



## STEP 1: Register

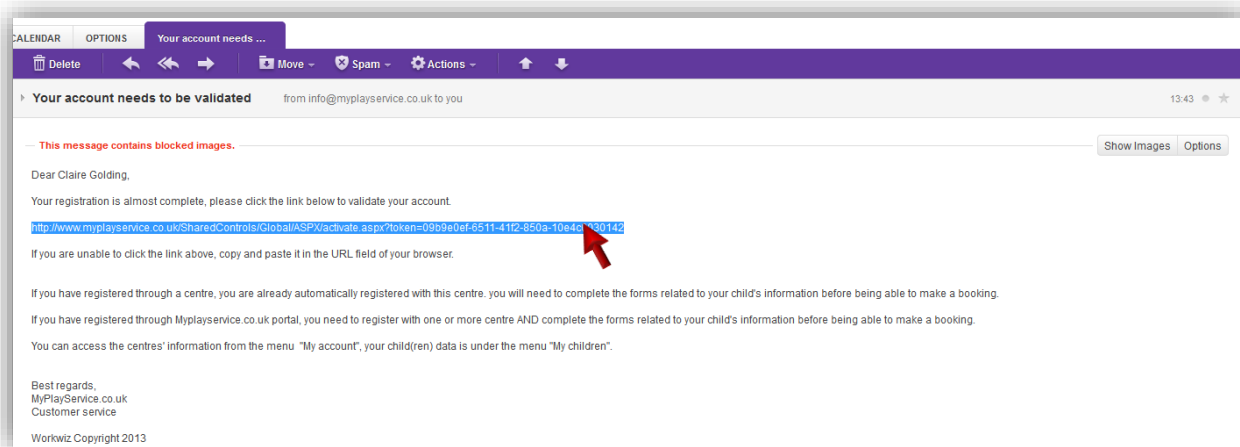
Go to: <http://inspireplus.magicbooking.co.uk>

### 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.



1. 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

### Add New Child

Child Details

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Date of Birth *	<input type="text"/>
Free childcare entitlement code	<input type="text"/>
Gender *	<input type="text" value="Male"/>
Ethnicity *	<input type="text" value="No"/>
What is your relationship with the child? *	<input type="text" value="Mother"/>
Who does your child live with? *	<input type="text" value="Mother &amp; Father"/>
Who has the legal responsibility of the child? *	<input type="text" value="Mother &amp; Father"/>

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

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

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

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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 staff 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 staff 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 3: 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 registered with.

The screenshot shows a parent portal with a navigation bar (HOME, BOOK, MY BOOKINGS, MY ACCOUNT, MY CHILDREN, CONTACT US) and a 'LOG OFF' button. The main content area is titled 'Welcome Parent' and shows 'Available credit £185.91'. Two activity cards are visible: 'Easter Half-term' and 'Half-term Holiday Club'. Each card includes availability dates, pricing, age restrictions, and a 'Book Now' button. A red callout bubble points to the 'Book Now' button of the 'Half-term Holiday Club' card with the text 'Select the activity you want to book'.

The screenshot shows a modal titled 'Breakfast & After School'. Under 'I want to book', there are checkboxes for children: Theo (checked), Amy (checked), Emily (unchecked), and Tommy (unchecked). A red callout bubble points to these checkboxes with the text 'Select your children'. Below this, under 'For', there is a section for 'Breakfast Club' which is expanded to show three options: 'Early risers - from 7:30am - £4.00' (checked), '08:00 - 09:00 - £4.00', and 'No thanks'. A red callout bubble points to the 'Breakfast Club' header with the text 'Expand the header'. At the bottom, there is an 'Ad-hoc days?' toggle switch.

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



per session / per child Breakfast Club from £3.00 per session / per child

Early risers - from 7:30am - £4.00  
 08:00 - 09:00 - £4.00  
 No thanks

> After-school Club

Ad-hoc days?

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

Between

From Monday, 16 Apr 2018 To

On

Monday  Tuesday  Wednesday  Thursday

Add more dates OR Check availability

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.

Pick the days. Selected days will be repeated throughout the period selected

Click 'Check availability'

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.

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:

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.



On a **repeating pattern** 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', there are radio button options for 'One hour only', '15:15 - 17:30', and 'No thanks'. Below these are date pickers 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' and 'Check availability' are also visible.

The screenshot shows the 'Tuesday Gymnastics' booking screen. It includes a note: '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', there are checkboxes for 'Maria' (checked) and 'Joao (Not Eligible) Details'. A callout bubble points to these options with the text 'Select your child(ren)'. Under 'The Activity', it shows 'Y3-4 Gymnastics' for £35.00, with dates 'From: 04/06/2018' and 'To: 20/07/2018', and 'Occuring every: Tuesday'. A callout bubble points to the 'Check availability' button with the text 'Book the whole period'.

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 v

Book another activity
Check out

*Cost based on dates selected and user's rates*

**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 v

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

2018 week 31 v

**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 v

Book another activity
Check out

*Remove any unwanted days*

*Click check-out to pay for the booking*

#### STEP 4: 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 Late stay](#)  
Stay until 7p

<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 5: 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. In most cases you will have to make a payment online (either in full or partial followed by instalments).

**Booking Summary**

**Activity** **Gross**

**Summer Playscheme (27/07/2018 To 30/07/2018)** £60.40

**Additional options** After-school club Late stay  
[Show Details](#)

**Cost Summary**

<b>Total Booking</b>	£60.40
<input type="checkbox"/> Use Available Credit	£262.01
<b>Sub-Total</b>	£60.40
<b>Booking Fee</b>	£2.00
<b>Total To Pay</b>	£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](#)



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. **Please refer to the ‘inspire+ payment details’ form for our bank details and childcare/ tax free childcare details.**

### 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

<b>Total Booking</b>	£62.40
<b>Childcare Payment</b>	£10.00
<b>Card Payment</b>	£52.40

Childcare Voucher/Tax Free Childcare

I'll use childcare vouchers/tax free childcare

Provider:  Amount:  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

Select Payment Day	Amount	CCV/TFC
01/05/2018	£26.20	£0.00
09/07/2018	£26.20	£10.00

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

Go to Payment



## STEP 6: 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.

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

**Select the 'pay' option to clear the booking**

**Change the booking view to calendar mode**

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

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.

**Expand these panels to access the information**

Booking Details	
Centre	Bridge Kids
Activity	Summer Camps
Ref Number	PS269651/579
Booked on	05/06/2018 10:53:03
Booked by	Parent Demo

Booking Status	
Booking cost	£32.00
Amount left to clear this booking	£32.00

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**Dates booked**

**Payments made**

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

**Invoice(s) / Credit Note(s)**



## Tip 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://inspireplus.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://inspireplus.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.