

Events and Clubs

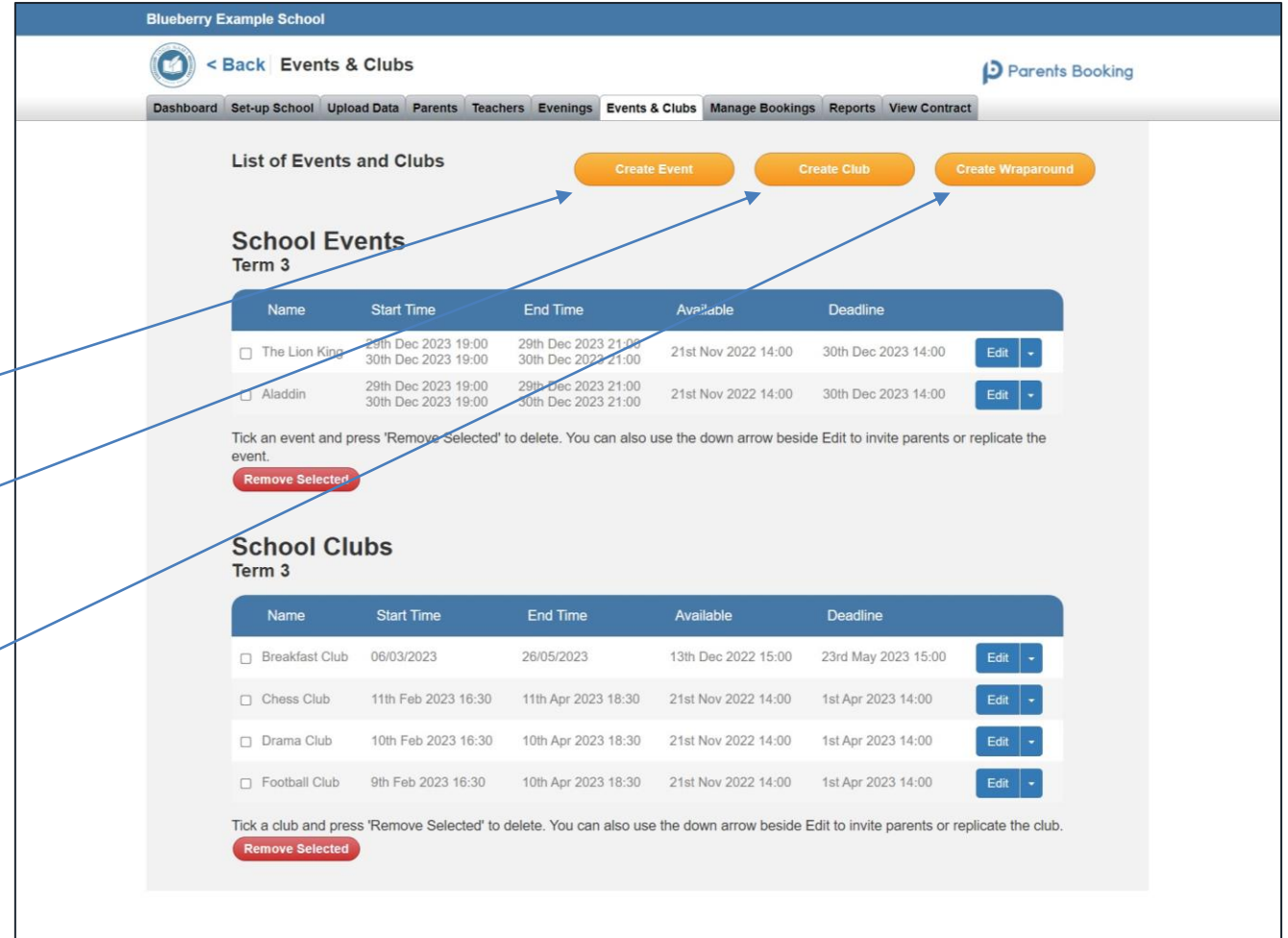
Parents Booking has an **Events and Clubs module** which allows schools to set up booking for these types of event/club.

The difference between an event, a club and a wraparound:

An event is where the parent booking X number of places/seats/ticket

A club is where the parent is signing a specific child up

A wraparound is where you'll probably have a different attendance every day, and parents use a calendar to cherry-pick the dates they want to book



Blueberry Example School

< Back Events & Clubs

Parents Booking

Dashboard Set-up School Upload Data Parents Teachers Evenings **Events & Clubs** Manage Bookings Reports View Contract

List of Events and Clubs

Create Event Create Club Create Wraparound

School Events
Term 3

Name	Start Time	End Time	Available	Deadline	
<input type="checkbox"/> The Lion King	29th Dec 2023 19:00 30th Dec 2023 19:00	29th Dec 2023 21:00 30th Dec 2023 21:00	21st Nov 2022 14:00	30th Dec 2023 14:00	Edit -
<input type="checkbox"/> Aladdin	29th Dec 2023 19:00 30th Dec 2023 19:00	29th Dec 2023 21:00 30th Dec 2023 21:00	21st Nov 2022 14:00	30th Dec 2023 14:00	Edit -

Tick an event and press 'Remove Selected' to delete. You can also use the down arrow beside Edit to invite parents or replicate the event.

Remove Selected

School Clubs
Term 3

Name	Start Time	End Time	Available	Deadline	
<input type="checkbox"/> Breakfast Club	06/03/2023	26/05/2023	13th Dec 2022 15:00	23rd May 2023 15:00	Edit -
<input type="checkbox"/> Chess Club	11th Feb 2023 16:30	11th Apr 2023 18:30	21st Nov 2022 14:00	1st Apr 2023 14:00	Edit -
<input type="checkbox"/> Drama Club	10th Feb 2023 16:30	10th Apr 2023 18:30	21st Nov 2022 14:00	1st Apr 2023 14:00	Edit -
<input type="checkbox"/> Football Club	9th Feb 2023 16:30	10th Apr 2023 18:30	21st Nov 2022 14:00	1st Apr 2023 14:00	Edit -

Tick a club and press 'Remove Selected' to delete. You can also use the down arrow beside Edit to invite parents or replicate the club.

Remove Selected

Setting up Events/Clubs/Wraparounds



To create an event, club or wraparound, firstly create a Term, to house them all in.

1. Click your new term's name to enter it,
- and then 2. Create an event, club or wraparound.

*N.B. Creating terms is particularly helpful where you may want to limit parents to X number of club sign-ups per term (set this up in **Set Up School > Preferences** page, where you can define the max number of sign-ups per term)*

Blueberry Example School

Events & Clubs

Dashboard Set-up School Upload Data Parents Teachers Evenings Events & Clubs Manage Bookings Reports View Contract

Events and School Clubs

To get started, create a "Group" to house all of the Events & Clubs that will be held around the same time (e.g. create a "Spring Term").

1. You can create a new group/term for your evening/event here:

Name of Group

For example: "Spring Term"

Start Year

End Year

Save

Events and School Clubs

2021/2022

Autumn Term Edit Delete

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Parents Booking

Dashboard Set-up School Upload Data Parents Teachers Evenings Events & Clubs Manage Bookings Reports View Contract

List of Events and Clubs

Create Event Create Club Create Wraparound

School Events

Term 3

Name	Start Time	End Time	Available	Deadline	
<input type="checkbox"/> The Lion King	29th Dec 2023 19:00 30th Dec 2023 19:00	29th Dec 2023 21:00 30th Dec 2023 21:00	21st Nov 2022 14:00	30th Dec 2023 14:00	Edit +
<input type="checkbox"/> Aladdin	29th Dec 2023 19:00 30th Dec 2023 19:00	29th Dec 2023 21:00 30th Dec 2023 21:00	21st Nov 2022 14:00	30th Dec 2023 14:00	Edit +

Tick an event and press 'Remove Selected' to delete. You can also use the down arrow beside Edit to invite parents or replicate the event.

Remove Selected

School Clubs

Term 3

Name	Start Time	End Time	Available	Deadline	
<input type="checkbox"/> Breakfast Club	06/03/2023	26/05/2023	13th Dec 2022 15:00	23rd May 2023 15:00	Edit +
<input type="checkbox"/> Chess Club	11th Feb 2023 16:30	11th Apr 2023 18:30	21st Nov 2022 14:00	1st Apr 2023 14:00	Edit +
<input type="checkbox"/> Drama Club	10th Feb 2023 16:30	10th Apr 2023 18:30	21st Nov 2022 14:00	1st Apr 2023 14:00	Edit +
<input type="checkbox"/> Football Club	9th Feb 2023 16:30	10th Apr 2023 18:30	21st Nov 2022 14:00	1st Apr 2023 14:00	Edit +

Tick a club and press 'Remove Selected' to delete. You can also use the down arrow beside Edit to invite parents or replicate the club.

Remove Selected

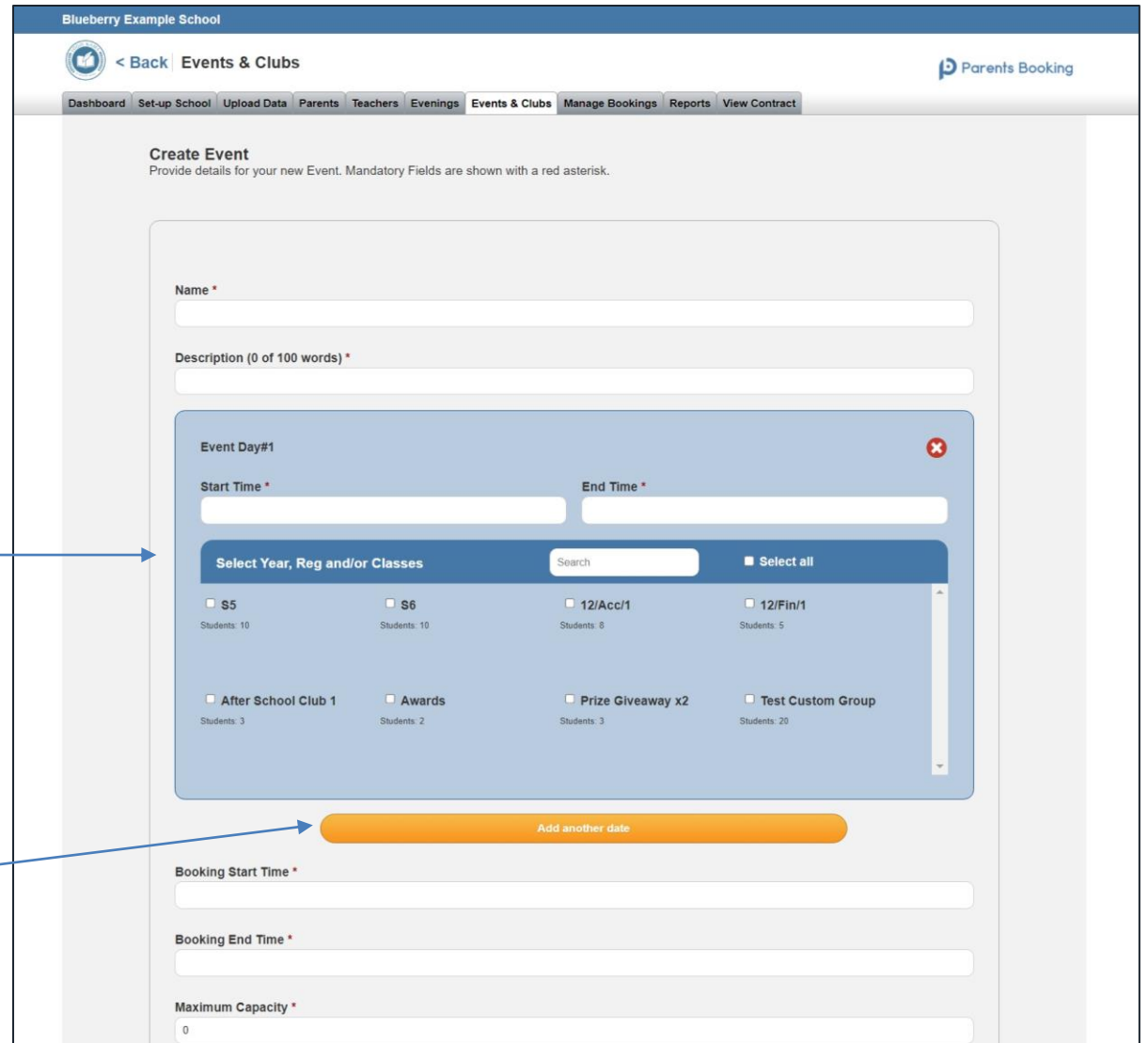
Setting up (part 1)

Create your event, club or wraparound by completing all of the required (*'d) fields.

You will need to select one or more of the following to control which students/parents can see and book your event, clubs or wraparound:

- Year Groups
- Reg Classes
- Custom Groups (these can be imported from your school database and shown here [and in **Teachers > Edit Class Codes**])
- Class Codes (created by Admin users in Parents Booking via **Teachers > Edit Class Codes**)

You can add multiple dates, should the event/club have options for parents to select from.



Blueberry Example School

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Parents Booking

Dashboard Set-up School Upload Data Parents Teachers Evenings Events & Clubs Manage Bookings Reports View Contract

Create Event
Provide details for your new Event. Mandatory Fields are shown with a red asterisk.

Name *

Description (0 of 100 words) *

Event Day#1

Start Time * End Time *

Select Year, Reg and/or Classes Search Select all

<input type="checkbox"/> \$5 Students: 10	<input type="checkbox"/> \$6 Students: 10	<input type="checkbox"/> 12/Acc/1 Students: 8	<input type="checkbox"/> 12/Fin/1 Students: 5
<input type="checkbox"/> After School Club 1 Students: 3	<input type="checkbox"/> Awards Students: 2	<input type="checkbox"/> Prize Giveaway x2 Students: 3	<input type="checkbox"/> Test Custom Group Students: 20

Add another date

Booking Start Time *

Booking End Time *

Maximum Capacity *

0

Setting up (part 2)

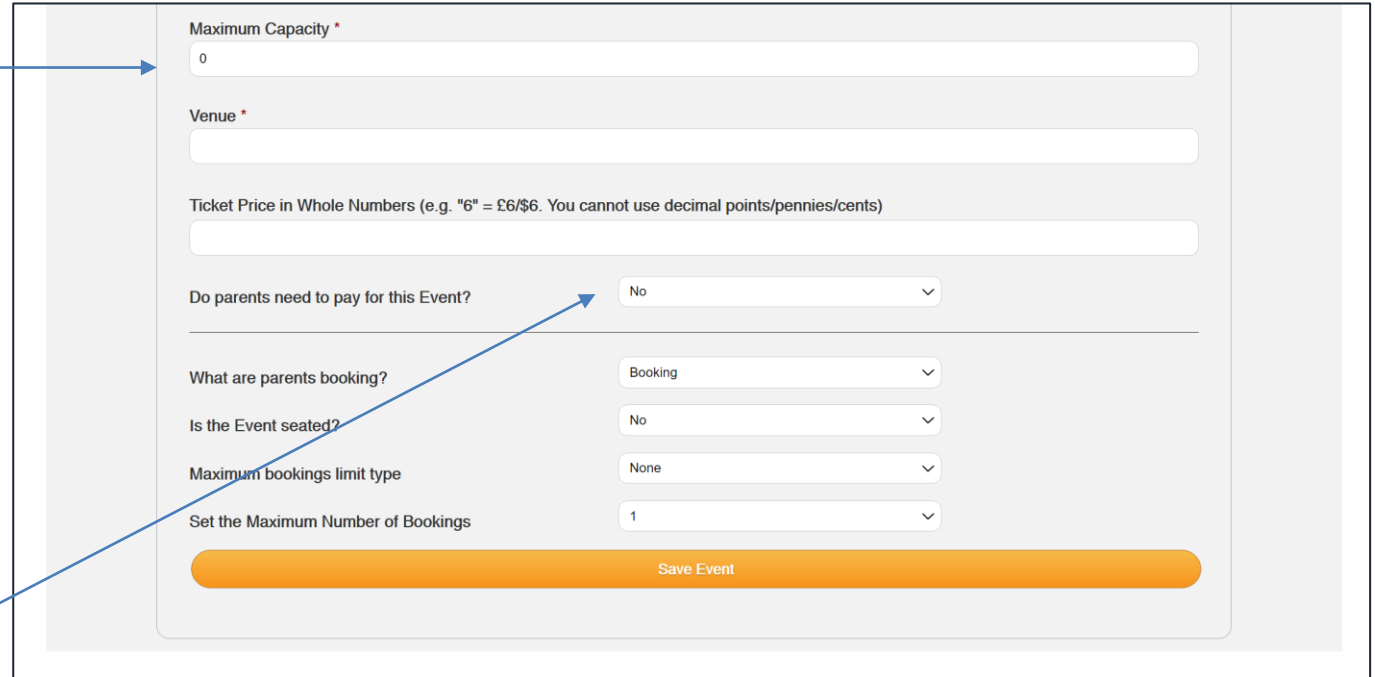
Finally, input

- the capacity (per date)
- the venue
- whether there's a ticket/place price.

Regarding pricing:

If you enter a ticket price, this will be shown to the parent.

N.B. Enter this value without a currency symbol and there is no facility to add pence/pennies/cents, because some of the Payment Integrations cannot process this.



The screenshot shows the 'Save Event' form in the Parents Booking system. It includes the following fields and options:

- Maximum Capacity ***: A text input field containing the number '0'. A blue arrow points to this field from the text 'the capacity (per date)'.
- Venue ***: A text input field.
- Ticket Price in Whole Numbers (e.g. "6" = £6/\$6. You cannot use decimal points/pennies/cents)**: A text input field.
- Do parents need to pay for this Event?**: A dropdown menu with 'No' selected. A blue arrow points to this dropdown from the text 'whether there's a ticket/place price'.
- What are parents booking?**: A dropdown menu with 'Booking' selected.
- Is the Event seated?**: A dropdown menu with 'No' selected.
- Maximum bookings limit type**: A dropdown menu with 'None' selected.
- Set the Maximum Number of Bookings**: A dropdown menu with '1' selected.
- Save Event**: An orange button at the bottom of the form.

If you want parents to pay online, select that that parents pay online, and make sure you set up the school's 'payment gateway' in the admin area at:



Set Up School > Payment Gateway Settings

Well done!

Once your events/clubs have been set up, you can:

- edit them
- delete them
- replicate them (e.g. if you want to make a copy, but change name/date and other details)
- send a personalised invite to parents.

Blueberry Example School





 [< Back](#) Events & Clubs 

Dashboard Set-up School Upload Data Parents Teachers Evenings **Events & Clubs** Manage Bookings Reports View Contract

Create or Edit an Event/Club [Create New Event](#) [Create School Club](#)

School Events

Autumn Term

Name	Start Time	End Time	Available	Booking Deadline	
<input type="checkbox"/> Student Performance of Aladdin	2nd Dec 2021 13:00 20th Dec 2021 18:00	2nd Dec 2021 14:00 20th Dec 2021 20:00	3rd Dec 2019 09:30	23rd Nov 2021 11:30	Edit 
<input type="checkbox"/> Student Performance of Lion King	2nd Dec 2021 13:00 20th Dec 2021 18:00	2nd Dec 2021 14:00 20th Dec 2021 20:00	30th Jun 2021 10:20	16th Dec 2021 10:30	<div>Replicate this Event Invite Parents</div>
<input type="checkbox"/> School Lunch Vouchers - £5	1st Aug 2020 10:00	31st Dec 2020 10:00	22nd Jun 2020 10:00	31st Dec 2020 09:50	Edit 
<input type="checkbox"/> School Lunch Vouchers - £10	1st Aug 2020 10:00	31st Dec 2020 10:00	22nd Jun 2020 10:00	31st Dec 2020 09:50	Edit 
<input type="checkbox"/> School Lunch Vouchers - £20	1st Aug 2020 10:00	31st Dec 2020 10:00	22nd Jun 2020 10:00	31st Dec 2020 09:50	Edit 

Use the arrow (beside 'Edit') to Clone your event or Invite parents.

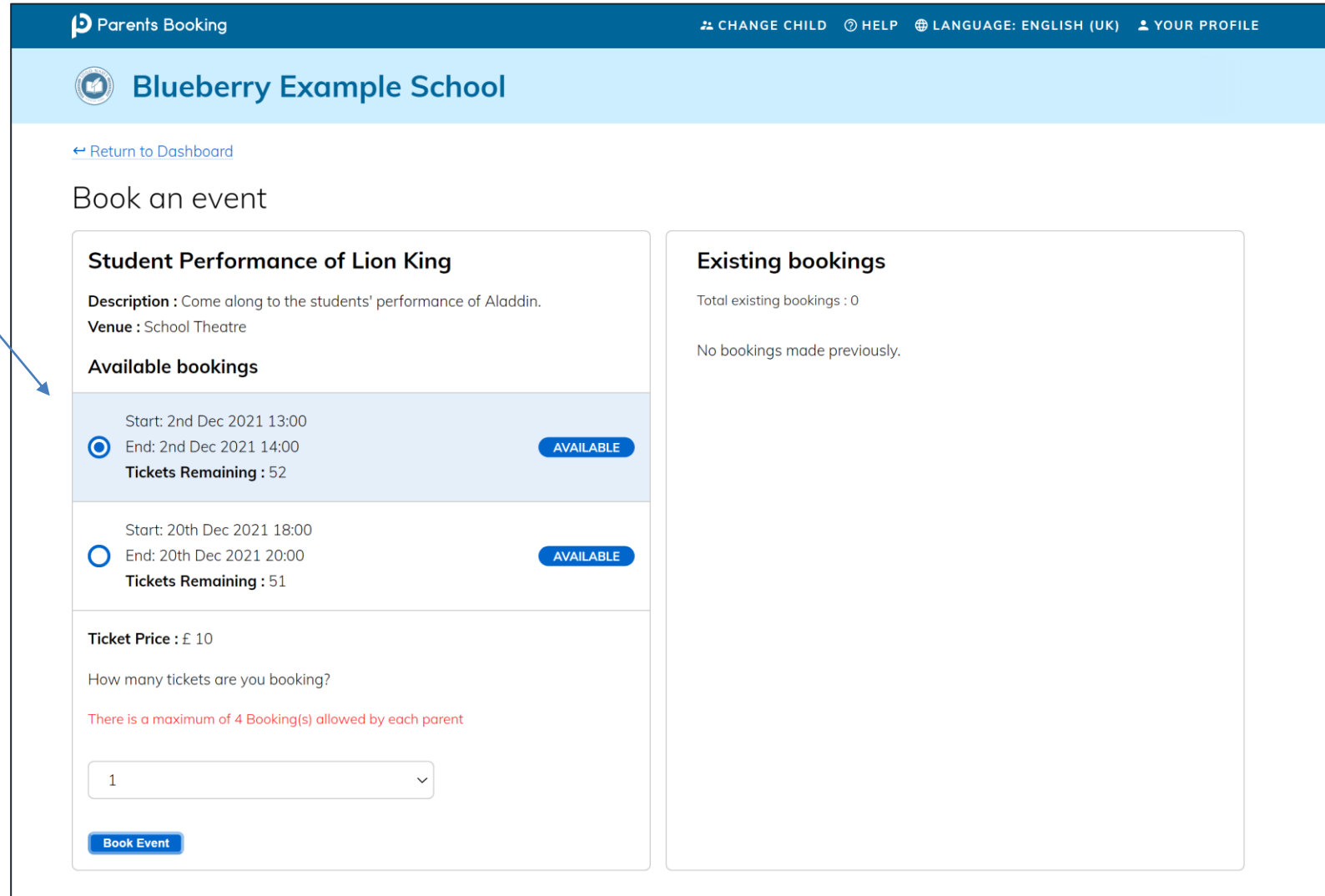
[Remove Selected](#)

Testing your Events/Clubs

You can test events and clubs that you have set up by going to:


Manage Bookings > Login as a Parent

This will allow you to see what the parent will see, and event make/delete bookings before they open publicly, so long as the event does not require payment.



Parents Booking

CHANGE CHILD HELP LANGUAGE: ENGLISH (UK) YOUR PROFILE

 **Blueberry Example School**

[Return to Dashboard](#)

Book an event

Student Performance of Lion King

Description : Come along to the students' performance of Aladdin.
Venue : School Theatre

Available bookings

<input checked="" type="radio"/>	Start: 2nd Dec 2021 13:00 End: 2nd Dec 2021 14:00 Tickets Remaining : 52	AVAILABLE
<input type="radio"/>	Start: 20th Dec 2021 18:00 End: 20th Dec 2021 20:00 Tickets Remaining : 51	AVAILABLE

Ticket Price : £ 10

How many tickets are you booking?

There is a maximum of 4 Booking(s) allowed by each parent

1

Book Event

Existing bookings

Total existing bookings : 0

No bookings made previously.

Final thoughts

Back on your **Dashboard** page, you can see the progress of events and clubs you have set up, and use the Options button to check their stats, chase parents who have not booked, and run reports such as a list of bookings.

Don't forget you can also use **Manage Bookings** to make, delete, print or email bookings.

Blueberry Example School

Dashboard

Parents Booking

Dashboard Set-up School Upload Data Parents Teachers Evenings Events & Clubs Manage Bookings Reports View Contract

Dashboard

Forthcoming Events

Name	Date/Time	Deadlines	Bookings	Options
After School Club	3rd Oct 2021 16:00 - 18:30	Starts: 30th Jun 2021 Ends: 1st Dec 2021	25%	Options
October Parent Consultations	5th Oct 2021 13:00 - 19:00	Starts: 9th Sep 2021 Ends: 26th Oct 2021	50%	Options
Autumn Term 1 - 4th & 5th of November 2021	4th Nov 2021 15:00 - 19:00	Starts: 20th Oct 2021 Ends: 4th Nov 2021	0%	Options
Student Performance of Aladdin	5th Nov 2021 09:00 - 13:00	Starts: 20th Oct 2021 Ends: 5th Nov 2021	0%	Options
Student Performance of Aladdin	2nd Dec 2021 13:00 - 14:00	Starts: 3rd Dec 2019 Ends: 23rd Nov 2021	1%	Options
Student Performance of Lion King	2nd Dec 2021 13:00 - 14:00	Starts: 30th Jun 2021 Ends: 16th Dec 2021	6%	Options
Student Performance of Lion King	20th Dec 2021 18:00 - 20:00			

Training

Book Live Training

Turn on training tour

View Schedule

Teacher Name

Parents Evening

October Parent C

View Teacher Schedule

Options

- Edit
- Invite Parents
- Check Stats
- Chase Parents
- List of Bookings