



## STEP 1: Register

Go to: <http://warrenpark.magicbooking.co.uk> to register online)

### Option 1 Pre-loaded accounts

1. Click the hyperlink 'Forgotten password'
2. Enter your email address (the one you have given to your school or childcare centres)
3. Check your mailbox, including your junk folder
4. Click the link in the email, if the link is not 'active', i.e. it is not clickable, simply copy and paste it in your browser address bar
5. Create your password. Your password must contain at least 6 alphanumeric characters with at least one uppercase.

6. Click the link to return to the login page and login into your account
7. Navigate to the menu My Account
8. Complete the form under My Details tab
9. Click the tab My Centre(s), and select the school or childcare centre you want to register with. Please note that yours and your children data will be shared with the centres selected.

Follow the instructions described for STEP 2



## Option 2 Registration from scratch

1. Click the button 'Create an account'
2. Fill out the form shown below, using a valid email address as you will be asked to validate it via a link sent to that same email address. Only one account per family should be created.

### Create your account

In order to use the service, you need to register first.  
Please fill in the form below and click save.

Details

Email \*

Confirm Email \*

Title \*  
--Select--

First Name \*

Last Name \*

Gender \*  
--Select--

Ethnicity \*  
--Select--

Address 1 \*

Address 2

Town \*

County

Postcode (E.g N1 5YP) \*

Primary Contact Number \*

Secondary Contact Number

How did you hear about us?   
--Select--

Security Details

Enter Password \*

Repeat Password \*

Password should be at least 6 characters long with one number, one lower and one upper case characters.

Save & Continue

HOME

CONTACT US

### Sign In

[Forgotten password?](#)

demo@myplayservice.co.uk

.....

☐ Remember me?

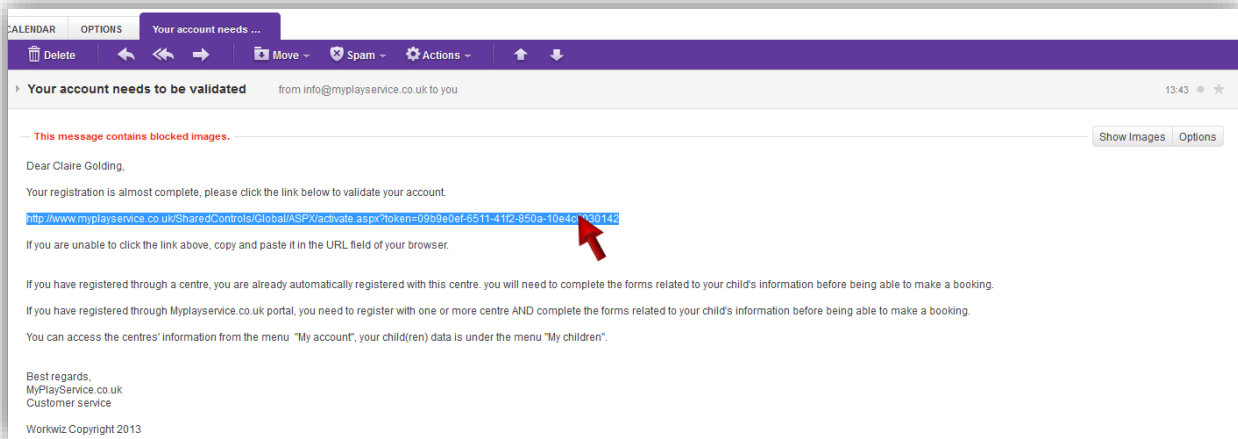
Sign in

New to our service? \_\_\_\_\_

Create an account



10. When you click the button 'Save & Continue', an email will automatically be sent to the email address you used. Check your mail box, including your junk folder and validate your account by clicking the link in the email. If the link is not 'active', i.e. it is not clickable, simply copy and paste it in your browser address bar.



Then follow the steps below.

## STEP 2: Register your child

**Important information! (this might prevent you from booking)**

Parent's necessary information is missing. Please click [Here](#) My Account to provide the mandatory information.

You must now create your children. Click [here](#)

### Add New Child

[+ Add Child](#)

**Child Details**

First Name \*

Last Name \*

Date of Birth \*

Free childcare entitlement code

Gender \*

Ethnicity \*

What is your relationship with the child? \*

Who does your child live with? \*

Who has the legal responsibility of the child? \*

You now need to add your child's details, navigate to the menu 'My Children', then click the button 'Add Child'. Complete the first form, then save.

Now, click each tab (Dietary needs/Allergies, Medical Info, Disabilities/SEN, Emergency contacts, Collectors and Doctors) and complete the forms (see below). Only Emergency, Collectors and Doctor are compulsory.



### Dietary needs/Allergies

Select the relevant option in the Dietary Requirement drop down list and add additional information if needed. If your child has any allergies, click the button '+Add', pick the appropriate option in the Allergies drop down list, then add any relevant information in the fields provided.

### Medical information

Under this menu you can add both medical conditions and medication.

Click button '+Add' in the relevant section to add medical condition and medication, you can add several if needed.

Make sure you complete all details, including, allergies and emergency treatment if needed, as it is important for your child's wellbeing and safety that staffs are aware of any health problems or medications your child might have or need.

### Disability & Special Needs

Again, it is important for your child's wellbeing and safety that staffs are aware of any disabilities or Special Needs your child might have. Hiding such information may result in your child being turned down at the door if no resources are available to provide adequate care to him/her.

### Emergency contacts and Collectors

When you register, your contact details are automatically added on both the Emergency and Collectors lists, however it is advisable to add another emergency contact in case you are not reachable in the event of an emergency. Some organisations impose more than one emergency contact; if it is the case you won't be able to make a booking until you have entered the requested number of contacts.

**You can't use the same phone number for two emergency contacts.**

### Doctor

This is the contact details of the Surgery your child is registered with.



**Note:** When you register a second child, additional contacts (collectors, Emergency contact and doctor) can be reused. Simply tick the relevant check boxes at the bottom of the child's details form, so you won't need to re-enter the same information again.

Reuse existing contacts?

- ☐ Emergency  
☐ Collector  
☐ Doctor

#### STEP 4: Membership (Optional)

For those pre-registered, your membership validity is updated on the system, if you need to make a payment you will be prompted to do so.

Parents who were not pre-registered will need to contact **Your Organisation** to have their membership updated on the system if they have already made a payment.

#### STEP 5: Book an activity

Once you have completed the above steps you can book activities online. The system automatically checks your child's age group and you will only be offered activities available for the child(ren) selected and at the centre you are

The screenshot shows the MagicBooking website interface. At the top is a navigation bar with links: HOME, BOOK, MY BOOKINGS, MY ACCOUNT, MY CHILDREN, CONTACT US, and a LOG OFF button. Below the navigation bar is a 'Welcome Parent' section with a 'Help' link and 'Available credit £185.91'. The main content area displays four activity cards:

- Easter Half-term** (Bridge Kids): Available from 16/04/2018 To 16/04/2018. Holiday Club from £15.00 per session / per child. Individual Sessions. Available to children aged from: 4 to 12. Provide a short description of what you offer. Longer descriptions or programmes can be added as attachments from the 'media files' section. **Disability Details:** please contact centre for suitability. [Read More](#) [Book Now](#)
- Half-term Holiday Club** (Bridge Kids): Available from 16/04/2018 To 16/04/2018. Holiday Club from £15.00 per session / per child. Individual Sessions (discount 5%) - Weekly (discount 5%). Available to children aged from: 4 to 12. Provide a short description of what you offer. Longer descriptions or programmes can be added as attachments from the 'media files' section. **Disability Details:** please contact centre for suitability. [Read More](#) [Book Now](#)
- Dinner** (Bridge Kids): Available from 16/04/2018 To 20/07/2018. School Dinner from £2.30 per session / per child. Individual Sessions. [Book Now](#)
- BC and ASC** (Grey's Academy): Available from 16/04/2018 To 20/07/2018. Breakfast Club from £3.00 per session / per child. After-school Club from £3.00 per session / per child. [Book Now](#)

The screenshot shows the 'Breakfast & After School' booking section. It includes a 'I want to book' section with checkboxes for Theo, Amy, Emily, and Tommy. Below this is a 'For' section with a dropdown menu showing 'Breakfast Club' selected, with a price of £4.00. A callout bubble points to the 'Select your children' text. Another callout bubble points to the 'Expand the header' text. Below the dropdown, there are radio buttons for 'Early risers - from 7:30am - £4.00', '08:00 - 09:00 - £4.00', and 'No thanks'. At the bottom, there is an 'Ad-hoc days?' section with a toggle switch.

registered with, you can register at any of our settings.

Available activities are listed on the page along with some information, pictures and documents to be downloaded (when available).



To book an activity, click 'Book Now', select the child(ren) you want to book.

Select the date range, or pick days (if available), select the days of the week and sessions.

When booking a date range the days and sessions will be repeated throughout the period selected.

Then click check availability.

**Note 1:** Activities can be set up with different booking modes. These will impact the way you can book activities; activities can be booked.

On a **daily basis** (as described above), you select the start and end date of the period, the week days and sessions are repeated throughout the period chosen. It is possible to remove some random dates the 'availability page', for example, if the grand-parents are going to be around on a particular week you can remove the days for that period.



On ad-hoc basis, this is suitable if you book different weekdays every week. You can pick different week days and sessions i.e.: your selection is different each week:

☐ 15:15 - 16:30 - £5.00  
☐ 15:15 - 17:30 - £18.00  
☒ No thanks

Ad-hoc days? ☒

Select Day

Monday, 03 Sep 2018

September 2018

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

OR

You can then add more dates

On a weekly basis, you must book one or more full weeks, you can only select the beginning and the end of the week from the drop down list.

☒ Early risers - from 7:30am - £20.00  
☐ No thanks

☒ One hour only  
☐ Over an hour

Between

From 02/07/2018 To 06/07/2018

On

☒ Monday  
☒ Tuesday  
☒ Wednesday  
☒ Thursday  
☒ Friday

OR

Select the week(s) you want to book

Click 'Check availability'



On a recurring basis, -same as daily booking, but you cannot choose the start or end-date of the period. The same days and sessions are repeated throughout the whole period the activity runs for.

The screenshot shows two activity options: 'Breakfast Club' for £4.00 and 'Afterschool' for £5.00. Under 'Afterschool', the 'One hour only' option is selected. Below the activity selection, there are fields for 'Start Date' (Tuesday, 29 May 2018) and 'Set Finish Date' (Thursday, 26 Jul 2018). At the bottom, there are checkboxes for days of the week: Monday (checked), Tuesday, Wednesday, Thursday (checked), and Friday. Buttons for 'Add more dates', 'OR', and 'Check availability' are at the bottom.

The screenshot shows a 'Tuesday Gymnastics' activity. It states: 'This activity has a season booking type, meaning the Days, Dates, Activity and price are fixed, you just choose the Children that will be attending.' Under 'I want to book', 'Maria' is selected. Under 'The Activity', the price is £35.00, and the dates are 'From: 04/06/2018 To: 20/07/2018'. The activity occurs every Tuesday. A 'Check availability' button is at the bottom.

For whole period bookings, you cannot choose the days, all available days in the period will be booked.

**Note 2:** When the activity is bookable on a daily basis, you can amend the days selected on the following screen (availability page), e.g.: if you are booking your child for the after-school club every day of the week for 3 months but you need to remove a few days in the period, you will be able to remove these individually.

After clicking “Check Availability” the system returns the list of dates available. Dates can be removed individually if you don’t need them\*. In case of weekly bookings, a whole week can be removed. The cost of the booking is automatically updated.



\* Only available with the daily booking mode

**Activity** **Cost**

**Summer Playscheme** £272.00

Selected Period From: 23/07/2018 To 03/08/2018  
10 dates selected  
[View all dates](#)

**Total incl. any discounts £272.00**

Summer Playscheme

Additional option for Summer Playscheme  
[After-school club Late stay](#)  
Stay until 7pm

[Book another activity](#)
[Check out](#)

**Activity** **Cost**

**Summer Playscheme** £54.40

Selected Period From: 27/07/2018 To 31/07/2018  
2 dates selected  
[View all dates](#)

**Total incl. any discounts £54.40**

Summer Playscheme

2018 week 30

Summer Playscheme (09:00 - 17:00) | Friday 27/07/2018 | ☒ Emily Demo | Total session cost: £27.20

2018 week 31

Additional option | Tuesday 31/07/2018 | ☒ Emily Demo | Total session cost: £27.20

Additional option for Summer Playscheme  
[After-school club Late stay](#)  
Stay until 7pm

[Book another activity](#)
[Check out](#)

## BOOKING DIFFERENT SESSIONS OF THE SAME ACTIVITY

If your child attends clubs on some weekdays you will need to book the correct afterschool club session for the relevant days.

For instance, your child attends the Spanish club every Tuesday, therefore when you book the after-school club, you will need need to select the 'Late session' for the days your child attend the Spanish club and the 'Full session' when they don't.



> After School Club

£12.50

☒ Full Session 15:15 - 18:00 - £12.50

Select the Full session

☐ Late session (clubs) 16:30 - 18:00 - £12.50

☐ No thanks

Ad-hoc days? ☐

Set days every week

Your booking will occur on the set days, every week between the selected dates.

Between

From

Monday, 02 Sep 2019

To

Friday,

Select the period you want to book

Select the days your child does NOT attend the Spanish club

On

☒ Monday

☐ Tuesday

☒ Wednesday

☒ Thursday

☒ Friday

Add more dates

OR

Check availability

Click 'Add more dates'

As you click 'Add more dates' your selection is memorised and you will see the dates under 'Your chosen dates' (see below). We then need to add the Late session for Tuesdays.



☒ Late session (clubs) 16:30 - 18:00 - £12.50  
☐ No thanks

Select the Late session

Ad-hoc days? ☐

Set days every week  
 Your booking will occur on the set days, every week between the selected date range

Between

From Sunday, 01 Sep 2019 To Sunday, 01 Sep 2019

Select the period again

On

Monday Tuesday Wednesday Thursday Friday

Select the day your child attends the Spanish club, Tuesday in our example

Add more dates OR Check availability

Then click 'Check availability' and follow the booking process as usual

Your chosen dates

Book Child2 for Full Session 15:15 - 18:00 on Monday, Wednesday, Thursday and Friday between 02/09/2019 and 18/10/2019.

Dates selected for the full session

**Please note** that extra-curricular clubs will have to be booked separately.

## STEP 6: Add another activity or book options

You can book another activity for the same or another child, to do so, click "Book another activity" and repeat the process described on Step 5.



Additional option can sometimes be available and will then be displayed below the list of dates booked. Option are often a day out, an extra time or a walk-over. Click the “Additional option” panel. The list of options is then displayed, simply select your options, your selection will be added to your booking.

**Activity** **Cost**

**Summer Playscheme** £54.40

Selected Period From: 27/07/2018 To 31/07/2018  
2 dates selected  
[View all dates](#)

**Total incl. any discounts £54.40**

Summer Playscheme >

Additional option for Summer Playscheme  
[After-school club](#)  
Stay until 7p

**Select the option you want to book**

**Expand the additional option panel**

<input type="checkbox"/>	Emily	Date	Start	End	Cost
<input type="checkbox"/>	Emily	27/07/2018	18:00	19:00	£3.00
<input type="checkbox"/>	Emily	31/07/2018	18:00	19:00	£3.00

[Book another activity](#)
[Check out](#)

## STEP 7: Complete your booking

Once you are happy with your selection, click “Check out”. You will be redirected to the booking summary page where you will be able to choose your payment option (based on what’s allowed by the centre). You can partially or fully pay by childcare vouchers, if these are permitted. In most cases you will have to make a payment online (either in full or partial followed by instalments).



If you book several activities in the same booking and one of them does not accept childcare voucher payments, you won’t be able to use the childcare voucher option. In those cases, we recommend that you book each activity separately, i.e. complete one booking then repeat the process for the other activity.



**Booking Summary**

Activity	Gross
Summer Playscheme (27/07/2018 To 30/07/2018)	£60.40
<b>Additional options</b> After-school club Late stay	
<a href="#">Show Details</a>	

**Cost Summary**

Total Booking	£60.40
<input type="checkbox"/> Use Available Credit	£262.01
Sub-Total	£60.40
Booking Fee	£2.00
Total To Pay	£62.40

**Childcare Voucher/Tax Free Childcare**

I'll use childcare vouchers/tax free childcare ☐

**Payment options**

Select your payment method --Select an option--

☐ Click here to accept MyPlayService Terms & Conditions

[Go to Payment](#)

**Callout boxes:**

- Click for a calendar view (points to [Show Details](#))
- Booking cost showing discounts if applicable (points to Sub-Total £60.40)
- Click here if paying by childcare voucher (points to ☐ I'll use childcare vouchers/tax free childcare)
- Pay the balance with one of the permitted payment option (points to payment method dropdown)

After selecting the preferred payment method and verifying the total cost, you can complete the purchase by clicking “go to payment”. If have select to pay by instalments (CCV, standing order or card), a payment plan will be automatically created for you and you’ll be redirected to the recap booking page.



Recap Bookings

Card Instalment

You have chosen to pay by instalments, the full payment must be received before the end of the activity/holiday booked.

Please choose your debit date from the drop down list below, the system will automatically calculate the number of payments and the amount for each of them.

Total Gross: 62.40

**A first payment by card of £26.20 will be taken now** the balance will be taken in instalments as per the schedule below

Total Booking	£62.40
Childcare Payment	£10.00
Card Payment	£52.40

Cost summary

Childcare Voucher/Tax Free Childcare

I'll use childcare vouchers/tax free childcare ☒

Provider Edenred Amount 10 Remove

☒ monthly

Maximum payment by childcare voucher/tax free childcare per month is £486

Your payment plan is based on the activities booked and their duration. If you are using monthly childcare voucher/tax free childcare payments and they do not cover the total amount due you can select an additional payment method below

Monthly card instalments can vary when you book

Please, use the booking reference when sending your invoice

Choose your payments dates

Select Payment Day	Amount	CCV/TFC
01/06/2018	£26.20	£0.00
09/07/2018	£26.20	£10.00

[Click here to accept MyPlayService Terms & Conditions](#)

[Go to Payment](#)

## STEP 8: Accessing to booking details

All bookings made are available from the top bar menu. You can access the listing of bookings made by clicking on 'My Bookings'. Check the payments made, the upcoming payments if there's an instalment plan created or cancel some sessions if the club allows to do so.



HOME BOOK MY BOOKINGS MY ACCOUNT MY CHILDREN CONTACT US LOG OFF

Welcome Parent

Your account is in credit £168.51

Use my credit to clear my booking(s) Confirm

Show 10 entries

Search:

View all bookings in calendar

Pay	Booked on	Booking Ref	Gross	Balance
<input type="checkbox"/>	05/06/2018	PS269651/579 Summer Camps Emily	£32.00	-£32.00
	01/06/2018	PS266271/745 Summer Playscheme After-school club Late stay Emily Cleared	£61.50	£0.00
		PS266237/204 BC&ASC Summer Playscheme Theo Fully cancelled	£2.00	£0.00

Select the 'pay' option to clear the booking

Click in the booking reference to check the booking details. i.e. check invoices or cancel

Change the booking view to calendar mode

After selecting the booking reference, payments made, dates booked, and invoices will be accessible. You can login to your account and check this information at any time you need to.

HOME BOOK MY BOOKINGS MY ACCOUNT MY CHILDREN CONTACT US LOG OFF

Welcome Parent

Help | Available credit £168.51

Back

Booking Details		Booking Status	
Centre	Bridge Kids	Booking cost	£32.00
Activity	Summer Camps	Amount left to clear this booking	£32.00
Ref Number	PS269651/579		
Booked on	05/06/2018 10:53:03		
Booked by	Parent Demo		

Dates booked

Payments made

Cancellation for this activity is not permitted, please contact your centre

Invoice(s) / Credit Note(s)

Expand these panels to access the information



## Tips for telephone shortcut

For a quick and easy access to your organisation' booking page, we suggest that you create a shortcut on your phone, so that you can access the correct URL easily:

### On Android

Go to <http://yourcentrename.magicbooking.co.uk>, then, click the 3 little dots on the top right-hand side, and select 'Add to Home Screen'

### On iPhone

Go to <http://yourcentrename.magicbooking.co.uk>, then, click the square icon with an arrow going up at the bottom of the screen, then scroll across to 'Add to Home Screen', and click 'Done'.

On a computer or laptop, use the 'Bookmark' option.