

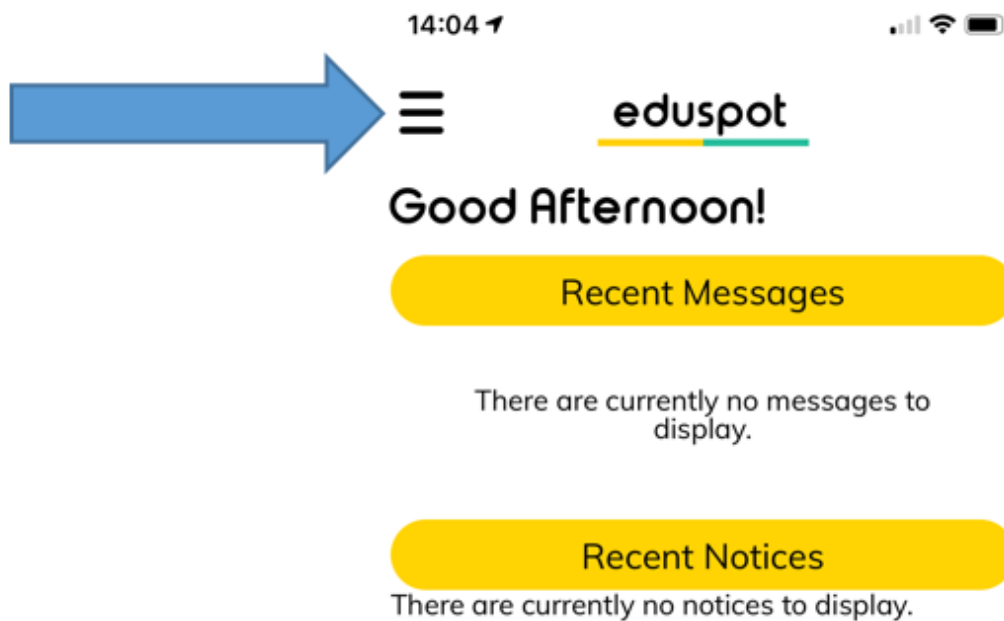
How to Guide for booking clubs using Teacher2Parents App

Please download the below App to your smartphone.

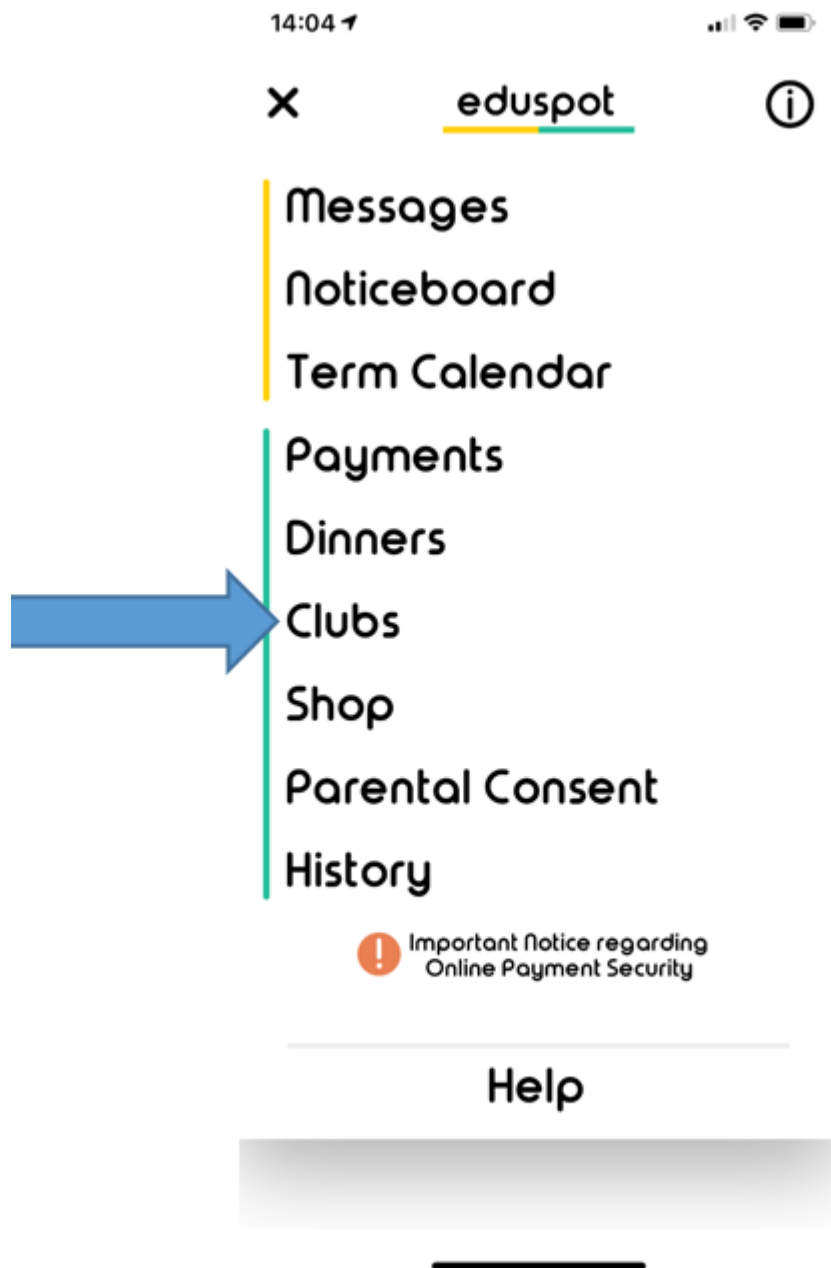
Teachers2Parents logo



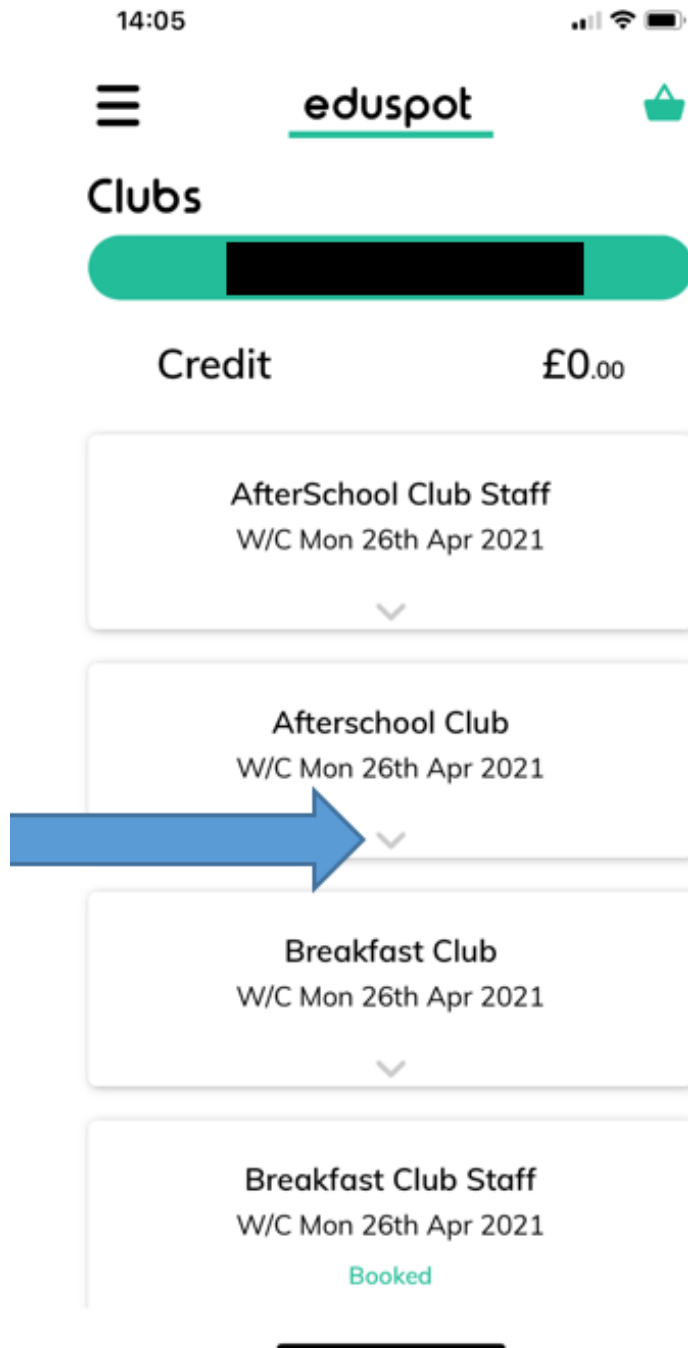
1. When you first open the app you should see this screen, tap the 3 lines in the top left corner.



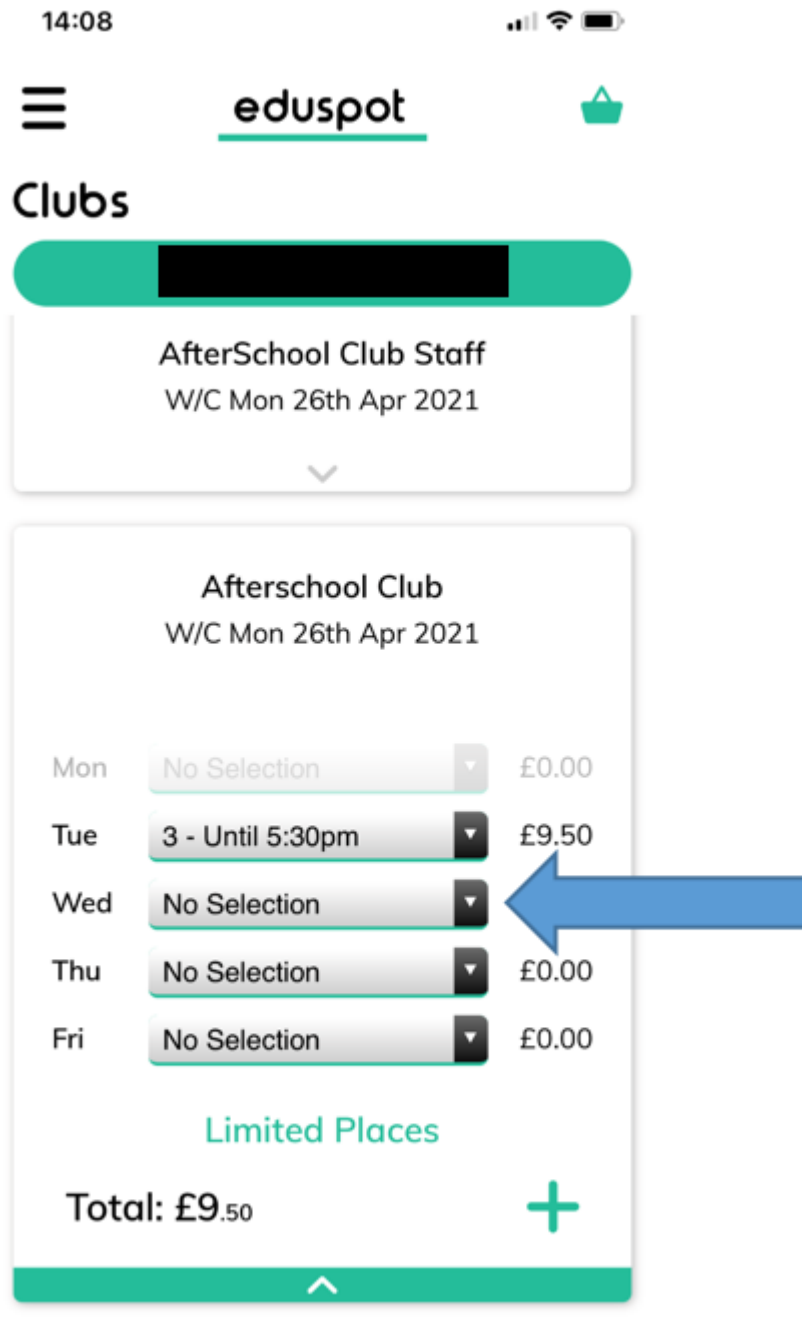
2. To book an after school club or breakfast club session, tap 'Clubs'.



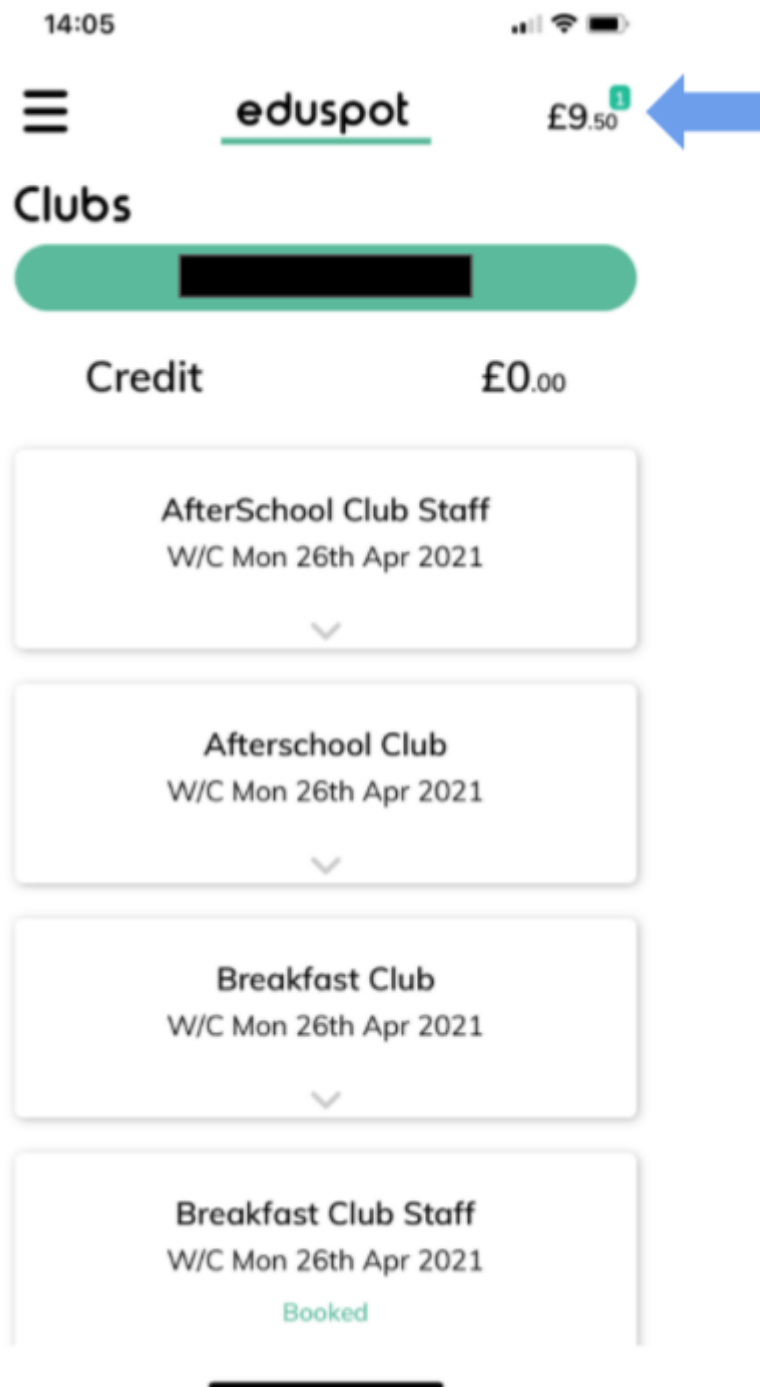
- You will see a list of all the weeks that you can book for that term. Tap the drop down arrow for either breakfast club or after school club for the week that you would like to book.



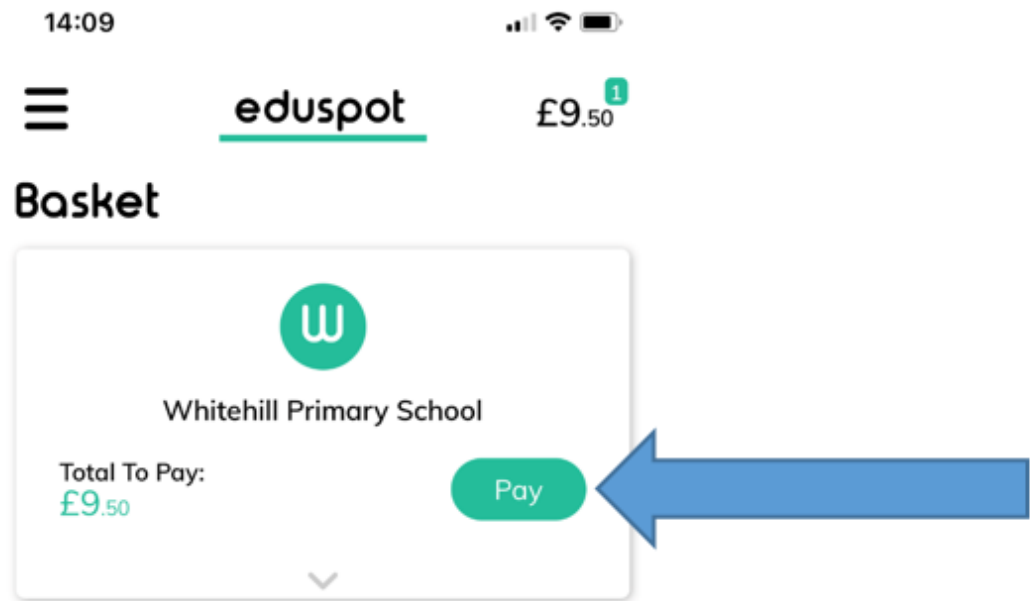
4. This will display all the days for that week and give you the option to choose what days you would like to book. Tap the drop down arrow for the required days and select the session you would like your child to attend. Once you've completed your option(s) for that week, tap the green 'plus' icon to confirm.



5. The total will then be shown in your basket in the top right hand corner. Tap this number to pay your outstanding balance.



6. Tap 'pay' to continue.



7. You will then be asked to enter your payment details, follow the on screen prompts to complete this process.

14:09

schoolmoney

● Card Details – ○ Processing – ○ Complete!

Total To Pay
£9.50

W

Cardholder Name

Cardholder Name

Cancel Next

Powered by TRU//ST PAYMENTS

8. Once your transaction has been completed it will confirm that it has been 'Done' and then **booked** will show below the date of that week. (As against section No. 5)
9. If you would like to make any amendments to your child's choices you can do this yourself if you can still see the relevant week. Simply click and amend accordingly. However, if the week is no longer visible please call the school and we can amend this for you.