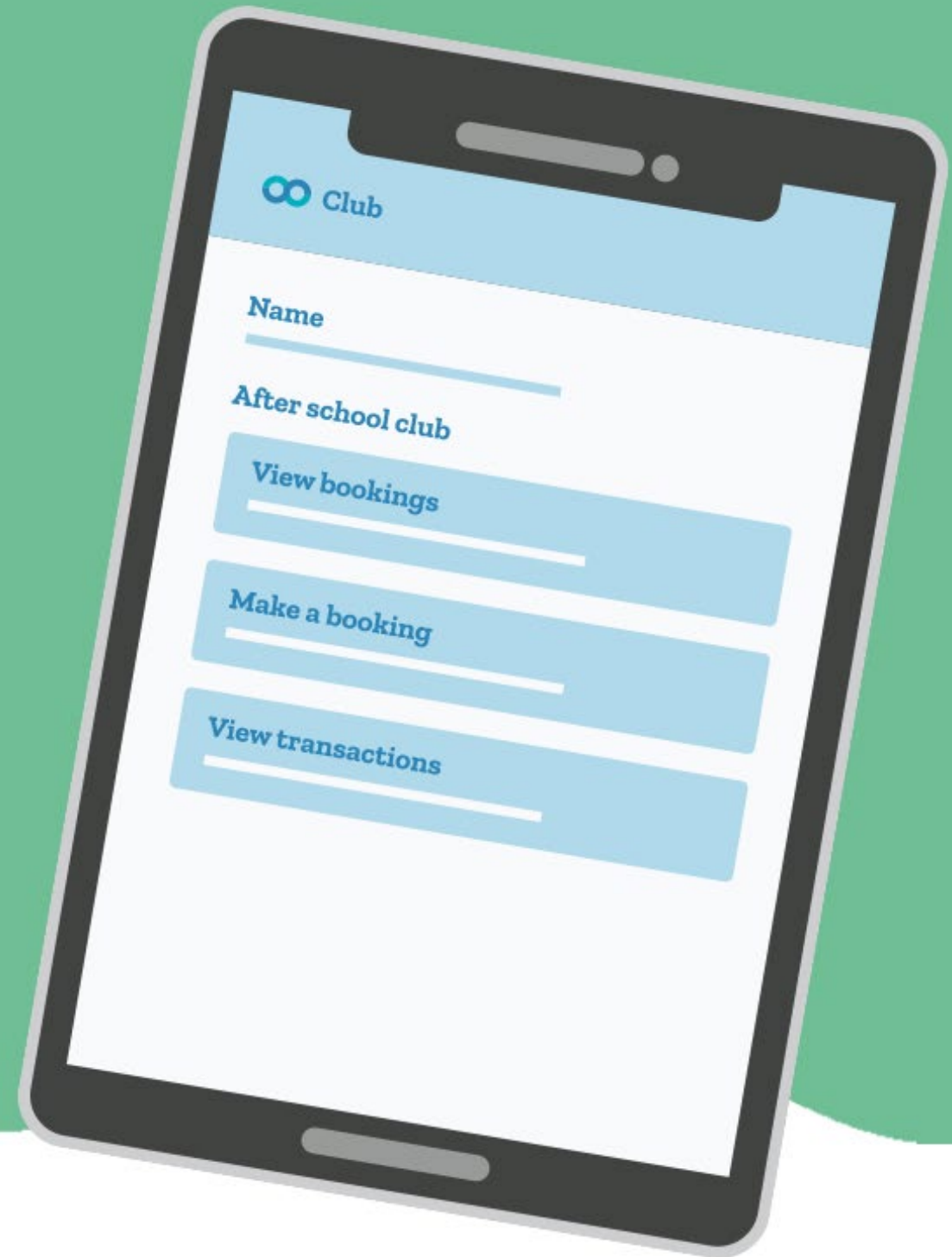
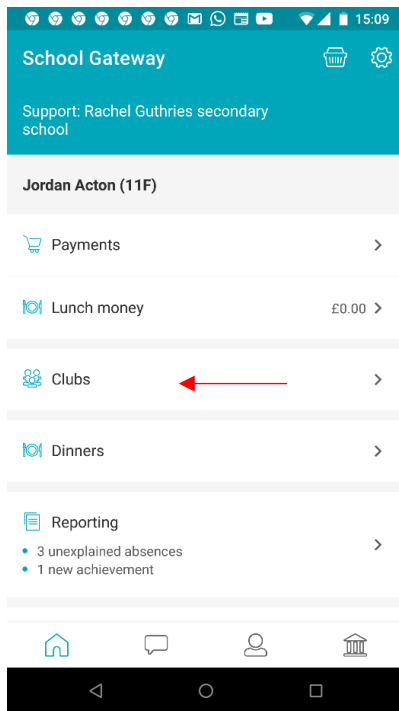


# Clubs Guide

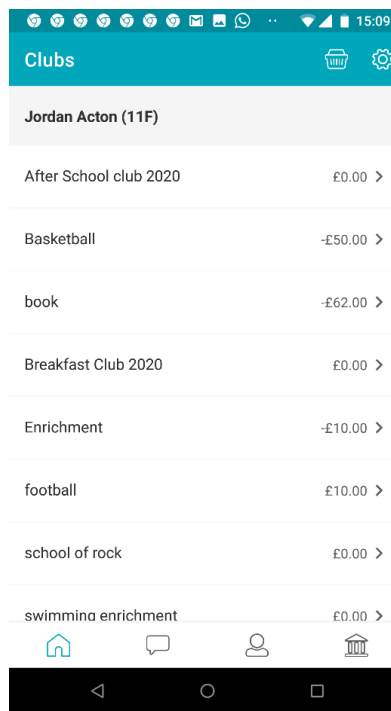


## How to book and pay for a Club session/s

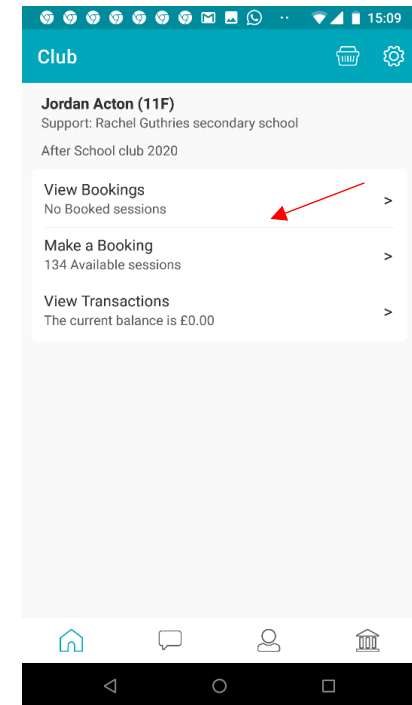
- To book a Club session you must go to the Clubs tab first and book the session before paying. **Paying for a Club without selecting any sessions will not secure a booking.**
- If you have paid on a Club but not booked the session please go to the Clubs tab and select the Club required and book the session using the credit you have already applied.
- Please contact the school if you are having any issues



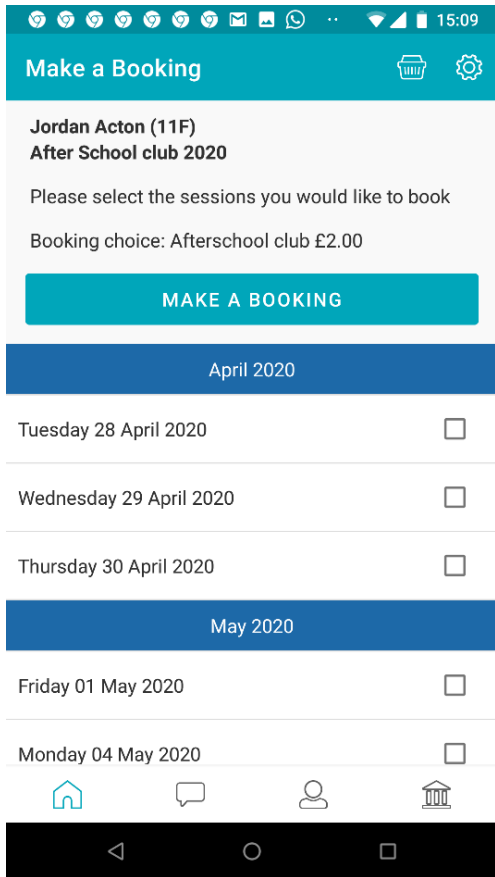
Click into the Clubs tab



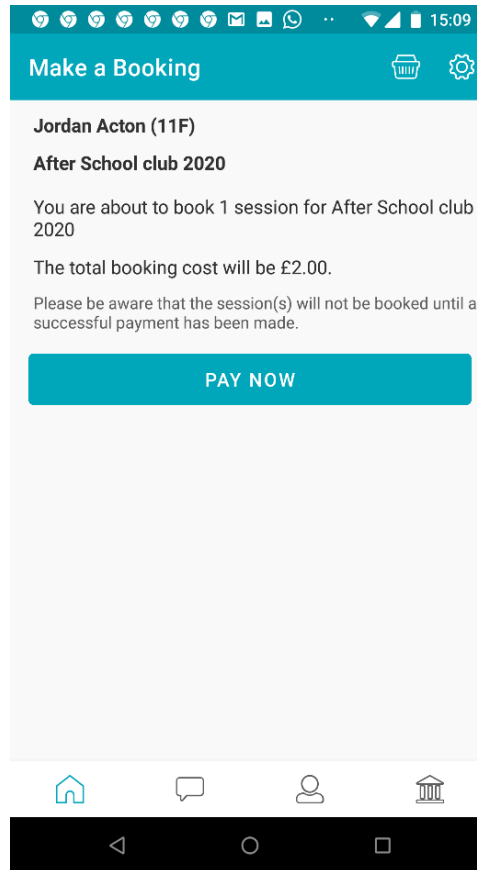
Select the required Club



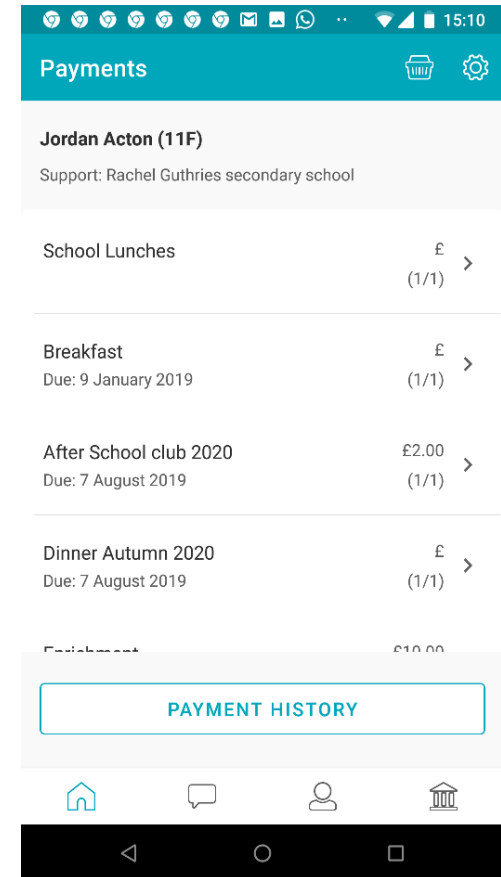
Click on Make a Booking



Select the dates required and click on Make a booking



Click on Pay Now



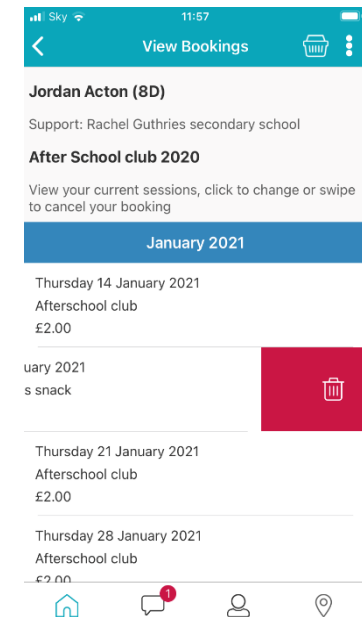
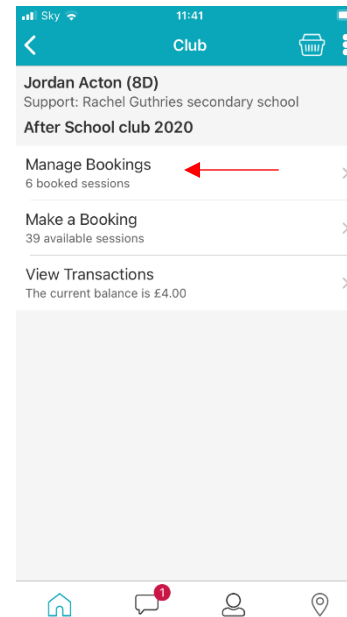
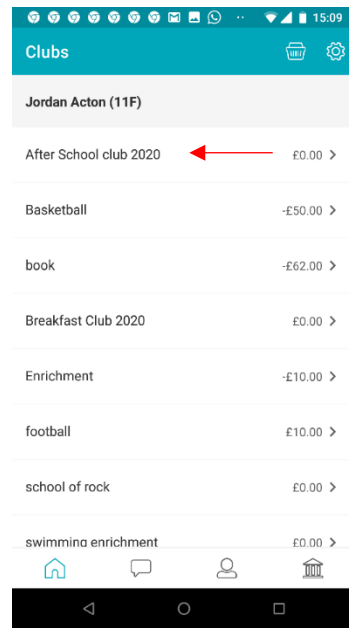
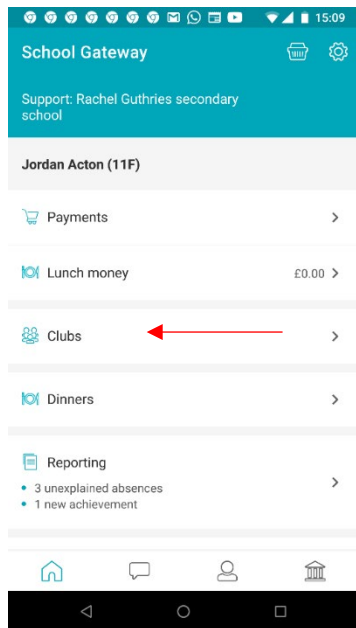
Click on the Club Payment option

# Cancel/amend a Club Booking

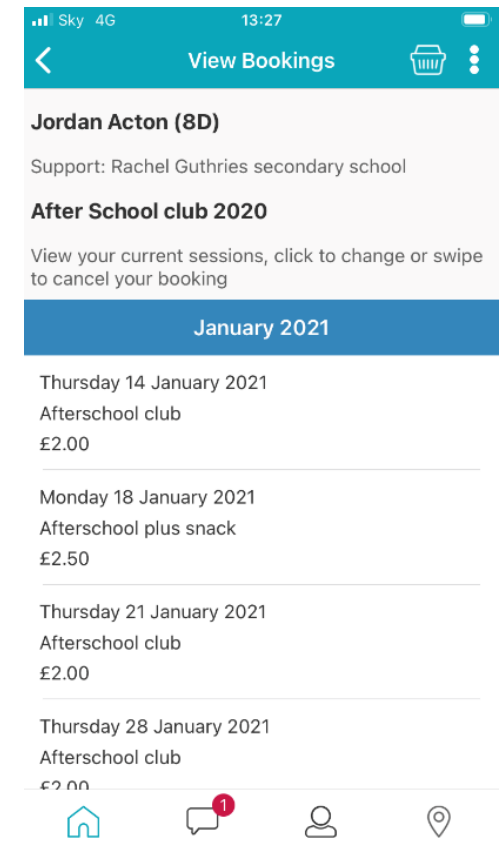
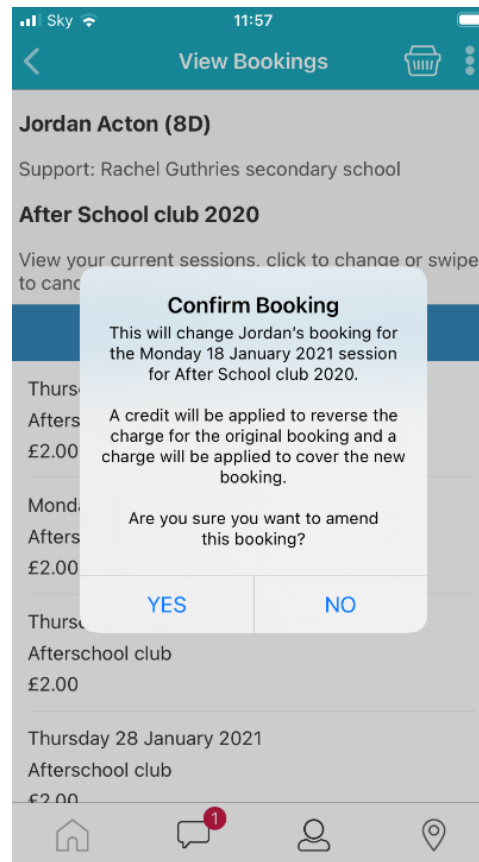
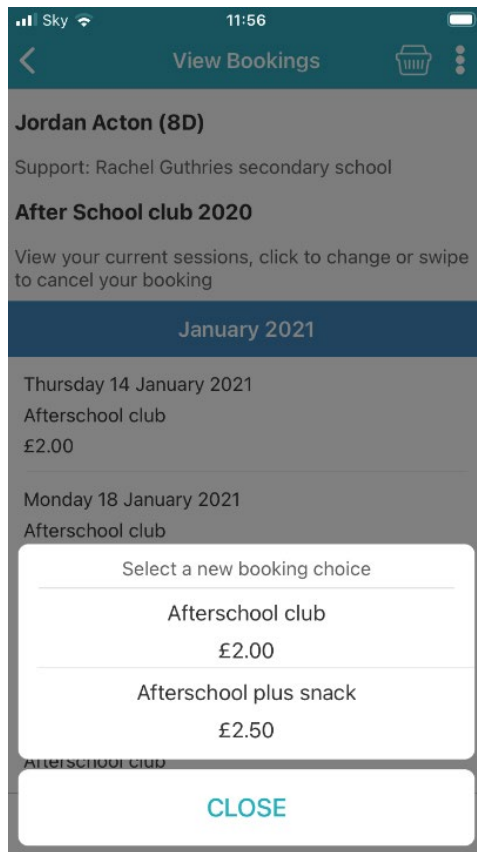
When a booking is cancelled a credit will be applied to the balance to reverse the charge that was created when the booking was made. When a booking is changed a credit will be applied to the balance to reverse the charge that was created when the booking was made, and a new charge will be applied.

## To Cancel or amend a Club booking on the app

- Click on Clubs
- Click on the club you want to cancel the session on
- Click on Manage Bookings
- Find the date you want to cancel and swipe from right to left
- Click on the bin icon to delete and click on Yes to confirm



- Or if you want to change the booking choice (if the club has more than one booking choice) you can click on the session and you will be given the option to select an alternative booking choice.
- Once selected click Yes to confirm the booking
- The booking choice will then update



## To cancel a Club booking on the web version of School Gateway:

- Click on the Club you want to cancel the session on
- Find the session on the calendar you want to cancel
- You will then see two icons on the session, a Bin and a Pencil, to cancel the session please click on the Bin icon and click yes to confirm

Schoolgateway  
Welcome, Jayne Acton | Change PIN | Sign Out

HOME PAYMENT HISTORY ABOUT ME SCHOOL DET

Home > Jordan Acton (8D) - Clubs

Jordan Acton (8D) STUDENT DETAILS

After School club 2020  
The current balance is £3.50

Top up

Jordan is currently booked onto 6 future sessions.

Select sessions by clicking on the days below

SELECT ALL UNSELECT ALL BOOK SELECTED SESSIONS

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11 Jan 2021	12 Jan 2021	13 Jan 2021	14 Jan 2021 Booked Afterschool club £2.00	15 Jan 2021	16 Jan 2021	17 Jan 2021
18 Jan 2021 Booked Afterschool plus snack £2.50	19 Jan 2021 Available Click to select	20 Jan 2021 Available Click to select	21 Jan 2021 Booked Afterschool club £2.00	22 Jan 2021	23 Jan 2021	24 Jan 2021
25 Jan 2021 Available	26 Jan 2021 Available	27 Jan 2021 Available	28 Jan 2021 Booked	29 Jan 2021	30 Jan 2021	31 Jan 2021

Home > Jordan Acton (8D) - Clubs

Jordan Acton (8D) STUDENT DETAILS

After School club 2020  
The current balance is £3.00

Tip up

Jordan is currently booked onto 6 future sessions.

Select sessions by clicking on the days below

SELECT ALL UNSELECT ALL BOOK SELECTED SESSIONS

Cancel Booking

This will remove Jordan from the Thursday 21 January 2021 session for After School club 2020. A credit will be applied to reverse the charge that was generated when the session was booked.

Are you sure you want to cancel this booking?

YES

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11 Jan 2021	12 Jan 2021	13 Jan 2021	14 Jan 2021 Booked Afterschool plus snack £2.50	15 Jan 2021	16 Jan 2021	17 Jan 2021
18 Jan 2021 Booked Afterschool plus snack £2.50	19 Jan 2021 Available Click to select	20 Jan 2021 Available Click to select	21 Jan 2021 Booked Afterschool club £2.00	22 Jan 2021	23 Jan 2021	24 Jan 2021
25 Jan 2021 Available Click to select	26 Jan 2021 Available Click to select	27 Jan 2021 Available Click to select	28 Jan 2021 Booked Afterschool club £2.00	29 Jan 2021	30 Jan 2021	31 Jan 2021
01 Feb 2021 Available Click to select	02 Feb 2021 Available Click to select	03 Feb 2021 Available Click to select	04 Feb 2021 Booked Afterschool club £2.00	05 Feb 2021	06 Feb 2021	07 Feb 2021

- To change the booking choice (if the club has more than one booking choice) you can click on the Pencil and you will be given the option to select an alternative booking choice.
- Once selected, click Yes to confirm the booking.