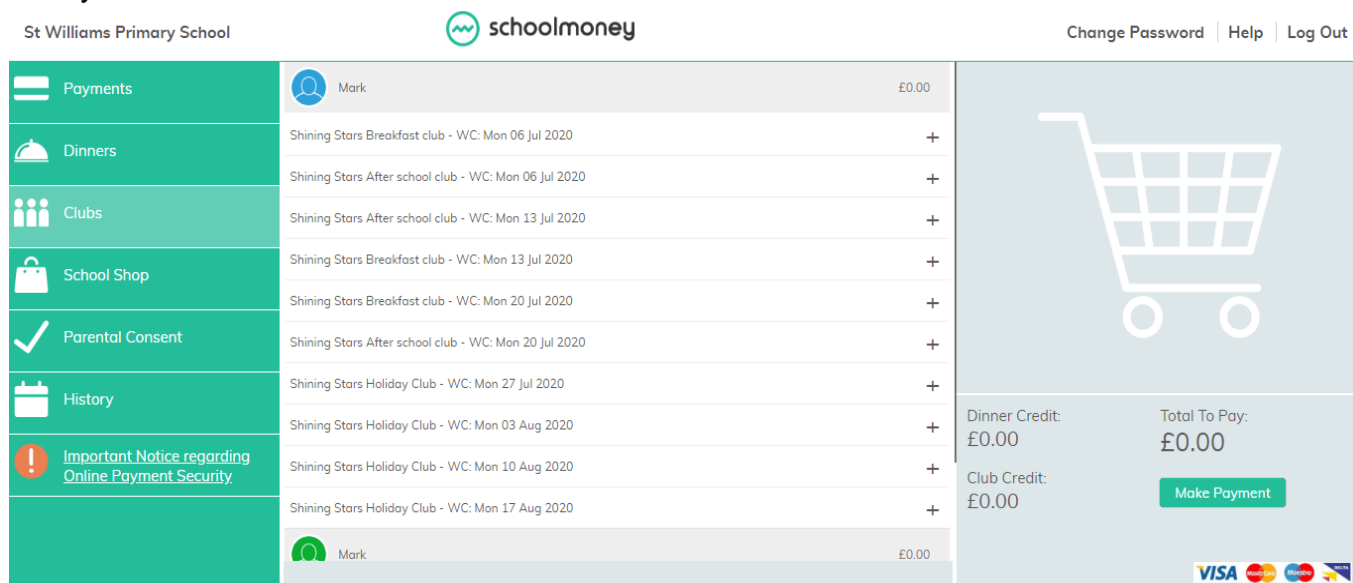


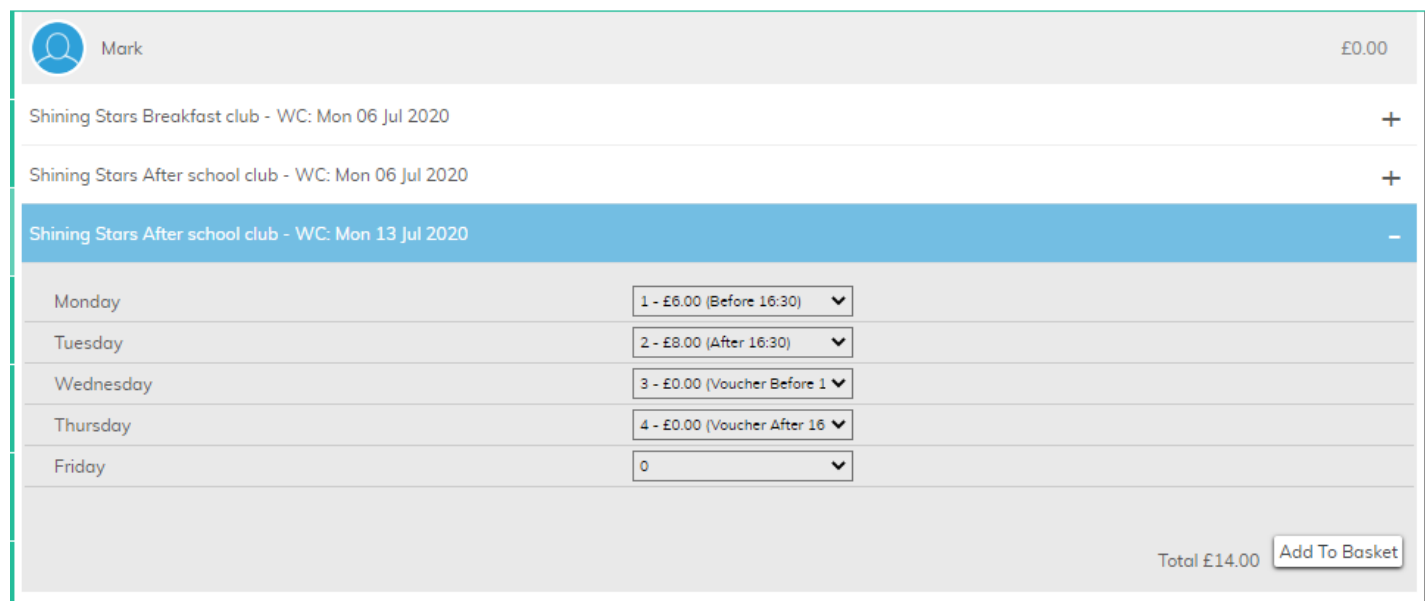
Booking Shining Stars Sessions - Website

From the homepage select **Club** from the menu. The Shining Stars sessions which are available to book will appear underneath your child's name and will be listed in date order. They appear on a week by week basis.



The screenshot shows the Schoolmoney website interface. At the top, it displays 'St Williams Primary School' and the 'schoolmoney' logo. On the right, there are links for 'Change Password', 'Help', and 'Log Out'. A left-hand navigation menu includes 'Payments', 'Dinners', 'Clubs', 'School Shop', 'Parental Consent', 'History', and an 'Important Notice regarding Online Payment Security'. The main content area shows a list of sessions for a user named 'Mark' with a balance of £0.00. The sessions are listed in date order, with a '+' sign next to each row. A shopping cart icon is visible on the right, and a summary section shows 'Dinner Credit: £0.00', 'Club Credit: £0.00', and 'Total To Pay: £0.00' with a 'Make Payment' button. Payment logos for VISA, Mastercard, and others are shown at the bottom right.

Click on the + sign next to the week you would like to pre-book. This will open the booking and show you the sessions that are available



The screenshot shows the booking page for 'Shining Stars After school club - WC: Mon 13 Jul 2020'. The user 'Mark' has a balance of £0.00. The page lists sessions for each day of the week with a drop-down menu for each. The sessions are: Monday (1 - £6.00 (Before 16:30)), Tuesday (2 - £8.00 (After 16:30)), Wednesday (3 - £0.00 (Voucher Before 1)), Thursday (4 - £0.00 (Voucher After 16)), and Friday (0). At the bottom right, it shows 'Total £14.00' and an 'Add To Basket' button.

Click on the drop down box next to the day you would like to book and choose the session you need

Once all sessions have been chosen, click 'Add to Basket'. Sessions will need to be paid for when booking. You will still need to click the "Add to Basket" button if you are using vouchers.

A pop up box will appear letting you know that the booking has been saved. Repeat for any sessions you want to book.