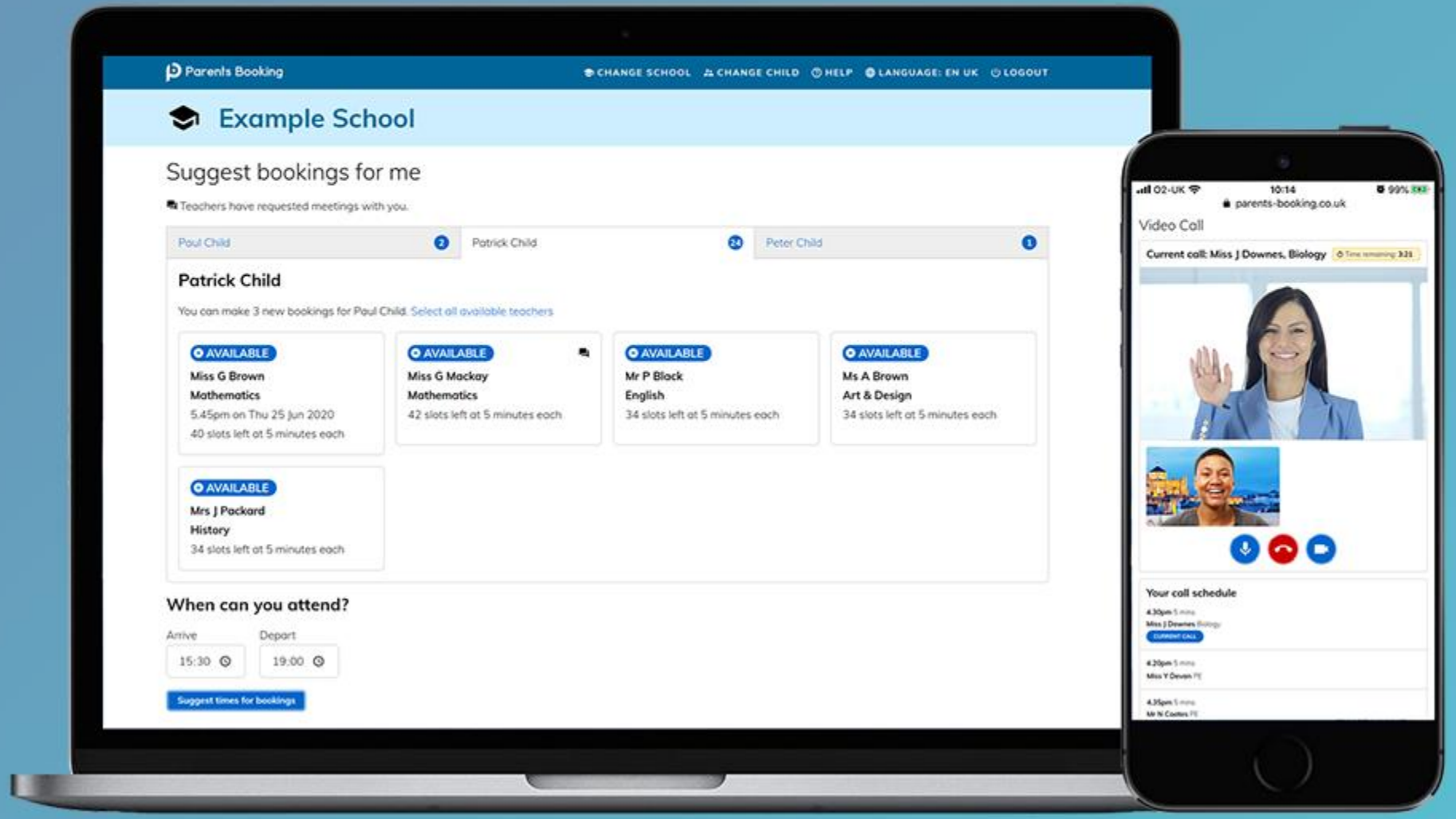
Parents Booking



Events and Clubs

Parents Booking

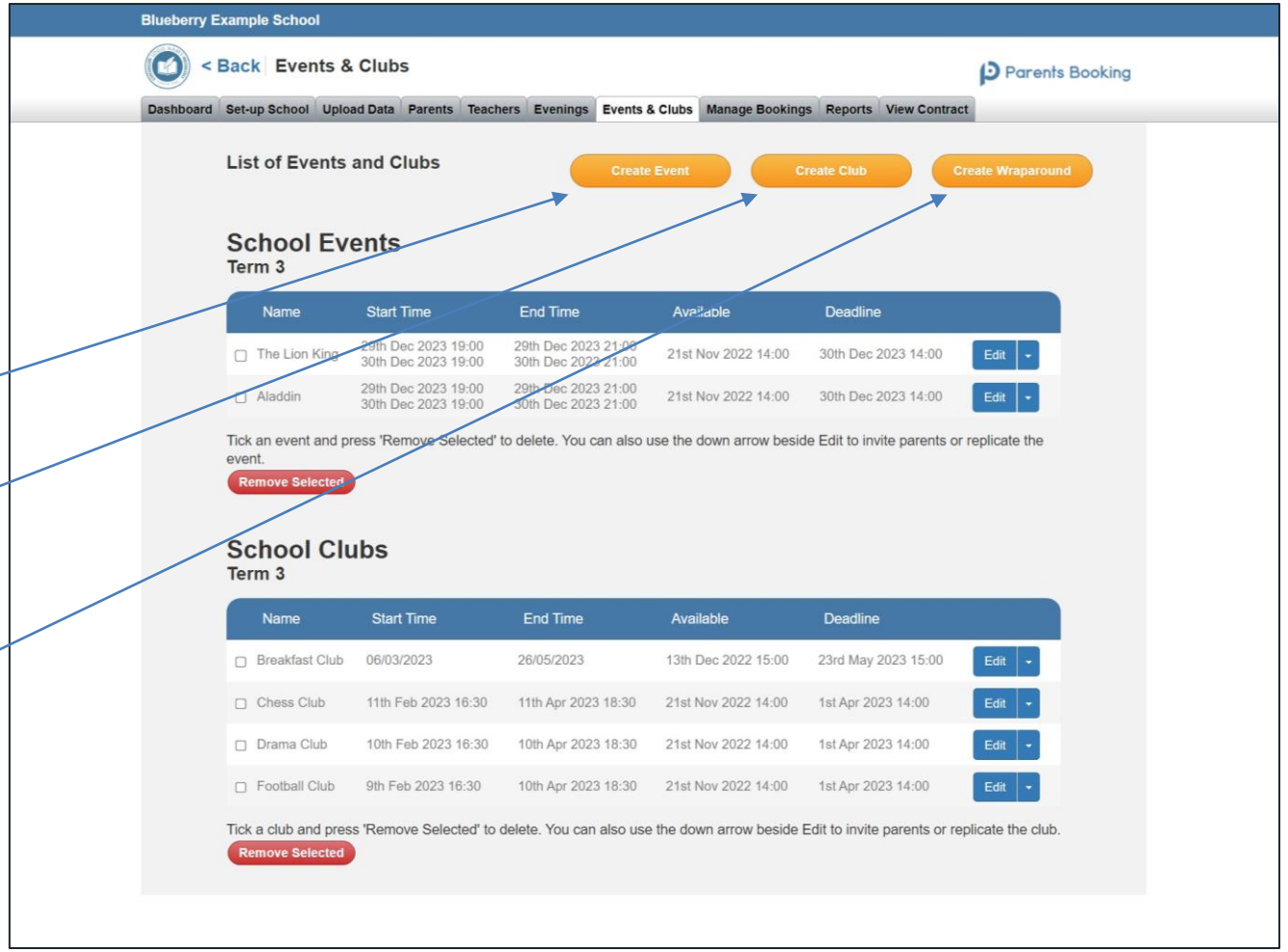
Parents Booking has an **Events and Clubs module** which allows schools to set up booking for these types of event/club.

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



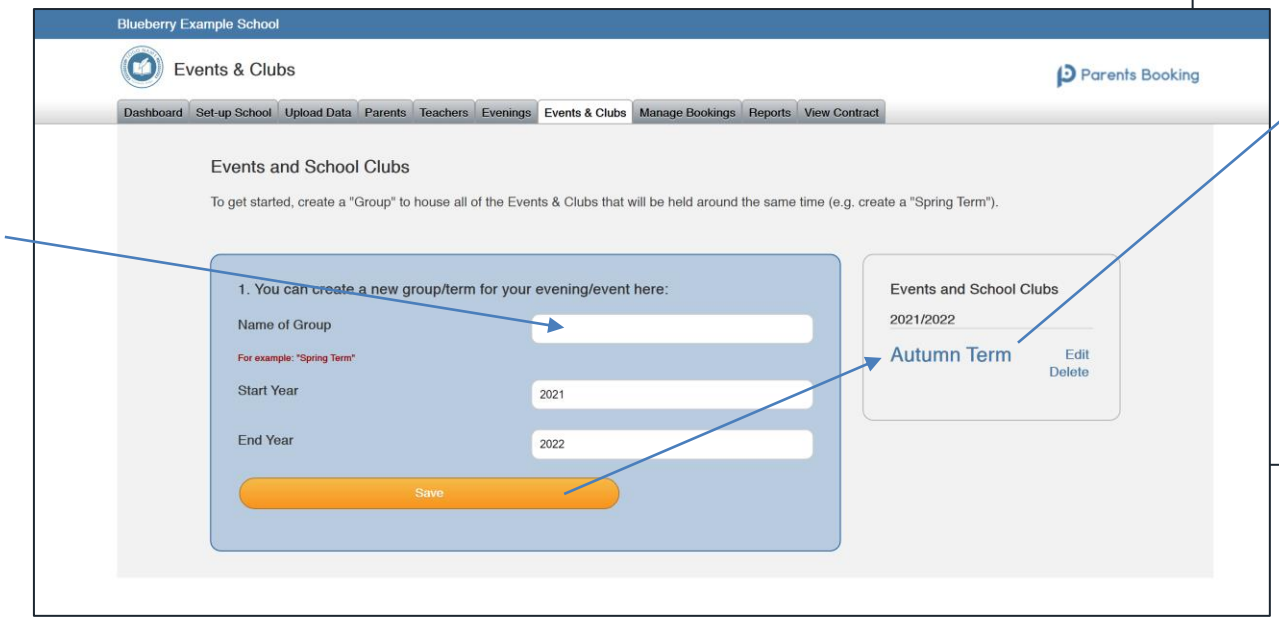
Setting up Events/Clubs/Wraparounds

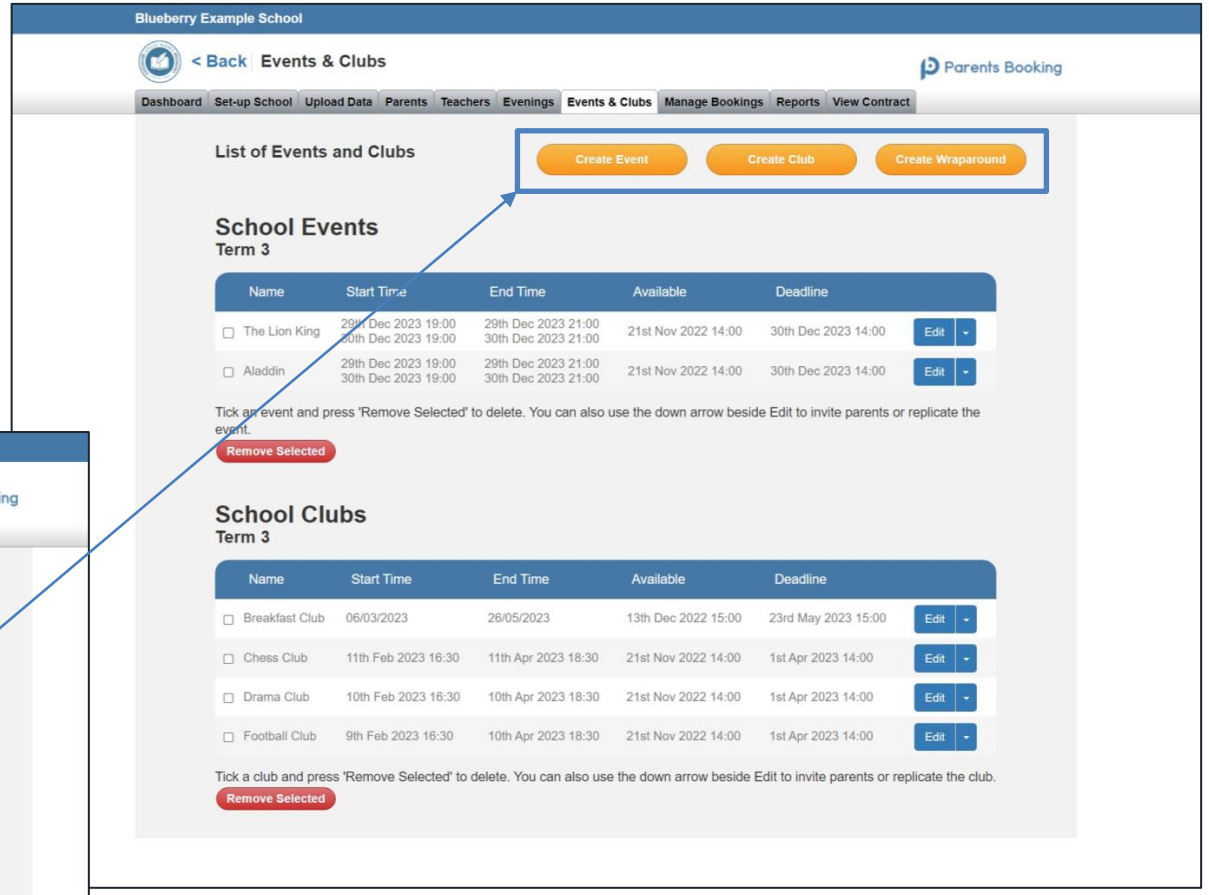
Parents Booking

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)*





Setting up (part 1)

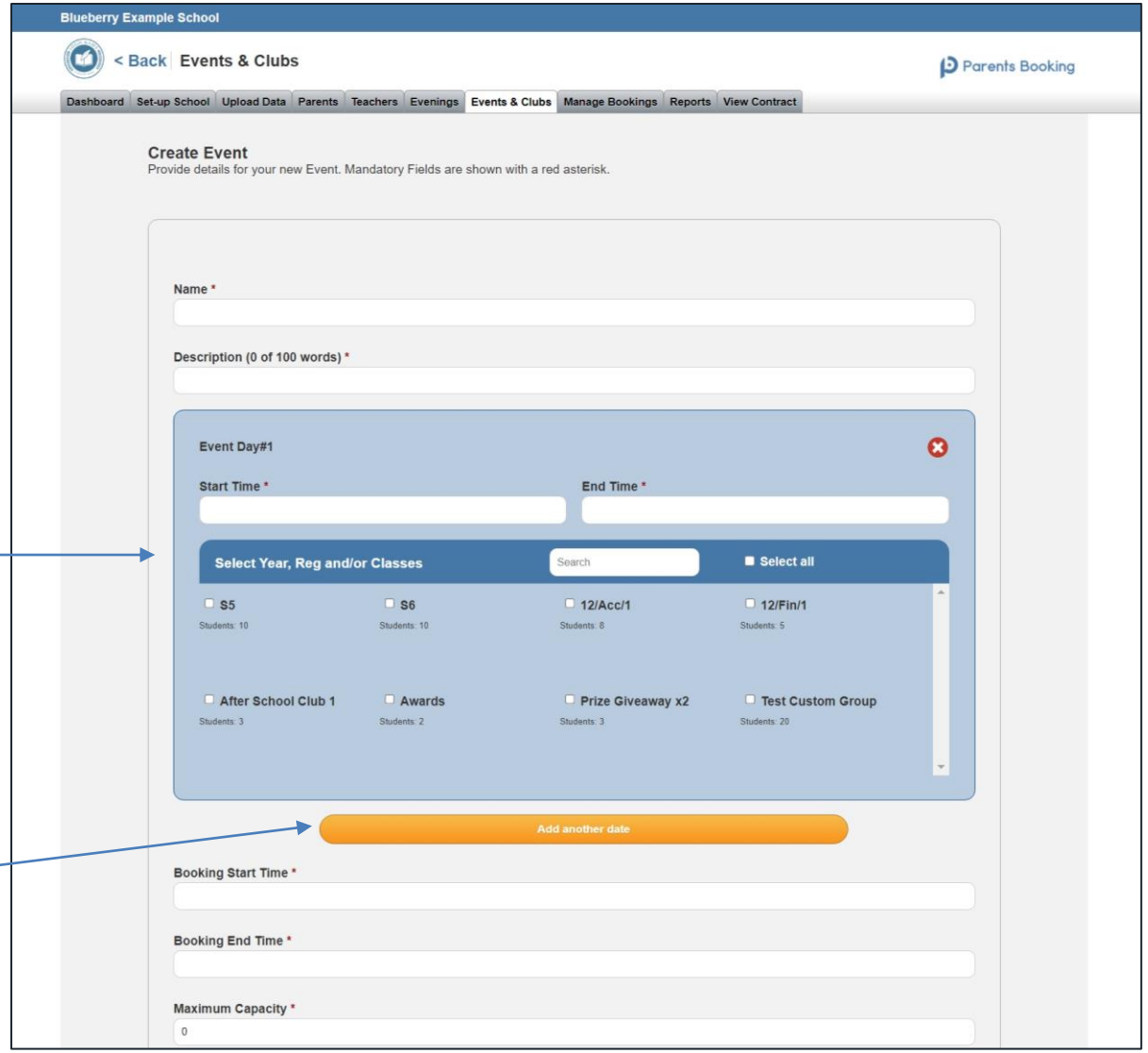
Parents Booking

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.

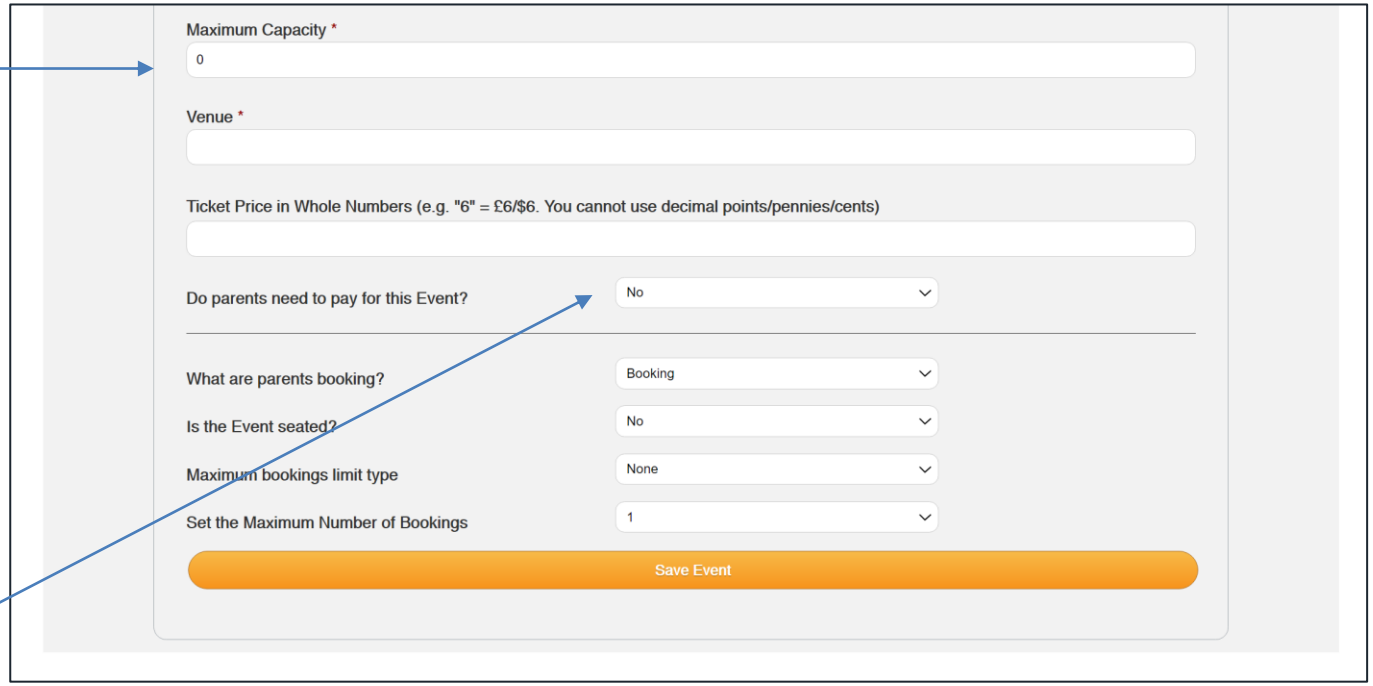


Setting up (part 2)

Parents Booking

Finally, input

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



<u>Regarding pricing:</u>

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.

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:

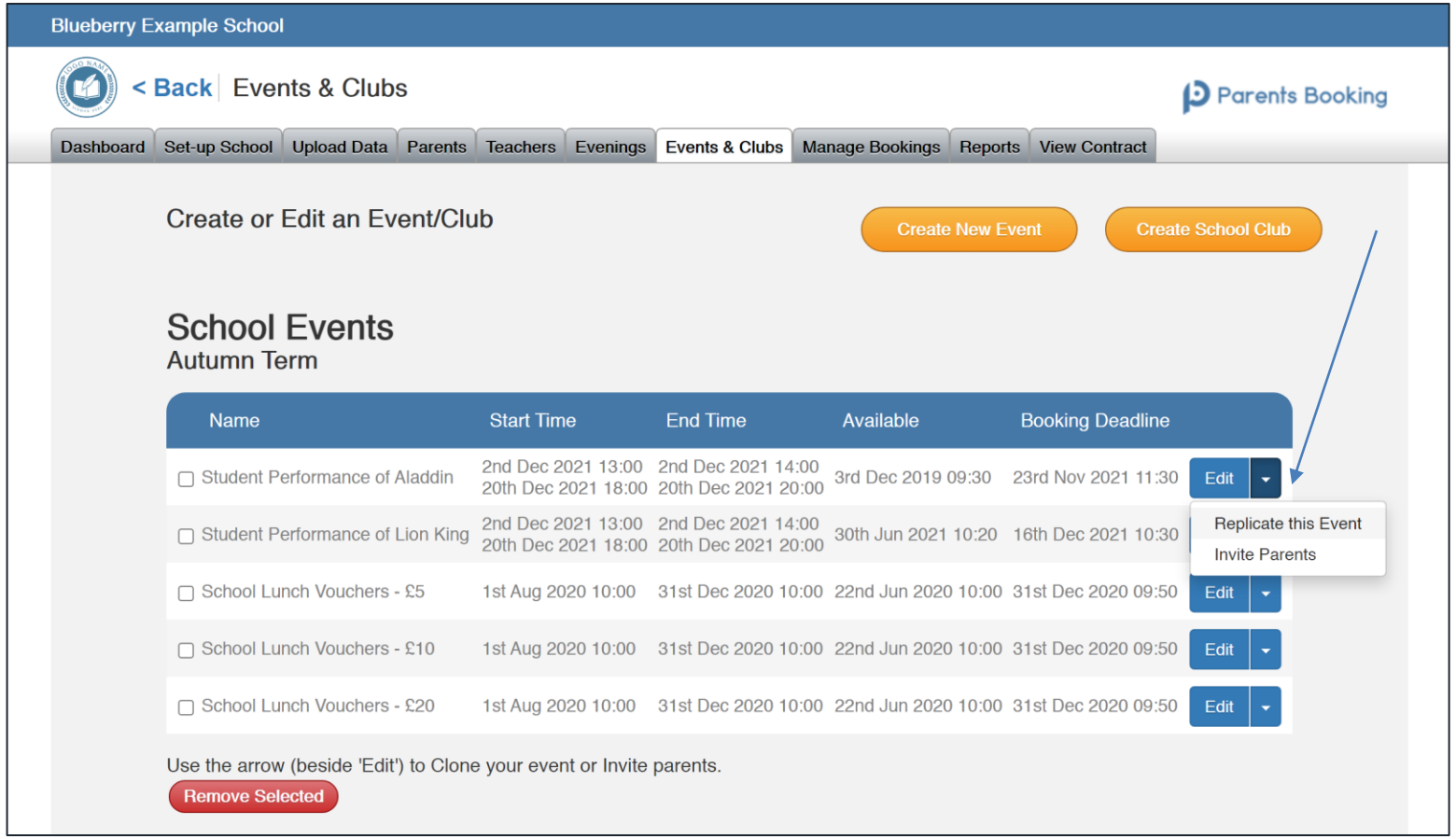
Set Up School > Payment Gateway Settings

Well done!

Parents Booking

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.



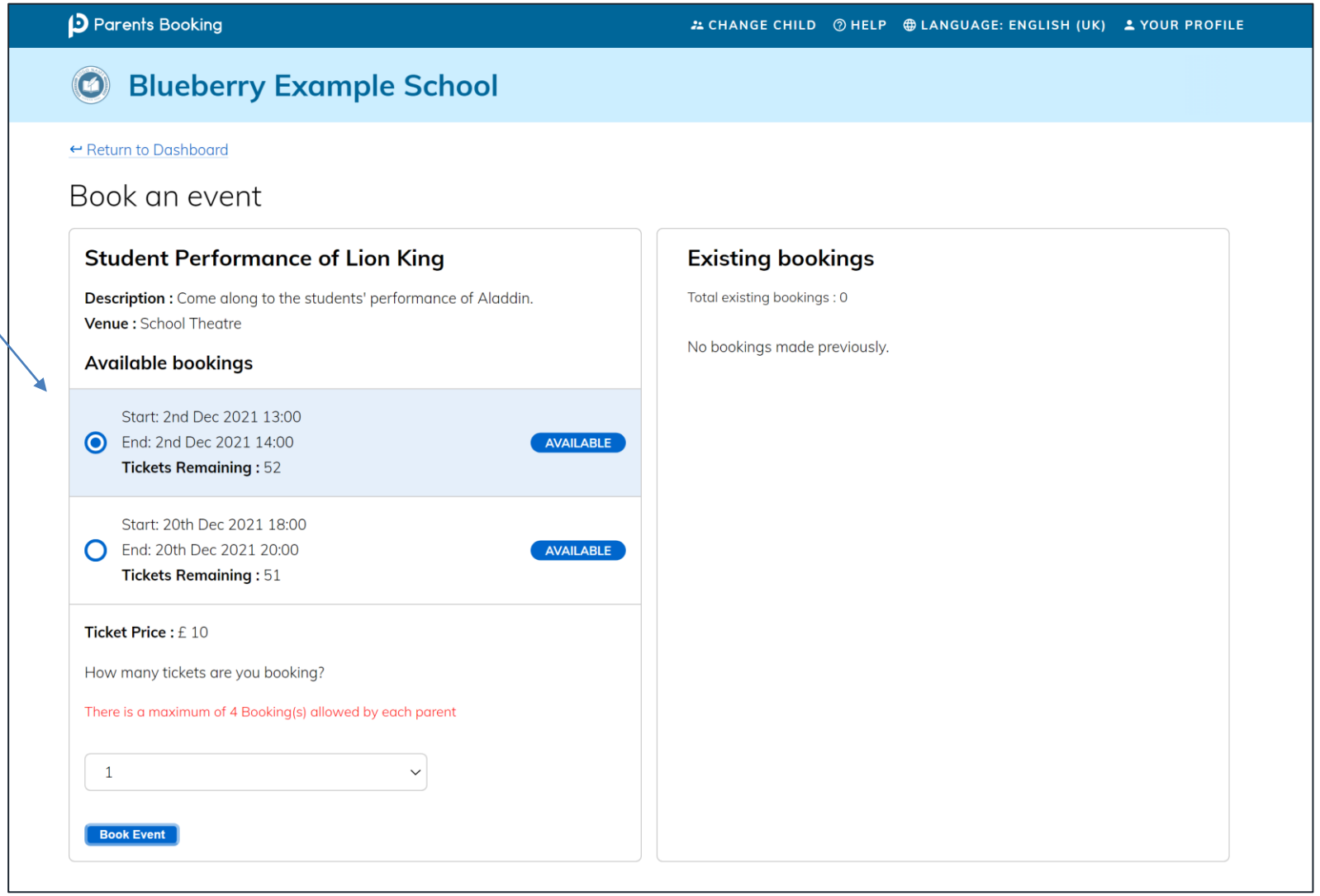
Testing your Events/Clubs

Parents Booking

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

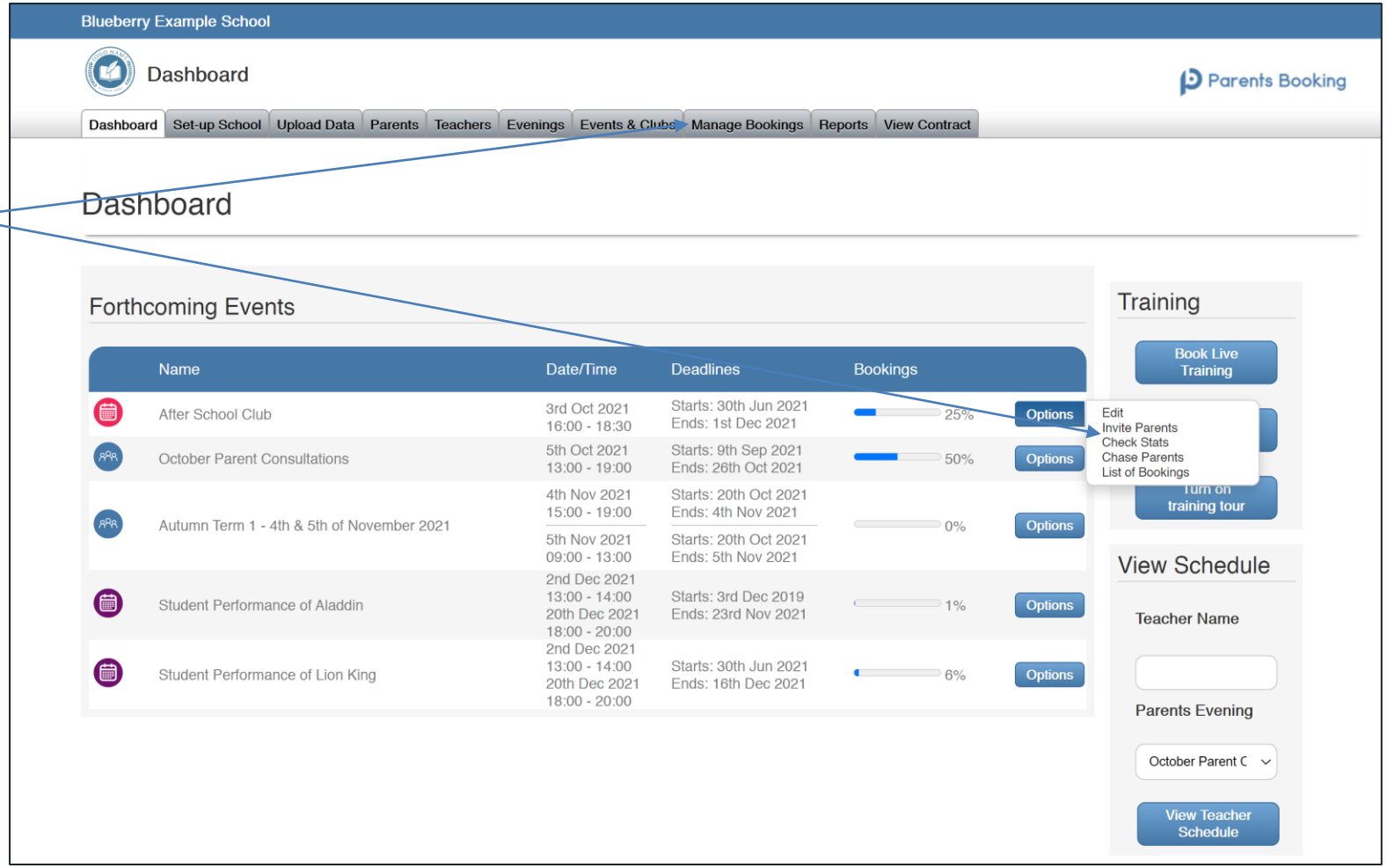
Manage Bookings > Login as a Parent

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.



Final thoughts

Parents Booking

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.