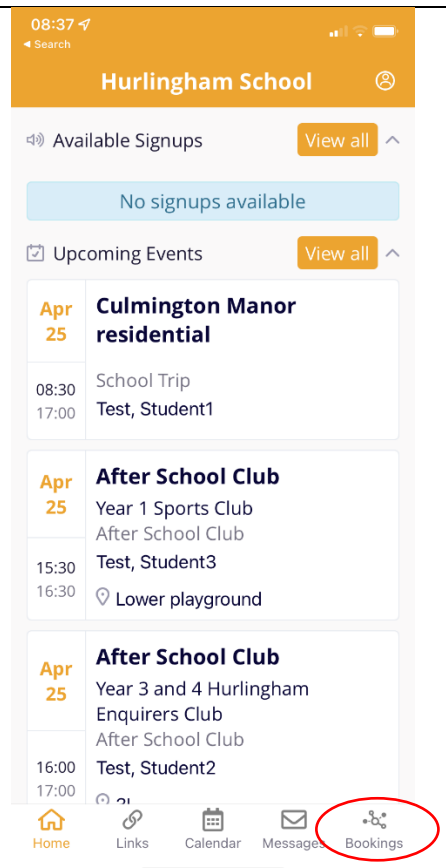


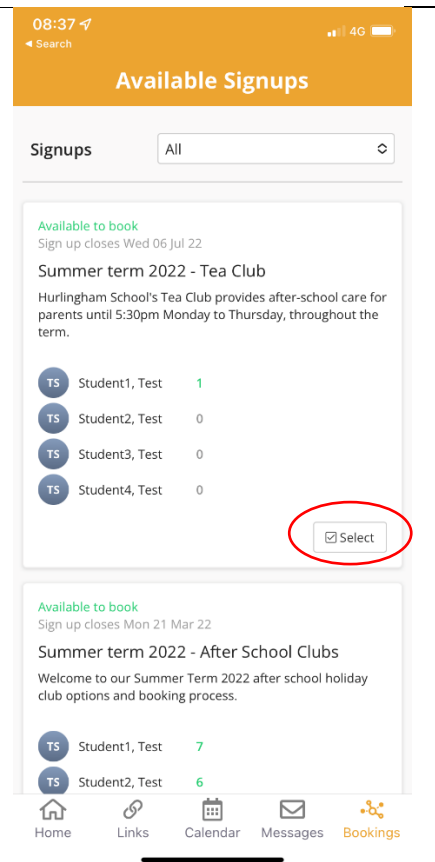
Booking Homework and Tea Club through the SchoolsBuddy app

1. From the Home screen, click on the Bookings button at the bottom right hand of the page – circled in red.



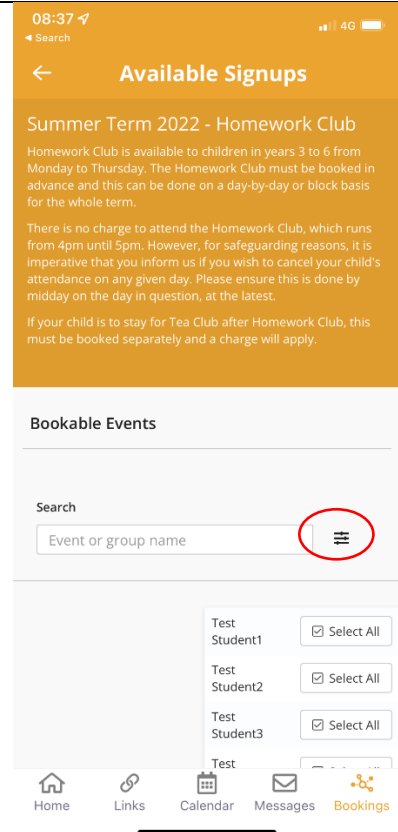
2. Tea Club should be the first in the list of the Available Signups that appear.

You can either use the Select button - circled in red - to go into Tea Club booking, or you can scroll down to find Homework Club.

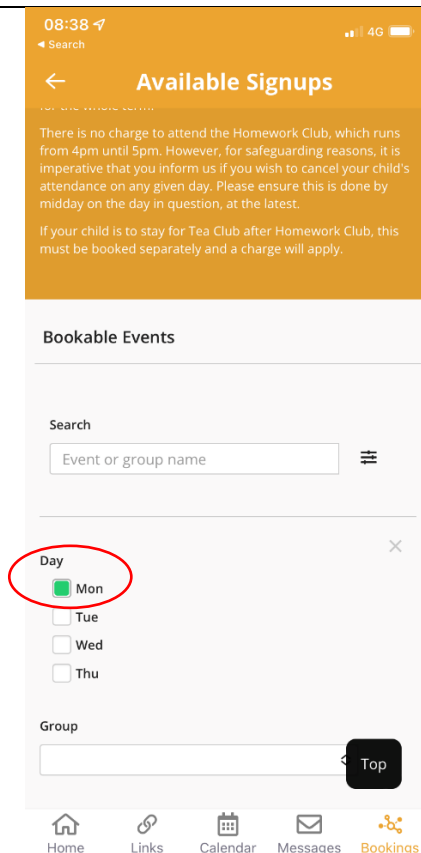


Booking Homework and Tea Club through the SchoolsBuddy app

3. Once in the Homework Club/ Tea Club, you can click on the Filter icon – circled in red - to open up the possibility of selecting a particular day/ days of the week.



4. Once the list of days appears, you can select one or more of them by clicking on the selection button beside each, which will turn green.



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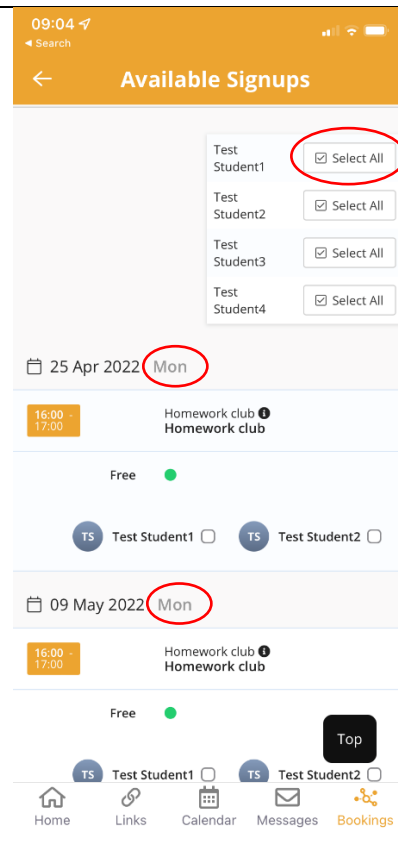
5. If you then scroll down, only the Tea Club/ Homework Club dates for that particular day will be listed.

Non-term dates, such as bank holidays or half term will automatically be omitted.

If you wish to book all the dates in the filtered list you have created, you can click the Select All button – circled in red - beside your child's name.

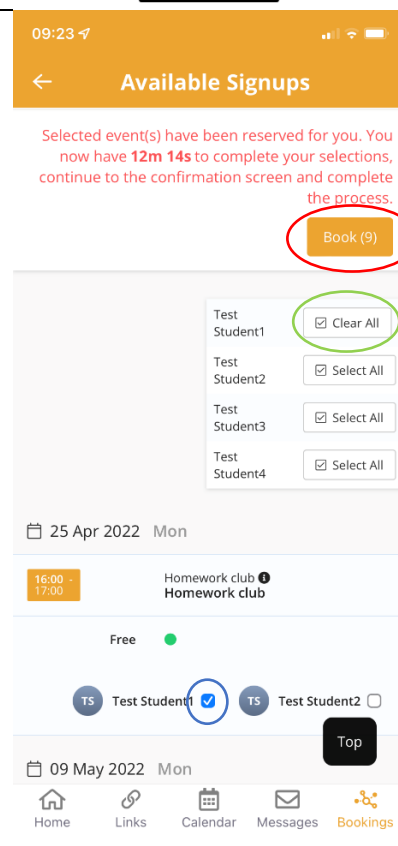
If you have more than one child, they will all be listed, just as there are 4 test students in this example.

Please be assured, it is only possible to sign a child up to a club that they are entitled to attend, so if you have a Year 2 child as well as a Year 4 child, for example, although you might see both of their names above, it will not be possible to sign the Year 2 child up to Homework Club.



6. As soon as you select dates for a particular child, you will have 15 minutes to confirm your booking, by clicking the Book button that will appear at the top of the screen – circled in red.

If you change your mind about your booking, you have the option to Clear All – circled in green – as well as to select or deselect individual dates by scrolling down the list and clicking on the relevant button – an example of which is circled in blue.



Booking Homework and Tea Club through the SchoolsBuddy app

7. Once you are happy with your selection, you should need to click on the Book button to confirm it. You will then be asked to agree to the terms & conditions of the booking and, if it is Tea Club, you will be taken on to the payment screen.

