



Before & After School Club Bookings

User Guide

All sessions must be pre-booked and paid for in advance.

Hanley St Luke's Church of England Academy / Before & After School Club
/ Before & After School Club - Autumn 1

You need to be logged in to book on our programmes. Please [login](#) or [register an account](#) to continue.

Before & After School Club - Autumn 1

Week Commencing 2nd September 2024

Total: £0.00

0 selected

Apply discounts at the checkout

[Confirm Booking](#)

Wednesday 4th September

Morning 07:45 - 08:45 £2.50	Afternoon 15:15 - 17:00 £5.00
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You must be logged in to place a booking.

Thursday 5th September

Morning 07:45 - 08:45 £2.50	Afternoon 15:15 - 17:00 £5.00
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You must be logged in to place a booking.




Friday 6th September

Navigate to the booking site at hanleystlukes.hivelink.co.uk on your phone, tablet, computer or any internet enabled device. Follow the links to find the item you wish to book for.

Here you can view available dates, session times and prices. To make your selection you must first **log in** or **create your account**. This is a quick process and ensures that our team have all the information we need to ensure your children are safe and their needs are met whilst in our care.

All information is saved to your account for future bookings and is always available to the team working with your children.

Parent / Carer Details.



Hanley St Luke's Church of England Academy / Register

Parent Details

First Name *

Last Name *

Email *

Phone *

Alternate Contact Name *

We would contact this person in the event of being unable to reach yourself.

Alternate Contact Phone *

Safety PIN / Word *

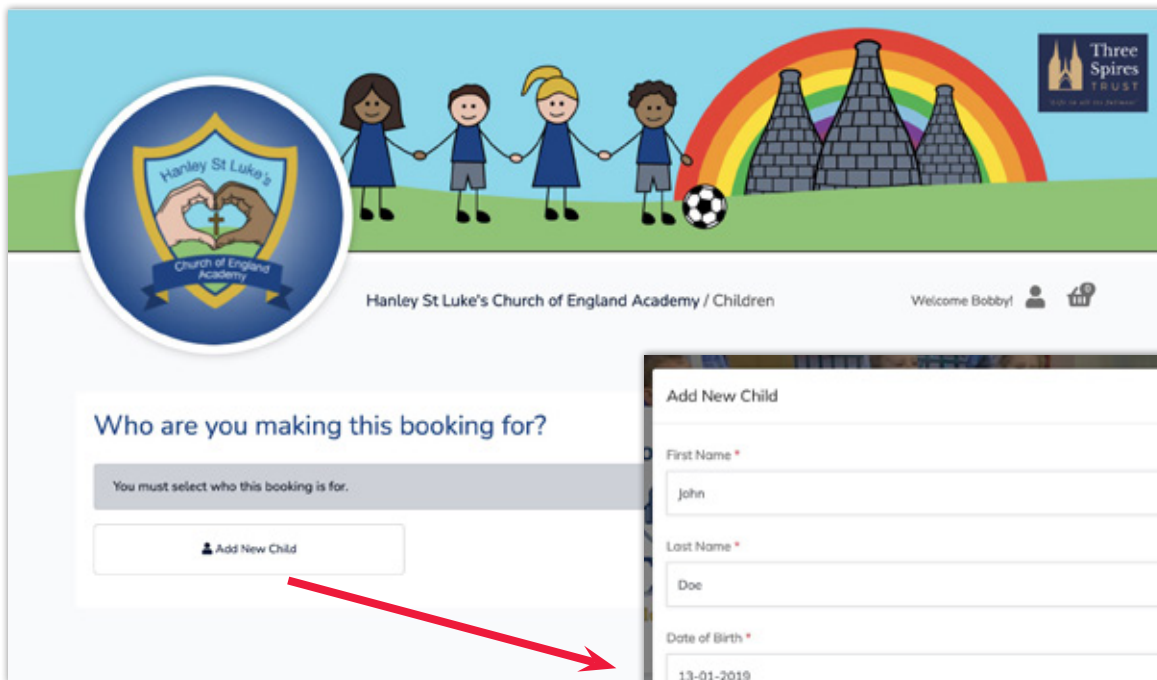
Please enter a 6 digit numerical PIN or memorable word. We'll use this incase you need someone else to collect your child from us. We will not be able to release your child to anyone other than yourself if they can not quote the children's PIN / Memorable Word - For this reason your child PIN / Memorable Word should be secure and not an obvious date or sequence of numbers.

Password *

Confirm Password *

All fields are required, please double check the accuracy of your contact details. Click **Register** once complete.

Child Details.



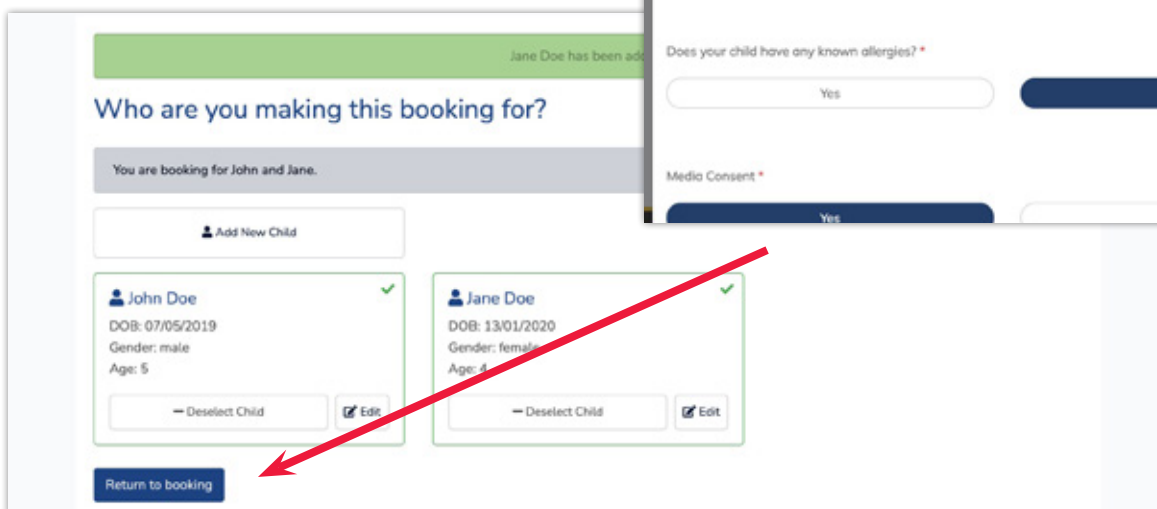
Select **Add New Child** to launch the child registration form.

All fields are required. Please provide as much information as necessary where applicable (dietary, allergies or safeguarding etc)

Click **Save** once complete and repeat for siblings as required. Then choose **Return to booking**

The 'Add New Child' form contains the following fields and options:

- First Name * (Text input: John)
- Last Name * (Text input: Doe)
- Date of Birth * (Text input: 13-01-2019)
- Gender * (Radio buttons: Male, Female, Prefer not to say)
- Current School Year Group * (Dropdown menu: Nursery, As of September 2024)
- Do you have parental responsibility for this child? * (Radio buttons: Yes, No)
- Is there any medical information that we should know about? * (Radio buttons: Yes, No)
- Is there any dietary information that we should know about? * (Radio buttons: Yes, No)
- Does your child have any known allergies? * (Radio buttons: Yes, No)
- Media Consent * (Radio buttons: Yes, No)



Build your booking.

Hanley St Luke's Church of England Academy / Before & After School Club Welcome Bobby!
/ Before & After School Club - Autumn 1

You are booking for John. [Click here to edit](#)

Before & After School Club - Autumn 1

Total: £14.00

4 selected
Apply discounts at the checkout

Confirm Booking

Week Commencing 2nd September 2024

Wednesday 4th September

Morning 07:45 - 08:45 £3.00	Afternoon 15:15 - 17:00 £5.00
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Thursday 5th September

Morning 07:45 - 08:45 £3.00	Afternoon 15:15 - 17:00 £5.00
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Friday 6th September

Morning 07:45 - 08:45 £3.00	Afternoon 15:15 - 17:00 £5.00
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Week Commencing 9th September 2024

Monday 9th September

Choose your options for the selected children. Your prices will calculate as you add to your booking - along with any available automatic discounts.

Once you have all the options required click **Confirm Booking**.

Confirm your booking.



Hanley St Luke's Church of England Academy / Confirm Booking

Welcome Bobby!

Please check through your options below, if you need to make changes, click 'edit options' at the bottom of the booking. Once your booking is complete you will receive a full summary of your choices via email.

Participants

- John Doe

Week Commencing: 2nd September, 2024

Date	AM	PM	Extra	Price
Wednesday 4th September, 2024	07:45 - 08:45	15:15 - 17:00		£2.50
Thursday 5th September, 2024	07:45 - 08:45	15:15 - 17:00		£7.50
Friday 6th September, 2024	07:45 - 08:45	15:15 - 17:00		£2.50

Totals

Subtotal	£12.50
Total	£12.50

[Edit Booking](#) [Add to Basket](#)

Review your options for the selected children. To make changes choose **Edit Booking** to return to the previous screen. If you are happy with your choices choose **Add to Basket**.

Review your basket.

Hanley St Luke's Church of England Academy / Basket

Welcome Bobby!

Basket

Name	Total			
Before & After School Club - Autumn 1 Participants: John Doe Show Booking	£14.00			
Week Commencing: 2nd September, 2024				
Date	AM	PM	Extra	Price
Wednesday 4th September, 2024	07:45 - 08:45	15:15 - 17:00		£3.00
Thursday 5th September, 2024	07:45 - 08:45	15:15 - 17:00		£8.00
Friday 6th September, 2024	07:45 - 08:45	15:15 - 17:00		£3.00
Subtotal				£14.00
VAT				£0.00
Total				£14.00

[Checkout](#)

If you are booking other items, or an alternate pattern for another child you can navigate away from this page and make any additions to your basket.

To finalise your booking choose **Checkout**.

Complete your booking.

Hanley St Luke's Church of England Academy / Basket / Checkout

Welcome Bobby!

Please complete your booking as soon as possible, your places are secured for 14:33 minutes.

Subtotal	£14.00
VAT	0.00
Total	£14.00

Billing Details

First Name: Bobby

Last Name: Mills

Address Line 1: Address Line 1

Address Line 2: Address Line 2

Town / City: Town / City

County: County

Postcode: Postcode

Payment Details

Online Payment

Pay using any UK based credit/debit card.

Secure Payments
Powered by stripe

Card

Card number: 1234 1234 1234 1234

Expiration date: MM / YY

CVC: CVC

Country: United Kingdom

Postal code: WS11 1DB

Back to Basket Complete Booking

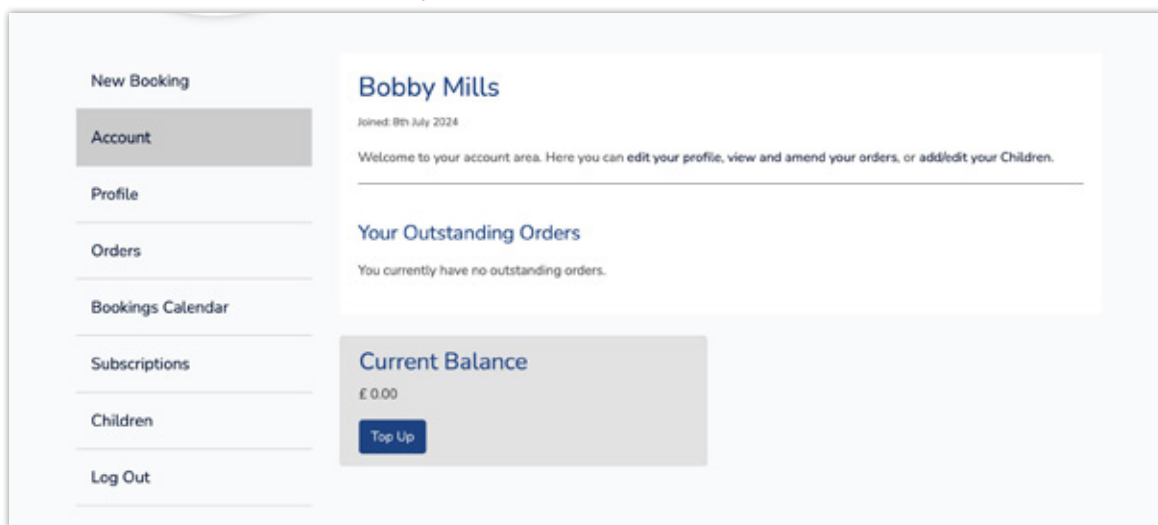
To complete your booking, enter your **Billing Address** on the left (this should match the card you will be using to pay) and your card details on the right.

Your address will be saved to your account. We do not currently store card details.

Double check all details and click **Complete Booking**. You will be redirected to a confirmation page and will receive an email with a summary of your booking.

All done!

Manage your Account.



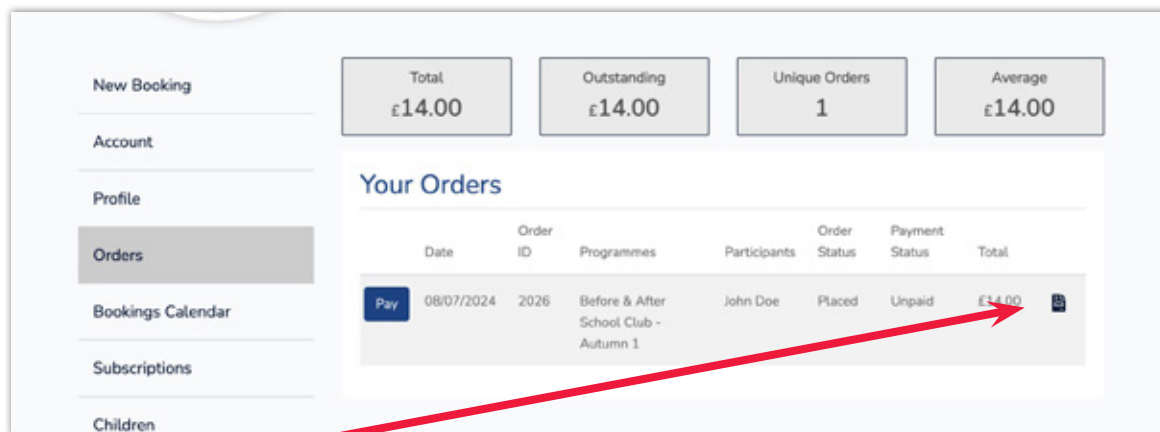
From any page on the booking site, click the **account icon** to go to your account area.

From here you can update your profile, add or edit children's details and view your past orders. The booking calendar displays all of your bookings in a calendar view.

Making changes to bookings.

To remove sessions from an existing booking, please follow the steps below.

To add sessions to your booking, simply take out a new booking for the additional sessions required.

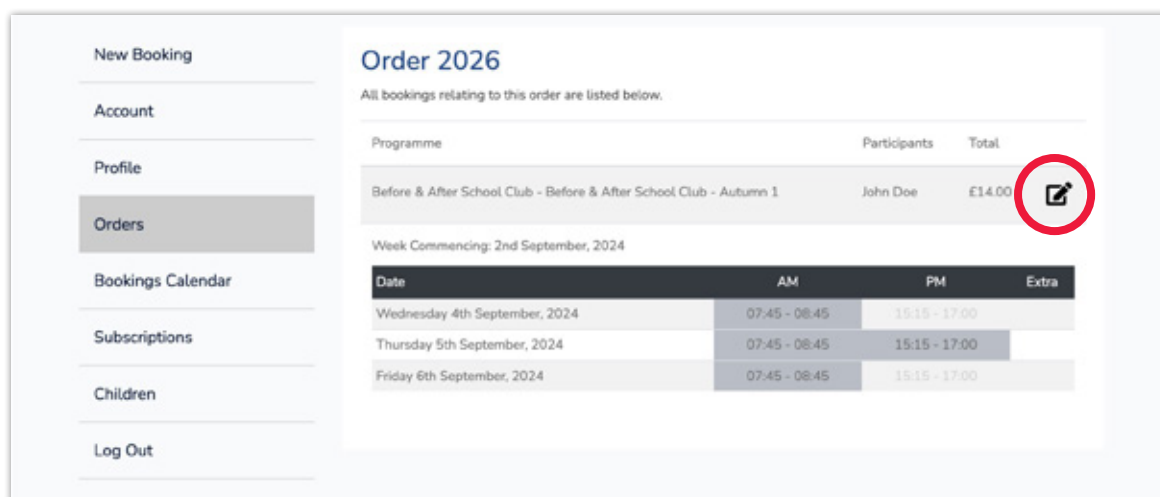


The screenshot shows a user profile page with a sidebar on the left containing menu items: New Booking, Account, Profile, Orders (highlighted), Bookings Calendar, Subscriptions, and Children. The main content area displays summary statistics: Total £14.00, Outstanding £14.00, Unique Orders 1, and Average £14.00. Below this is a table titled 'Your Orders' with columns: Date, Order ID, Programmes, Participants, Order Status, Payment Status, and Total. A single order is listed with a 'Pay' button on the left and an edit icon on the right. A red arrow points from the 'Orders' menu item to the edit icon.

Date	Order ID	Programmes	Participants	Order Status	Payment Status	Total
08/07/2024	2026	Before & After School Club - Autumn 1	John Doe	Placed	Unpaid	£14.00

From the orders area of your profile you can choose to remove sessions from your existing orders **up to 7 days before the start of the session.**

From the orders tab within your profile area, select the order you wish to view and click the edit icon.



The screenshot shows the 'Order 2026' details page. The sidebar on the left includes: New Booking, Account, Profile, Orders (highlighted), Bookings Calendar, Subscriptions, Children, and Log Out. The main content area shows 'Order 2026' with the text 'All bookings relating to this order are listed below.' Below this is a table with columns: Programme, Participants, and Total. A single booking is listed with an edit icon circled in red. Below the table is a section for 'Week Commencing: 2nd September, 2024' with a table showing dates and session times.

Programme	Participants	Total
Before & After School Club - Before & After School Club - Autumn 1	John Doe	£14.00

Week Commencing: 2nd September, 2024

Date	AM	PM	Extra
Wednesday 4th September, 2024	07:45 - 08:45	15:15 - 17:00	
Thursday 5th September, 2024	07:45 - 08:45	15:15 - 17:00	
Friday 6th September, 2024	07:45 - 08:45	15:15 - 17:00	

Making changes to bookings.

The screenshot shows a user account page with a sidebar on the left containing menu items: New Booking, Account, Profile, Orders (highlighted), Bookings Calendar, Subscriptions, Children, and Log Out. The main content area is titled 'You can remove sessions from this booking here. If you cannot choose a session to remove, then it has passed the cut off time for cancellations. Please refer to our cancellation policy for more details.' Below this is a sub-header: 'Choose sessions to cancel using the checkboxes below, then press Cancel at the bottom. You will have the opportunity to review your cancellation before it is actioned.'

Day	Date	Session	Participants	Price	Cancel
Wednesday	04/09/2024	07:45 - 08:45	John Doe	£3.00	<input checked="" type="checkbox"/>
Thursday	05/09/2024	07:45 - 08:45	John Doe	£3.00	<input type="checkbox"/>
Thursday	05/09/2024	15:15 - 17:00	John Doe	£5.00	<input checked="" type="checkbox"/>
Friday	06/09/2024	07:45 - 08:45	John Doe	£3.00	<input type="checkbox"/>

Summary table:

Subtotal	£14.00
Discount	£0.00
Total	£14.00

[Cancel 2 sessions](#)

NB Any discounts used on your original order will be recalculated to reflect your amended booking. This may result in the discount being no longer valid.

From the next screen select the sessions you wish to remove from your booking. Once happy with your selections, scroll down to click **cancel sessions**.

Review your order totals. If you are happy with the changes select confirm cancellation. The value of the sessions that have been removed from your booking will be added to your account as credit and a new email summary sent.

The screenshot shows the 'Confirm Amendments' screen. The sidebar on the left is identical to the previous screen. The main content area is titled 'Confirm Amendments' and features two side-by-side summary tables.

Original Booking		Amended Booking	
Subtotal	£14.00	Subtotal	£6.00
Discount	£0.00	Discount	£0.00
Total	£14.00	Total	£6.00
Amount Paid	£0.00	Amount Paid	£0.00
Outstanding	£14.00	Outstanding	£6.00

[Confirm Cancellations](#)

Please note, any cancellations will notify other users who may be on our waiting lists, and the session may not be available to rebook in the future.