

How to guide for booking a paid club via the Parent Portal

From the main Parent Portal page, scroll down to the Activities section and click on the field with the child's name and Clubs in.



Accounts

Zoe Holmes: Meals Balance: -£36.00 ▶

Activities

Zoe Holmes: Clubs ▶

Zoe Holmes: Trips ▶

The **All Clubs** page will list any clubs the child is currently a member of and any clubs that are currently open for them to join. At the bottom of the page, you'll also see any past clubs from previous years that your child was registered for in case you need to finish paying for them.

Click on the club to open up that club's information page.

School Clubs

Abbie is Registered For These Clubs (2021/2022)

Woodwind Club
(2021/2022) **Number of sessions:**
14
Club membership dates:
06 Sep 2021 - 17 Dec 2021

Abbie Can be Registered For These Clubs (2021/2022)

A new free club (2021/2022) **Membership options:**
Daily: Free
Timetable:
Mondays: 09:00 - 10:00 (14 Jan 2022 - 31 Aug 2022, term-time only)
Tuesdays: 09:00 - 10:00 (14 Jan 2022 - 31 Aug 2022, term-time only)
Wednesdays: 09:00 - 10:00 (14 Jan 2022 - 31 Aug 2022, term-time only)
Thursdays: 09:00 - 10:00 (14 Jan 2022 - 31 Aug 2022, term-time only)
Fridays: 09:00 - 10:00 (14 Jan 2022 - 31 Aug 2022, term-time only)

Woodwind Club
(2021/2022) **Membership options:**
Termly Membership: Free
Timetable:
Thursdays: 15:35 - 16:30 (06 Sep 2021 - 31 Aug 2022, term-time only)

Abbie was Registered For These Clubs (2020/2021)

Chess (2020/2021) **Number of sessions:**
1
Club membership dates:
14 Dec 2020

Abbie was Registered For These Clubs (2019/2020)

Chess (2019/2020) **Number of sessions:**
28
Club membership dates:
01 Sep 2019 - 31 Dec 2019, 01 Jan 2020 - 30 Apr 2020

Paid clubs on the Parent Portal

The process for registering for clubs that charge a membership fee is very similar to the process for free clubs. The club information page will display membership and timetable information. Any existing membership into the club for the pupil will be displayed.

To sign your child up for the club, click on **Register For This Club** in the top right-hand corner of the page.

« Back	<h3>Tennis Club (2020/2021)</h3>	Attachments
Registration Information		Register Helen for this club
Registration status	Helen is not registered for this club yet. Click "Register for this club" button to register.	
Helen's Memberships		
No memberships		
Available Membership Options		
Termly Membership	Availability: 01 Sep 2020, 14:13 - 31 Aug 2021, 14:13 Fee: £100.00 per period (Term)	
Club Timetable		
Weekly Sessions		
Every Tuesday: 15:00 - 16:00 Between: 16 Sep 2020 - 31 Aug 2021 (term-time only)	<i>Scheduled</i>	

From the slide over menu that will appear, choose the membership period that you like to sign the child up for - this may be a set date range, a term or the whole academic year.

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Register Helen for Club

Club Overview

Name	Tennis Club
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Choose Membership

Choose a membership option*

Termly Membership: £100.00 per period (Term) ✕

▼

[Cancel](#) [Next »](#)

Next, choose which sessions to sign your child up for.

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Register Helen for Club

Club Overview

Name Tennis Club

Selected membership option Termly Membership: £100.00 per period (Term)

Select Membership Periods

Term*

Wed, 16 Sep 2020 - Thu, 31 Dec 2020 ✕

Fri, 01 Jan 2021 - Fri, 30 Apr 2021 ✕

Cancel

Next »

Finally, confirm your choices and click to pay. You can also select to add the payment to your basket to pay later - see how the basket works [here](#).

Top Tip: Can't click the button? Follow this article: [I can't click the button to pay?](#)

If you click **Cancel** here, the child will be [signed up provisionally](#), but you will need to pay to have them registered for the club.

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Register Helen for Club

Club Overview

Name	Tennis Club
Selected membership option	Termly Membership: £100.00 per period (Term)
Number of sessions	32

Review Membership Dates

Please review the memberships below. If there are any memberships you do not want, please tick them and use the Delete Memberships button below to delete them.

- Select membership period(s) you wish to remove
- 16 Sep 2020 - 31 Dec 2020 (£100.00)
 - 01 Jan 2021 - 30 Apr 2021 (£100.00)

[Delete selected membership dates](#)

Make Payment

Payment amount £200.00

[Cancel](#)[🛒 Add to basket](#)[Pay now](#)

Make Payment ✕

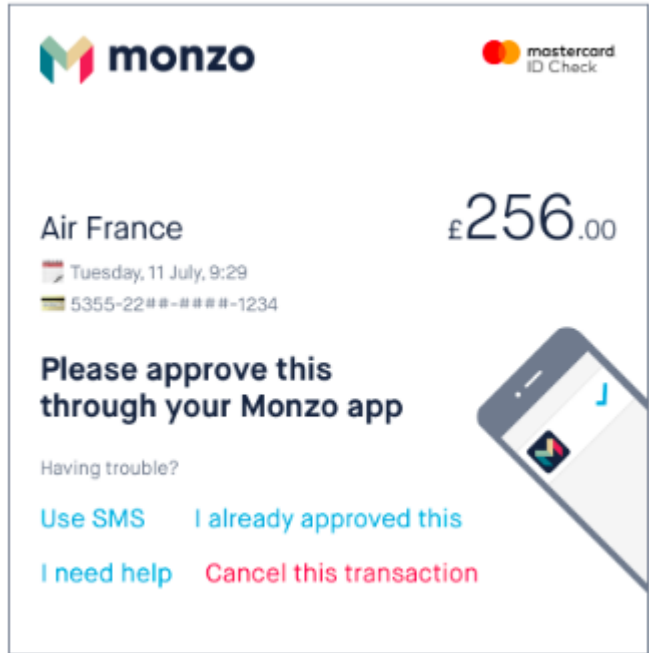
Card number	<input type="text" value="1234 1234 1234 1234"/>
Expiration date	<input type="text" value="MM / YY"/>
Name on card	<input type="text"/>
Security code (CVV/CVC)	<input type="text" value="CVC"/>

You may have to then authenticate your identity for the payment to go through. This is a requirement of the recently introduced [Strong Customer Authentication \(SCA\) regulations](#).

If authentication is needed for the payment, you will be prompted to authenticate the payment using the method of authentication your bank supports. This could be:

- an SMS code,
- your mobile banking app
- another method

For example, here's what it may look like if you're using Monzo. *(Please note, we are not affiliated with Monzo, this is purely an example)*



Once we've been able to confirm your identity, the payment will be completed and your card will be charged. You'll see confirmation that the transaction has been successful.



Payment Successful

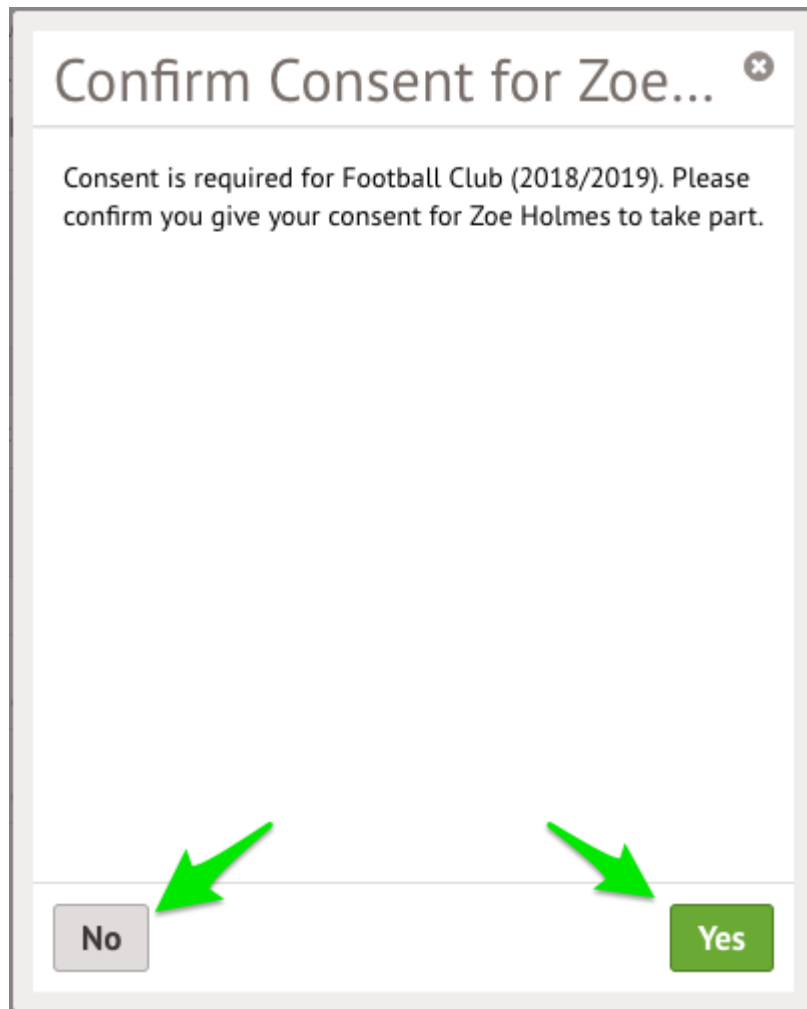
Thank you! Your payment is complete

Done

If the school has requested that parents must confirm their consent for the child to attend the club, a box will pop up for consent to be confirmed. Click yes or no as appropriate.

Confirm Consent for Zoe... ✕

Consent is required for Football Club (2018/2019). Please confirm you give your consent for Zoe Holmes to take part.



You will then be returned to the club's information page, where the new membership(s) will now be displayed.

Registration Information

Registration status **Congratulations, Helen is registered for Tennis Club! Check the details below. Contact the school's office if you have any questions or requests.**

Total number of sessions 32
Helen is registered for

Helen's Memberships

Term	Status:	
	Paid	▶
	Membership Fee:	
	£200.00	
	Dates:	
	16 Sep 2020 - 31 Dec 2020	
	01 Jan 2021 - 30 Apr 2021	
	Total sessions:	
	32	