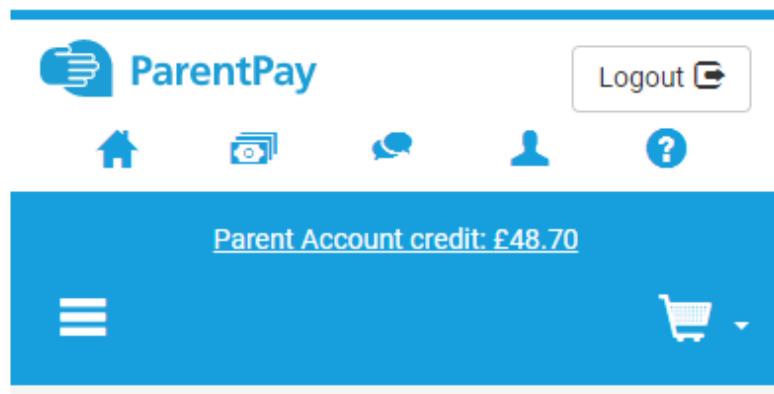# 🗨️ParentPay Clubs - How to book a session
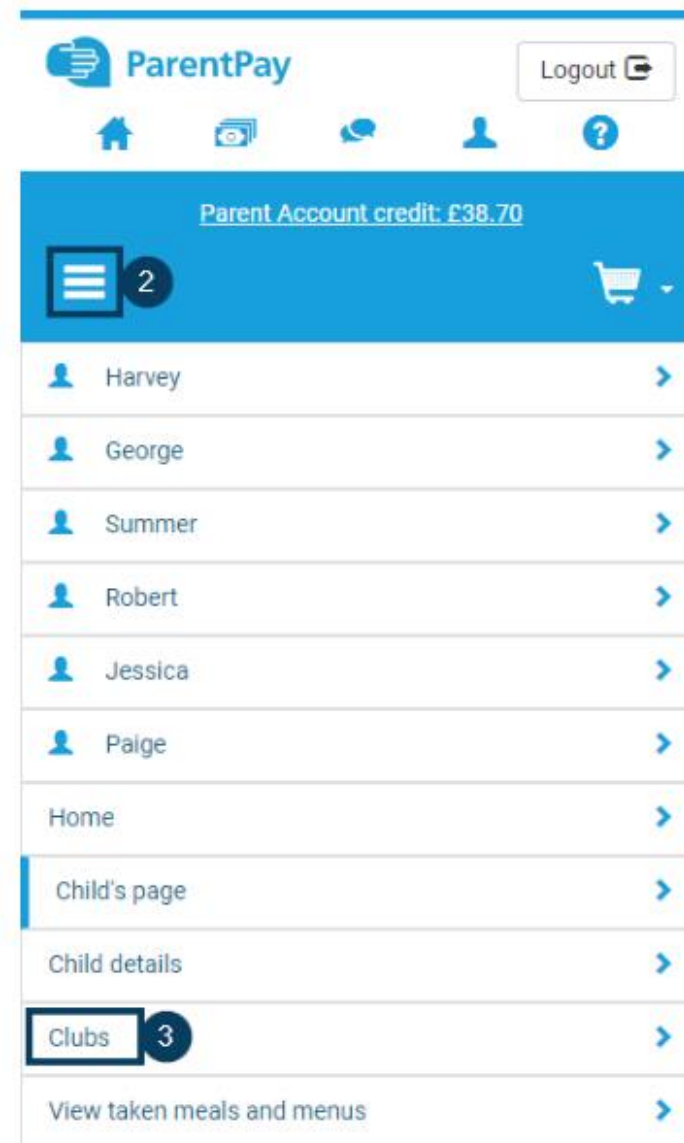
🎓 This article will teach you...

How to book a session on a club for your child

Login to ParentPay

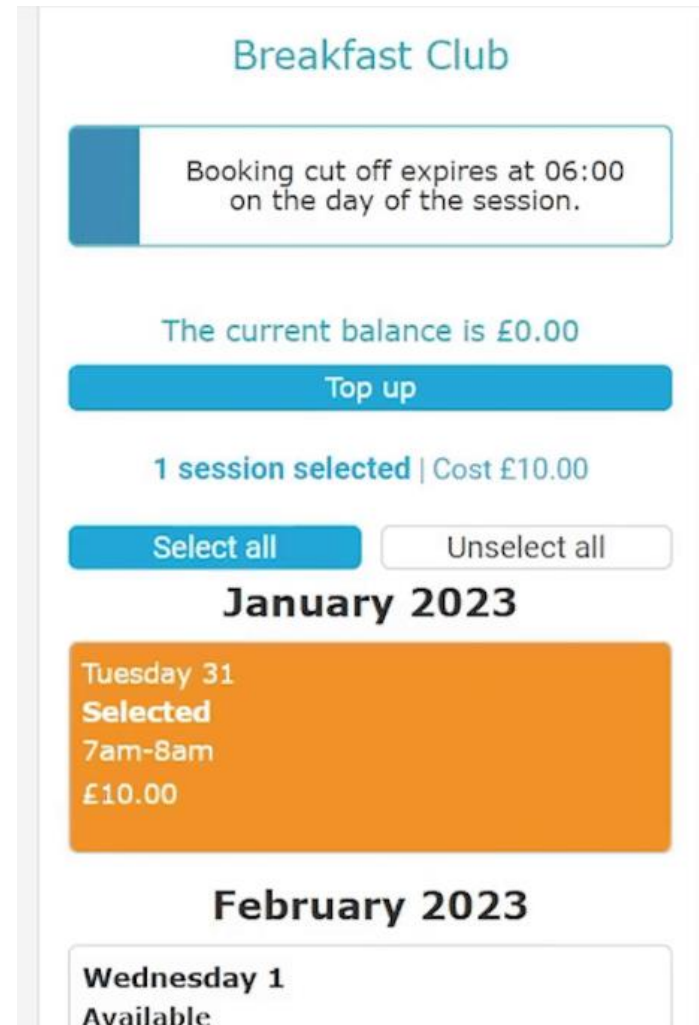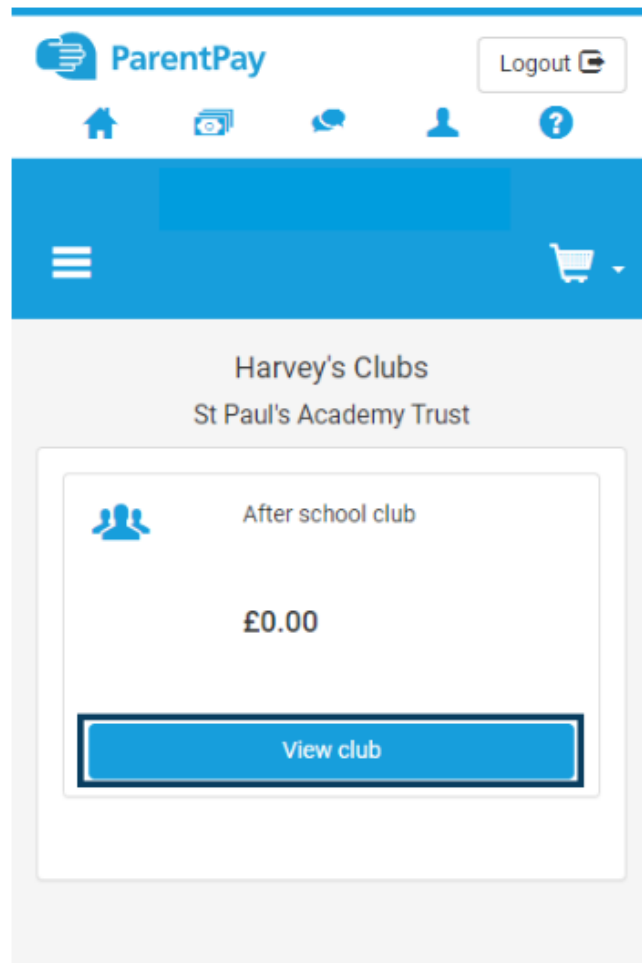Click the name of the child you wish to book

Locate the menu, select it and select **Clubs**

Next, select **View club**

Harvey's Clubs

St Paul's Academy Trust

After school club

£0.00

View club

Breakfast Club

Booking cut off expires at 06:00 on the day of the session.

The current balance is £0.00

Top up

1 session selected | Cost £10.00

Select all | Unselect all

January 2023

Tuesday 31
Selected
7am-8am
£10.00

February 2023

Wednesday 1
Available

Breakfast Club

Booking cut off expires at 06:00
on the day of the session.

Select booking choice:

○ 6am-8am
£20.00

○ 7am-8am
£10.00

○ 7:30am-8am
£5.00

OK

Booking cut off expires at 06:00

Confirm booking

Sessions will not be booked until a payment has been made. If your place is still available and the booking cut off is in the future, once you click 'Confirm' your sessions are reserved for 15 minutes or until the booking cut off, whichever is sooner. If no payment is received in that time, your place will be made available for others to book.

1 session selected
£10.00

Confirm

If you need to pay for any session(s) you'll be directed to make a payment

Order summary	
Items:	£10.00
Total:	£10.00
Pay by Parent Account credit:	-£0.00
Amount to pay:	**£10.00**

Pay by

>>> **Bank Transfer**

VISA

Other payment method

Continue shopping

IMPORTANT

You have 15 minutes to make a payment to finalise and secure your reservation/booking, failure to pay within 15 minutes will result in your reservation being cancelled.
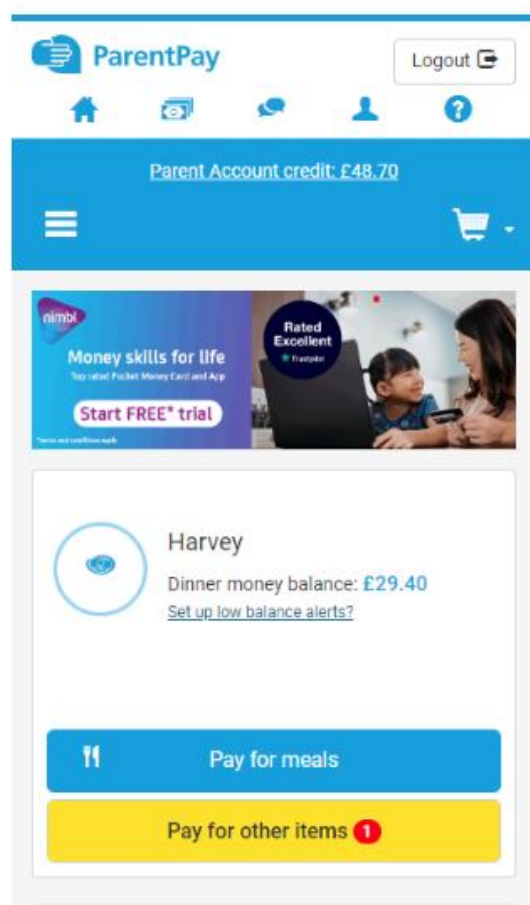
Important Note: Payment must be made at the time of booking.

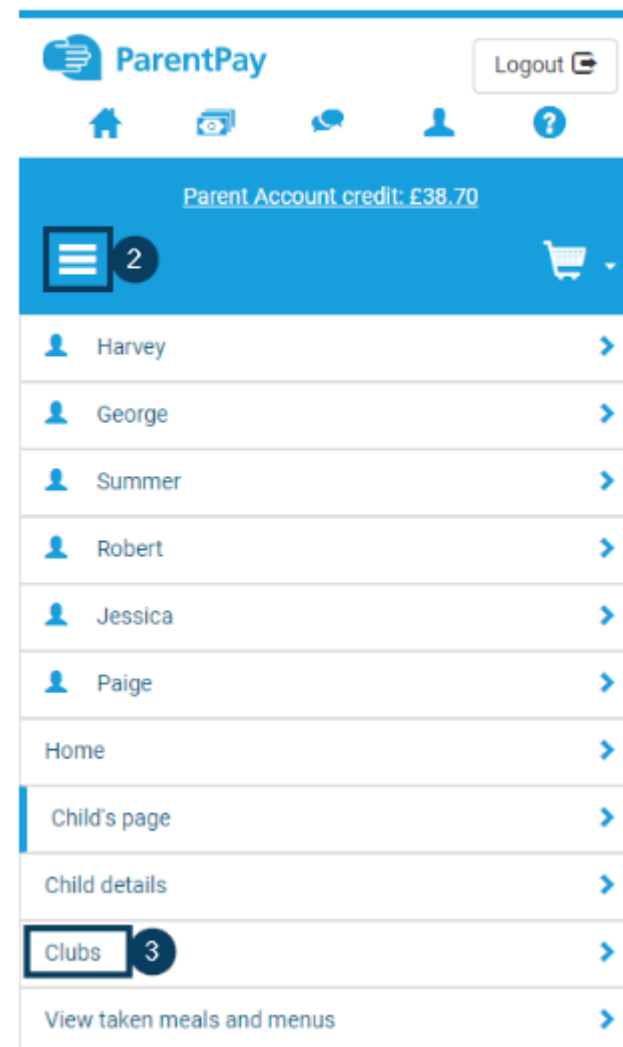**Bookings WILL be automatically cancelled if payment is not made.**

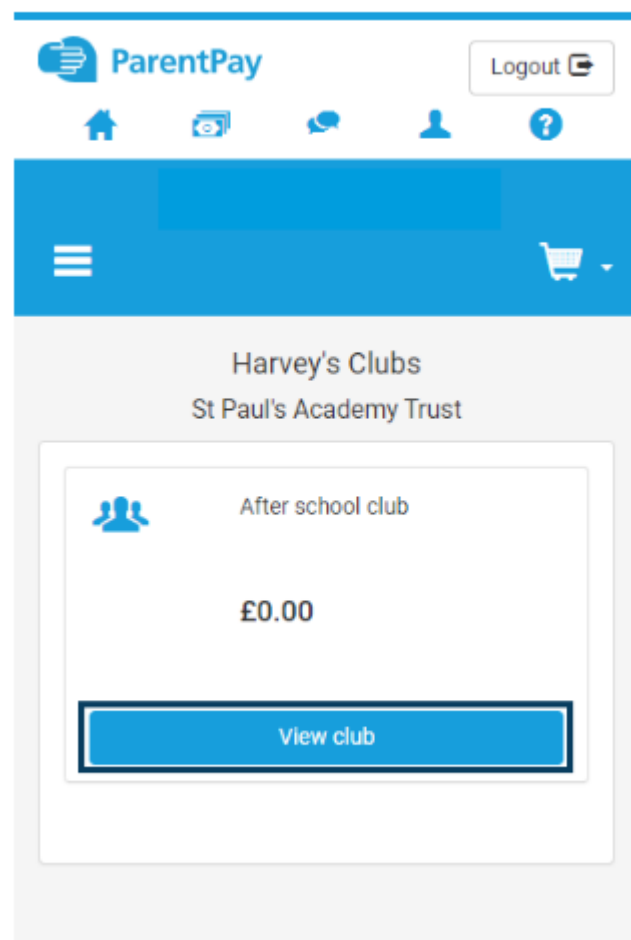# ParentPay Clubs - How to see what sessions I have booked

Login to ParentPay

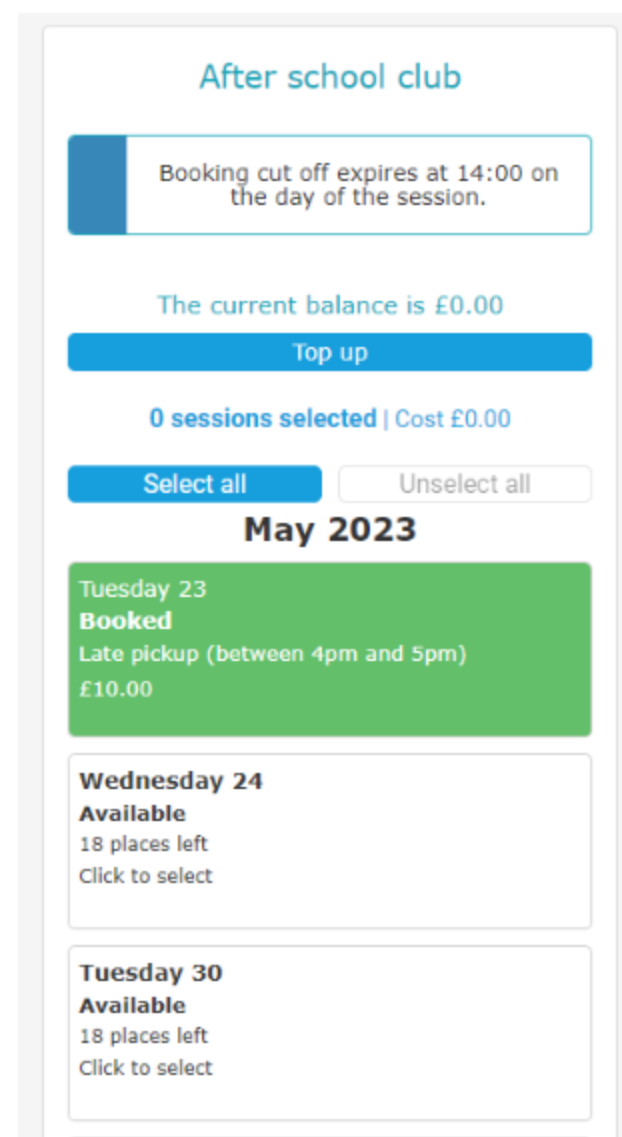Click the name of the child you wish to book

Next, select **View club**

A list of all sessions available will now show and any booked sessions will show in green

NOTES

- Please book your sessions in advance.

- A weekly reminder will be sent on a Friday to book your sessions for the following week.

- The latest time to book sessions is 22.00 the evening before, to ensure you get your required sessions it is advisable to book the full week in advance.

- Please bear in mind that payment is required as soon as you book your sessions.

- Once you have booked a club if you need to make any changes or cancellations you must contact Mrs Clifton in the office who can make amendments for you.

- A reminder 7 days' notice of cancellation is required to cancel sessions without incurring full charges.