

## Online Tips for Parents

Jozone has now moved onto online booking, please see hints and tips below for registering and booking online at:

<https://jozonekidsclub.schoolipal.co.uk/>

### Registration

- Parent register details first
- Then add all your child's details

***Please ensure under the section for **Authorised Adults who are permitted to collect your child/ren** you complete their NAME, RELATION AND CONTACT NUMBER.***

### Online booking for Out of School Club

#### **For casual bookings:**

- Click the book courses tab
- Click the Out of School Club button
- Select your school
- Select Course (Jan – Dec 2019)  
*Tip!: click the info button to review times, prices, info on club and also to see how many spaces are remaining.*
- Select the date you require in the calendar (selected days are highlighted in blue)
- Select which session you wish to book
- Select the child to book for

*This booking is then added to your shopping cart. You can then proceed to payment or add another booking. (If you wish to remove this item, click view info and remove item.)*

*You will need to proceed to payment for the booking to be processed.*

- Select proceed to payment
- This will take you through to your invoice where you can view the selected dates, submit payment or delete your order.
- When you click submit payment you are directed to the following options:
  - Pay with the balance in your wallet
  - Pay by online by card
  - Pay with vouchers
  - Split payment between vouchers and card payments

#### **For regular bookings:**

- Click the book courses tab
- Click the Out of School Club button
- Select your school
- Select Course (Jan – Dec 2019)  
*Tip!: click the info button to review times, prices, info on club and also to see how many spaces are remaining.*

- Select which regular days you require (e.g. Monday, Tuesday, Wednesday etc.)
- These will highlight in blue on the calendar

*Tip!: you can unselect certain days in the calendar by clicking them. Unselected days will turn back to green.*

- Select the session you require for those days
- Select the child to book in for

*This booking is then added to your shopping cart and will calculate the cost for the full year. You are able to select partial payment when you proceed to payment which will allow you to pay regularly throughout the year.*

*You will need to proceed to payment for the booking will be processed.*

- Select proceed to payment
- To pay in full:
  - Select pay in full
  - This will take you through to you invoice where you can view the selected dates, submit payment or delete your order.
  - When you click submit payment you are directed to the following options:
    - Pay with the balance in your wallet
    - Pay by online by card
    - Pay with vouchers
    - Split payment between vouchers and card payments

*Tip!: if you wish to pay by BACS please select the pay by vouchers option then in voucher name add BACS. You are then required to select a date that you will pay.*

- To make partial payments:
  - Select partial payments
  - This will take you through to you invoice where you can view the selected dates, pay now or delete your order.
  - To make a partial payment, select the pay now button next to the month you wish to pay for.
  - When you click pay now you are directed to the following options:
    - Pay with the balance in your wallet
    - Pay by online by card
    - Pay with vouchers
    - Split payment between vouchers and card payments

*Tip!: if you wish to pay by BACS please select the pay by vouchers option then in voucher name add BACS. You are then required to select a date that you will pay.*

***Important Note:***

If you wish to have a guaranteed space for a regular booking you will be required to book for the whole year (you will be able to set up partial payments throughout the year and can give 7 days' notice to amend or cancel a paid booking). Therefore, if you choose to book a month at a time, we cannot guarantee your space the following month. Spaces are filled at a first come first serve basis

**To view invoices**

- Go to my bookings
- Click relevant invoice

Please note: For recurring bookings you can view your monthly payments on your invoice.

### **To cancel or amend sessions**

You are able to cancel and amend any paid sessions with 7 days' notice. Please follow the steps below:

- Go to my bookings
- Click invoice
- Bottom of invoice click cancel or amend invoice
- Dates are listed select option next to date you wish to amend:
- Cancel – click this to cancel session completely
- Change date – you can change your session date
- Change time – you can change your session time

**If you require support with online booking please contact head office on  
01543 897980 or email [jozone.office@gmail.com](mailto:jozone.office@gmail.com)**