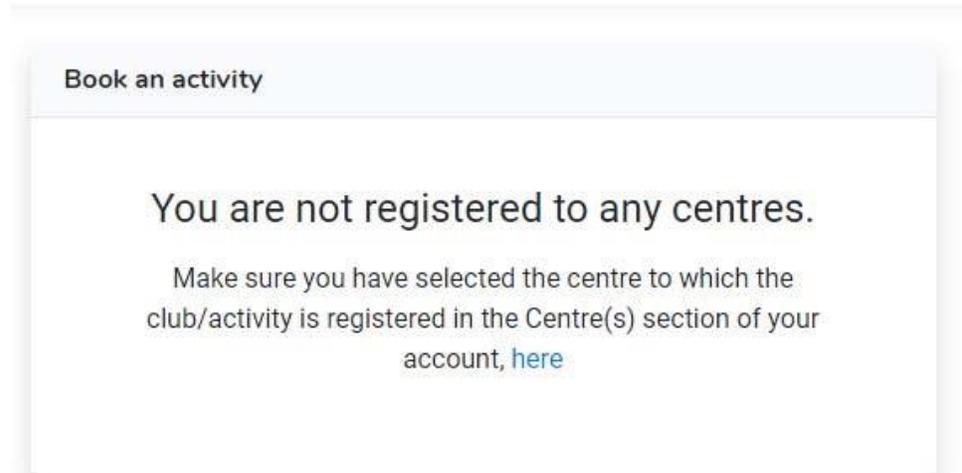


Click 'Children'  
 Select your child  
 Select the consents tab  
 Answer the questions  
 Click 'Save'



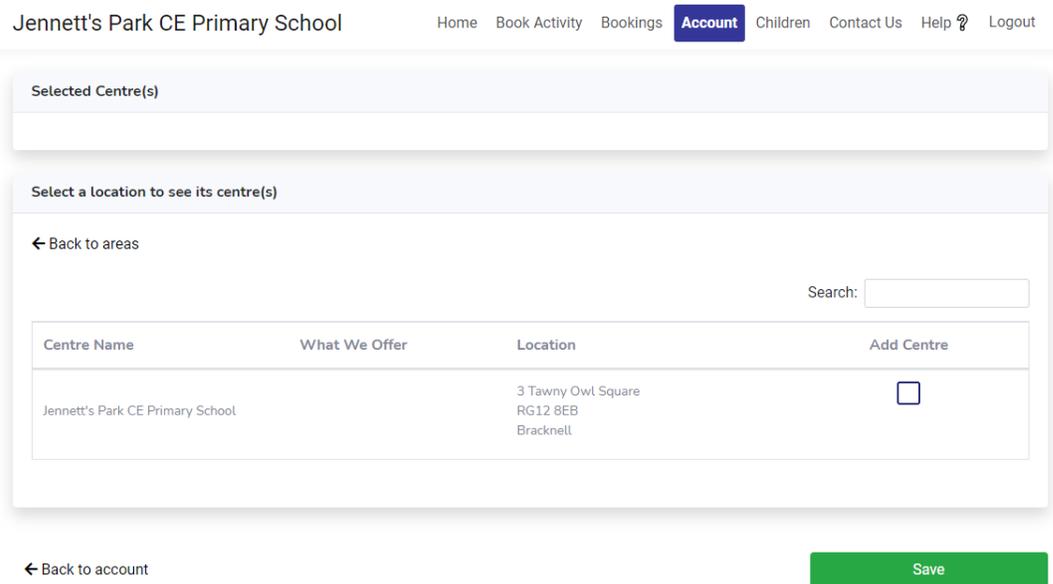
Once you have completed the consent forms for each child go back to the home page using the home tab.

Next, if prompted, you need to register to a centre, to do this click the hyperlink in the 'Book an activity' section on your home screen.



On the next screen click on 'Berkshire'

Click on Berkshire, tick the Jennett's Park CE Primary School 'Add Centre' button and 'Save'



Once the booking window is open you will be ready to make your booking by returning to the 'Home' or Book Activity' screen.

On the 'Home' screen, any notices will show on the bottom left hand side. Sessions available to book are on the right-hand side. Simply click on the activity you would like to book for your child to go to the next step. Any bookings that you have made previously will show on the bottom right.

Book an activity

Welcome back to Jennett's Park CE Primary School

Early Birds Breakfast Club

Night Owls Afterschool Club

Notices

You have no messages or tasks to complete right now! 👍

Your Bookings

You have no recent bookings 😞

Book an activity

Once you have selected the activity that you would like to book you will be brought to the following screen.

1. Here you should select the child(ren) that you wish to book for
2. Select the session and the day(s) which you would like
3. Click 'Add Dates'.

At this stage you can choose every day of the week or select a certain day each week.

If you chose Monday for example you would be choosing every Monday for your chosen session for duration of the booking.

Please note that if you are booking all of your children into the same sessions then this can be done at the same time, if the sessions are different for each child, you will need to add them separately.

<b>Chiddemo1</b> Atschol ars Education Trust <input checked="" type="checkbox"/>	<b>Chiddemo2</b> Atschol ars Education Trust <input type="checkbox"/>
--	---

After School Club - Select your session

Runs On	Duration	Price	Select
M T W T F	15:20 - 17:30	£10.00	<input checked="" type="checkbox"/>
M T W T F	15:20 - 18:30	£15.00	<input type="checkbox"/>

Select the dates you'd like to book Ad-hoc days?

From  To

Select All <input checked="" type="checkbox"/>	Monday <input checked="" type="checkbox"/>	Tuesday <input checked="" type="checkbox"/>	Wednesday <input checked="" type="checkbox"/>	Thursday <input checked="" type="checkbox"/>	Friday <input checked="" type="checkbox"/>
---	---	--	--	---	---

**Add Dates**

Once added your chosen dates and sessions will appear at the bottom of the screen. Should you now wish to select ad hoc days then take the following steps:

1. Select the child you wish to book for
2. Select the session you wish to book
3. Select 'Ad-hoc Days'
4. Choose your dates from the calendar on the left-hand side
5. Click 'Add Dates'
6. These dates will appear at the bottom of the screen alongside the other weekly sessions you have booked.

Select the dates you'd like to book Ad-hoc days?

Select Date(s)

Selected Date(s)

24/09/2020 ✕

20/10/2020 ✕

**Add Dates**

---

**Added dates**

**Chiddemo1** ✕

After School Club 15:20 - 17:30

Every Monday, Tuesday, Wednesday, Thursday,

Friday between 02/09/2020 - 23/10/2020

Cancel
Next

If you wish to have different sessions or days for your children you will now need to repeat the above step to add these sessions.

Once you are happy with your selections click 'Next'.

You will be brought to a screen which will allow you to review the sessions that you have chosen by week or month view. You will see the availability of those session and be able to make any amendments to your sessions.

Session: After School Club Click to expand and collapse

---

Year: 2020 Switch View:

---

Week 36 Week 37 Week 38 Week 39 Week 40 Week 41 »

---

Week 36 Wed 02/Sep/2020 - Sun 06/Sep/2020

Show  entries Search:

Remove	Child	Day	Date	Start Time	End Time	Price	Status
<input checked="" type="checkbox"/>	Childdemo1 Atscholars Education Trust	Wed	02/09/2020	15:20	17:30	£10.00	Available
<input checked="" type="checkbox"/>	Childdemo1 Atscholars Education Trust	Thu	03/09/2020	15:20	17:30	£10.00	Available
<input checked="" type="checkbox"/>	Childdemo1 Atscholars Education Trust	Fri	04/09/2020	15:20	17:30	£10.00	Available

Showing 1 to 3 of 3 entries Previous **1** Next

Once you are happy with your choices, click 'Next' to move onto the payment page.

Book Session     
  Check Availability     
  Booking Recap

**ACE Club After School - 40 sessions booked**

Cost of Session(s) £381.50      Session(s) After School Club View dates booked

Child(ren) Booked

Childdemo1    Childdemo2

**Total**

Total Booking	£400.00
Weekly Discount	-£18.50
<b>Total to Pay</b>	<b>£381.50</b>

**Pay by Childcare Voucher/TFC**

I have read and agreed with Samuel Ryder Academy T&Cs \*

Pay now

← Back
Add another activity

If you have selected **ALL of the sessions** that you require, you can proceed to payment. Any discounts that you are entitled to will automatically be displayed here.

Should you wish to pay by childcare vouchers or tax-free credit (TFC), select this option, enter the provider and the amount you wish to pay. If you have a credit in your account you may choose to use it by selecting the 'use credit' option.

Read and agree to the terms and condition and click 'Pay Now'.

You can pay the whole or remaining balance after the childcare vouchers by credit or debit card. All sessions have to be paid at the point of booking. This will complete your booking.

**If you would like to book sessions for another activity, breakfast club for example if you have booked afterschool club here, you need to click 'Add Another Activity' at the bottom right of the page instead of 'Pay now'.**

You will be taken to Jennett's Park activities booking page below.

Click 'Book' on the activity you wish to book.

Select the children that you are booking for and the days you would like to book, click 'Add Dates'.

The screenshot shows a booking interface with the following elements:

- Two child selection cards: "Chiddemo1 Atschoars Education Trust" (checked) and "Chiddemo2 Atschoars Education Trust" (unchecked).
- A table titled "Breakfast Club - Select your session" with columns: "Runs On", "Duration", "Price", and "Select".

Runs On	Duration	Price	Select
M T W T F	07:30 - 08:40	£5.50	<input checked="" type="checkbox"/>
- A date selection section titled "Select the dates you'd like to book" with a date range from "02/09/2020" to "23/10/2020" and an "Ad-hoc days?" checkbox (unchecked).
- Day selection buttons: "Select All" (checked), "Monday" (checked), "Tuesday" (checked), "Wednesday" (checked), "Thursday" (checked), and "Friday" (checked).
- An "Add Dates" button at the bottom right.

Your added dates will show on the bottom left of the screen. If you would like to choose any 'Ad-hoc days' select this option and choose your dates, follow this with 'Add Dates'. Once you are happy with the sessions selected click 'Next'.

Select the dates you'd like to book Ad-hoc days?

Select Date(s)

Selected Date(s)

25/09/2020 ✕
30/09/2020 ✕

[Add Dates](#)

---

**Added dates**

**Chiddemo1** ✕

Breakfast Club 07:30 - 08:40

Every Monday, Tuesday, Wednesday, Thursday, Friday between 02/09/2020 - 23/10/2020

Cancel
Next

Review your sessions and dates, once you are happy with them select 'Next' to proceed to the payment page.

Session: Breakfast Club Click to expand and collapse

Year: 2020 Switch View:

◀
Week 36
Week 37
Week 38
Week 39
Week 40
Week 41
▶

**Week 36** Wed 02/Sep/2020 - Sun 06/Sep/2020

Show  entries Search:

Remove ↑↓	Child	Day ↑↓	Date ↑↓	Start Time ↑↓	End Time ↑↓	Price ↑↓	Status ↑↓
<input checked="" type="checkbox"/>	Chiddemo1 Atscholars Education Trust	Wed	02/09/2020	07:30	08:40	£5.50	Available
<input checked="" type="checkbox"/>	Chiddemo1 Atscholars Education Trust	Thu	03/09/2020	07:30	08:40	£5.50	Available
<input checked="" type="checkbox"/>	Chiddemo1 Atscholars Education Trust	Fri	04/09/2020	07:30	08:40	£5.50	Available

Showing 1 to 3 of 3 entries Previous 1 Next

You will now be able to see all sessions selected down the left-hand side of the page for all of the activities that you have booked. If you have selected **ALL of the sessions** that you require you can proceed to payment. Any discounts that you are entitled to will automatically be displayed here.

Should you wish to pay by childcare vouchers or tax-free credit (TFC), select this option, enter the provider and the amount you wish to pay. If you have a credit in your account you may choose to use it by selecting the 'use credit' option.

Read and agree to the terms and condition and click 'pay now'.

You can pay the whole or remaining balance after the childcare vouchers by credit or debit card. All sessions have to be paid at the point of booking. This will complete your booking.

The screenshot displays a booking confirmation interface. On the left, there are two session cards. The top card is for 'ACE Club After School - 40 sessions booked' with a cost of £381.50 per session. The bottom card is for 'ACE Club Breakfast - 40 sessions booked' with a cost of £209.80 per session. Both cards show two children booked, 'Childdemo1' and 'Childdemo2', and include a 'View dates booked' button. On the right, a 'Total' summary box shows a total booking of £620.00, a weekly discount of -£28.70, and a total to pay of £591.30. Below the summary, there are two checkboxes: 'Pay by Childcare Voucher/TFC' and 'I have read and agreed with Samuel Ryder Academy T&Cs \*'. A green 'Pay now' button is at the bottom of the summary box.

ACE Club After School - 40 sessions booked	
Cost of Session(s)	Session(s)
£381.50	After School Club
<a href="#">View dates booked</a>	
Child(ren) Booked	
Childdemo1	Childdemo2

ACE Club Breakfast - 40 sessions booked	
Cost of Session(s)	Session(s)
£209.80	Breakfast Club
<a href="#">View dates booked</a>	
Child(ren) Booked	
Childdemo1	Childdemo2

Total	
Total Booking	£620.00
Weekly Discount	-£28.70
Total to Pay	£591.30
Pay by Childcare Voucher/TFC	<input type="checkbox"/>
I have read and agreed with Samuel Ryder Academy T&Cs *	<input type="checkbox"/>
<a href="#">Pay now</a>	