



Step-by-step Parents' User Guide

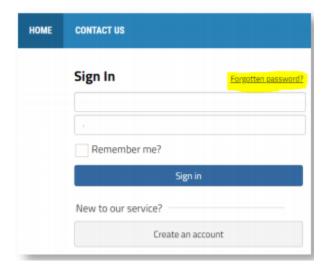
STEP 1: Register

Go to: https://MosaicJewishSchool.magicbooking.co.uk

or

your website address (describe where to find the link or button to register)

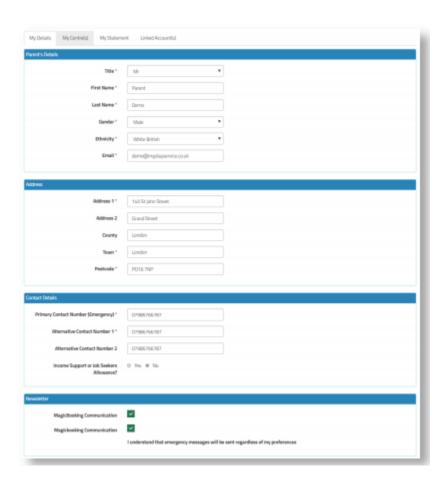
Your account was imported from the school's management system, when you reach the login page, simply click the 'Forgot your password?' hyperlink to reset your password.



- 1. Click the hyperlink 'Forgotten password'
- 2. Enter your email address (the one you have given to your school or childcare center's)
- 3. Check your mailbox, including your junk folder
- 4. Click 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
- 5. Create your password. Your password must contain at least 6 alphanumeric characters with at least one uppercase.
- 6. Click the link to return to the login page and login into your account







- 7. Navigate to the menu My Account
- 8. Complete the form under My Details tab
- 9. Click the tab My Centre(s) and select the school or childcare Centre you want to register with.

Please note that yours and your children data will be shared with the centers selected.





STEP 2:

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 staffs 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 staffs 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.

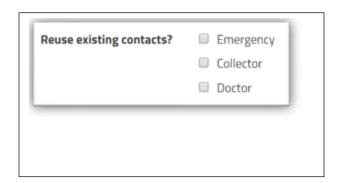
You can't use the same phone number for two emergency contacts.

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



STEP 3: Book an activity

Once you have completed the above steps you can book activities online.

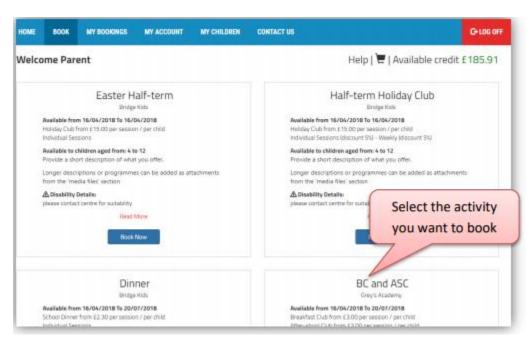
The system automatically checks your child's age group and you will only be offered activities available for the child(ren) selected and at the centre you are registered with.

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





The one-stop solution for schools



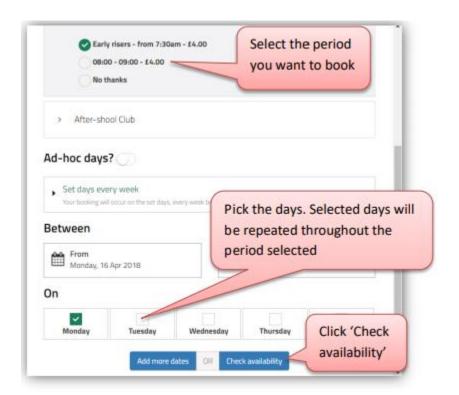


To book an activity, click 'Book Now', select the child(ren) you want to book.

Select the date range, or pick days (if available), select the days of the week and sessions.







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; activities can be booked.

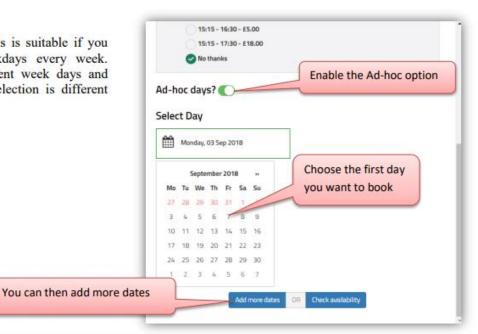
On a <u>daily basis</u> (as described above), you select the start and end date of the period, the week days and sessions are repeated throughout the period chosen. It is possible to remove some random dates the 'availability page', for example, if the grandparents are going to be around on a particular week you can remove the days for that period.

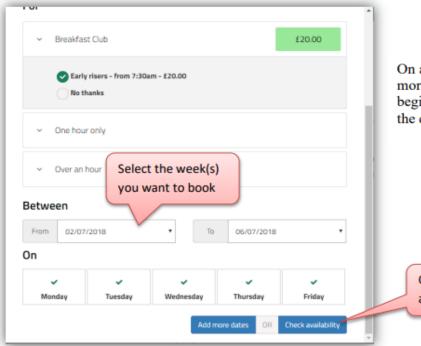






On <u>ad-hoc basis</u>, this is suitable if you book different weekdays every week. You can pick different week days and sessions i.e.: your selection is different each week:



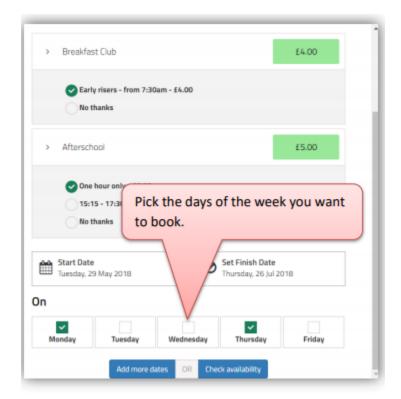


On a <u>weekly</u> basis, you must book one or more full <u>weeks</u>, you can only select the beginning and the end of the week from the drop down list.

Click 'Check availability'







On a <u>repeating pattern basis</u>, - 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.

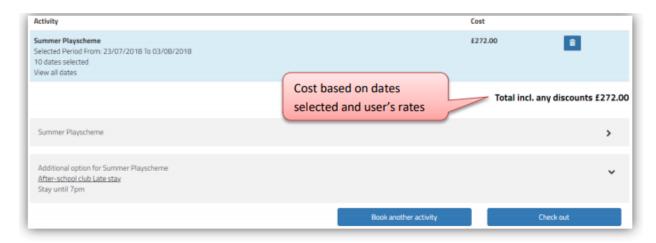
<u>Note 2:</u> When the activity is bookable on a daily basis, you can amend the days selected on the following screen (availability page), e.g.: if you are booking your child for the after school club every day of the week for 3 months but you need to remove a few days in the period, you will be able to remove these individually.

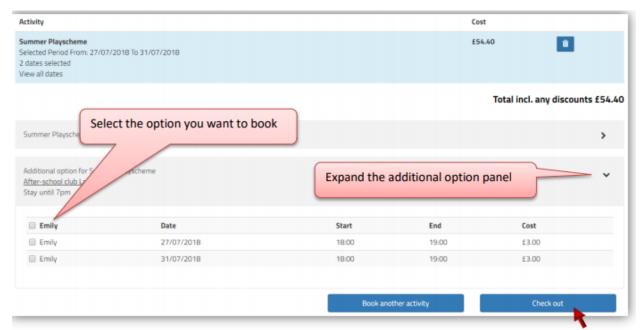
After clicking "Check Availability" the system returns the list of dates available. Dates can be removed individually if you don't need them*. In case of weekly bookings, a whole week can be removed. The cost of the booking is automatically updated.

* Only available with the daily booking mode.







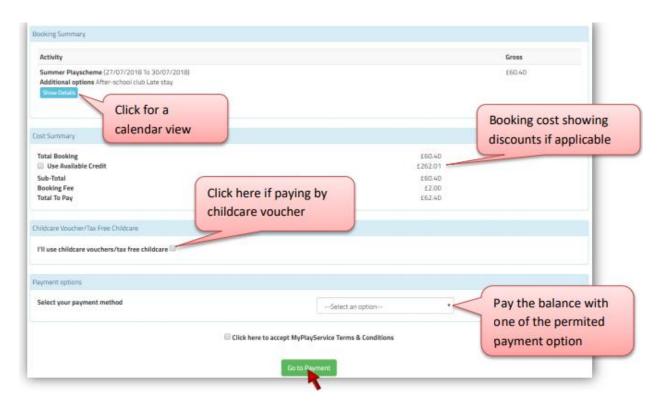






STEP 4: Complete your booking

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, if these are permitted. In most cases you will have to make a payment online (either in full or partial followed by instalments).

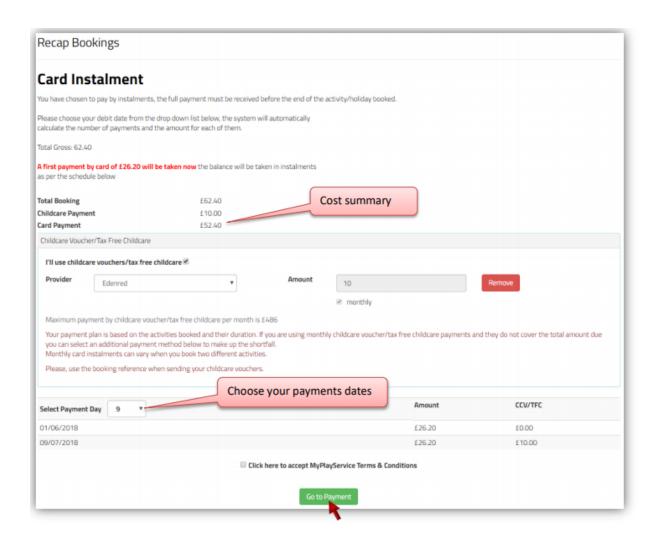


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After selecting the preferred payment method and verifying the total cost, you can complete the purchase by clicking "go to payment". If have select to pay by instalments (CCV, standing order or card), a payment plan will be automatically created for you and you'll be redirected to the recap booking page

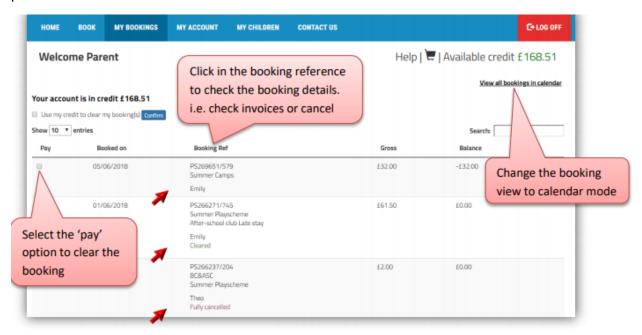




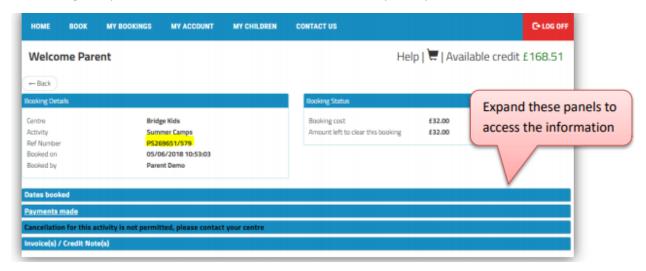


STEP 5: Access to booking details

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.



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.



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:

<u>On Android</u> - Go to https://MosaicJewishSchool.magicbooking.co.uk, then, click the 3 little dots on the top right-hand side, and select 'Add to Home Screen'

<u>On iPhone</u> - Go to https://MosaicJewishSchool.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.

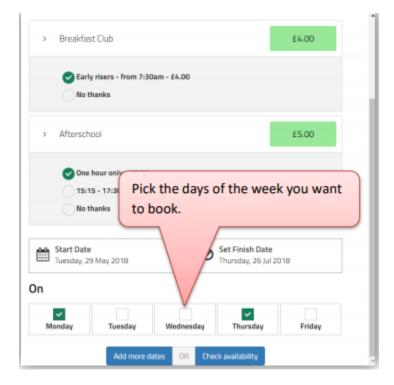
On a weekly basis, you must book one or more full weeks, you can only select the beginning and the end of the week from the drop-down list.

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.





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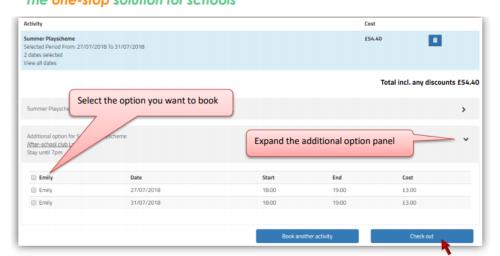
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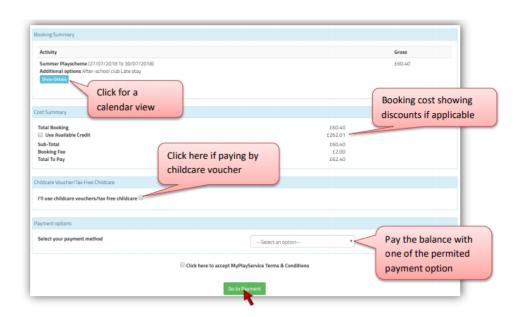




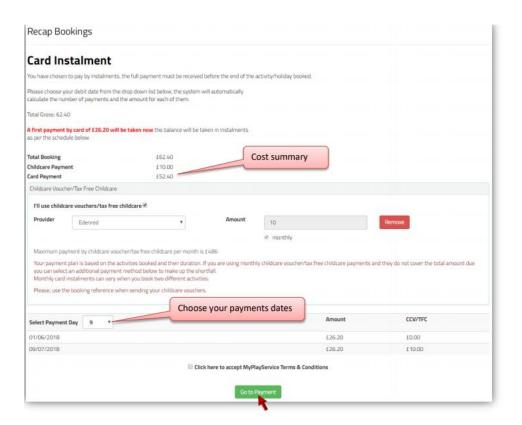


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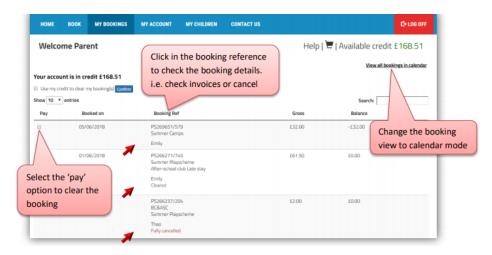


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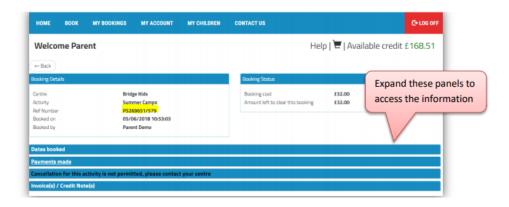


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