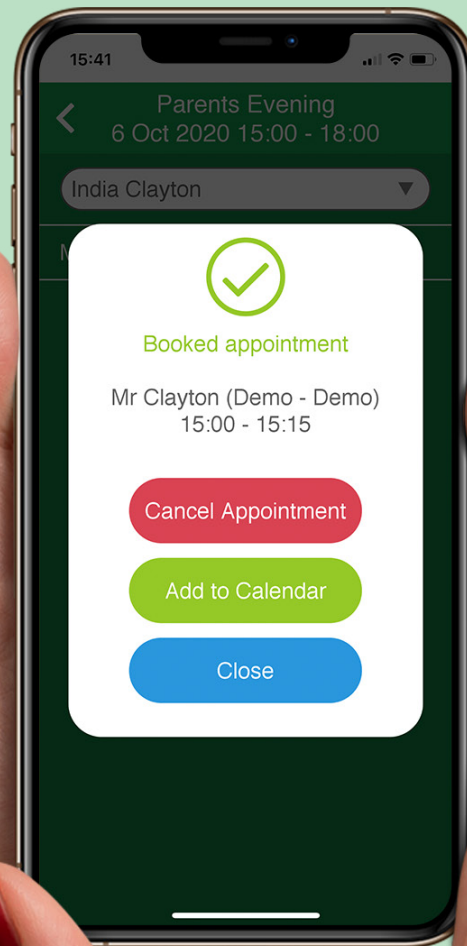
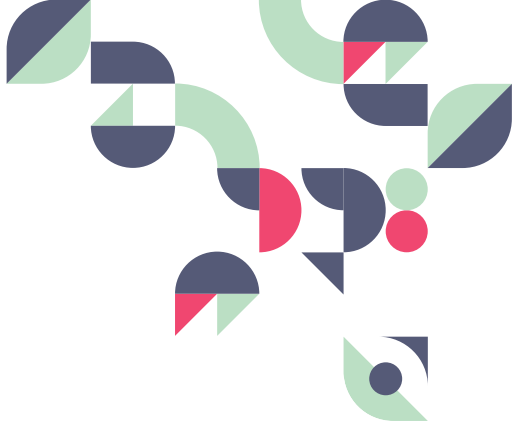


Your guide to the
**Club/Event
Booking System**





The Parentapps Booking System.

At Parentapps, we are passionate about helping schools improve communication with parents and our team are dedicated to building tools to do just that. We want to be there for you, whenever you need us.

To begin with, we have created this simple to use instruction manual to help you get started with your new booking system. It contains everything you need to know to get up and running, but, if you still need help, just give us a call.



Contents.

| | |
|-------------------------------------|----|
| Creating a New Club Booking | 4 |
| Adding Basic Details | 4 |
| Adding Sessions | 5 |
| Adding Parents | 6 |
| Creating a New Event Booking | 7 |
| Adding Basic Details | 7 |
| Adding Sessions | 8 |
| Adding Parents | 9 |
| Managing an Event | 10 |
| Filtering Events | 10 |
| Manually Adding a Booking | 11 |
| Mark a Booking as Paid/Unpaid | 12 |
| Send a Booking Reminder | 13 |
| Change a Booking | 13 |
| Cancel a Booking | 14 |

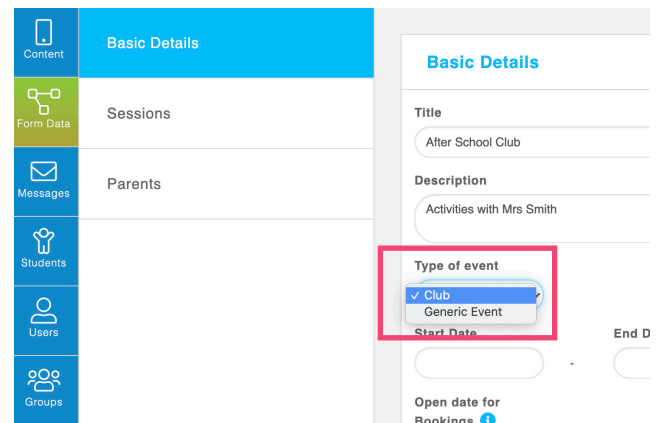
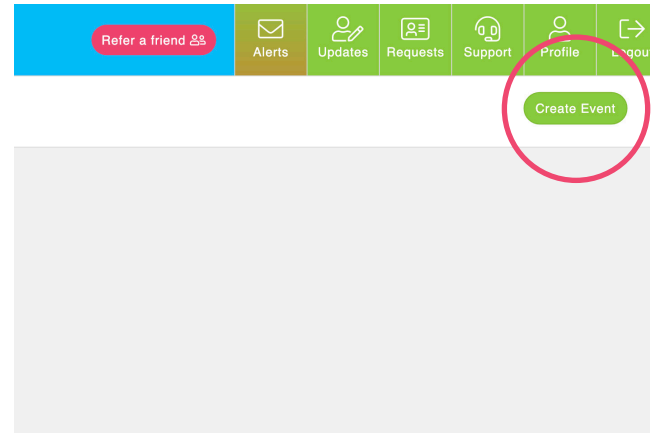


Creating a New Club Booking.

Login to the dashboard and click **Bookings** in the top left corner of the page. Click **Create Event** to begin creating your next club booking. You'll a list of sessions, times, capacities and prices handy for this.

Basic Details

1. Click **Basic Details** and add in the Title and Description which parents will be able to see in the app.
2. Under **Type of Event**, select **Club**.
3. Set the start and end date of the event (e.g. the first and last day of term) and the system will add in the dates in between.
4. The Open Date for **Bookings** is the date it will be shown to parents from on the app.
5. Add in the address of the event and a link to the address (e.g. from Google Maps)



Creating a New Club Booking.

Sessions

You can now set up each bookable session.

1. Add a **Title**, **Day of the Week**, **Start and End Time** and the maximum **Capacity**.
2. You can add as many sessions as you like.
3. You can leave the title blank, as the system will automatically pull in the day of the week that has been selected.
4. If it's a paid event switch on the toggle for **Paid Event**.
5. You can then add in the **Cost per Session**, and include a **Payment URL**. Once the user has booked the session, they will then be automatically redirected to the payment page.



Club

Sessions

| Title | Day of Week | Start Time | End Time | Capacity |
|---|-------------|------------|----------|----------|
| <input type="text" value="Leave blank to use day of week"/> | Monday | 15:20 | 19:00 | 20 |
| <input type="text" value="Leave blank to use day of week"/> | Tuesday | 15:20 | 19:00 | 20 |
| <input type="text" value="Leave blank to use day of week"/> | Wednesday | 15:20 | 19:00 | 20 |
| <input type="text" value="Leave blank to use day of week"/> | Thursday | 15:20 | 19:00 | 20 |
| <input type="text" value="Leave blank to use day of week"/> | Friday | 15:20 | 19:00 | 20 |

[Add Another](#)

Paid Event No

[Next](#)

Creating a New Club Booking.

Parents

Here you can select which parents are able to see the events.

1. Either switch the toggle on for **All users can book**, or you can select classes/individuals.
2. Click **Save** and the event will be published.



| | |
|----------------|--|
| Basic Details | <h3>Parents</h3> <p>All Users can book ⓘ</p> <p><input type="checkbox"/> No <input type="button" value="Select Users"/></p> |
| Sessions | |
| Parents | |

Creating an Event Booking.

Click **Bookings** in the top left corner of the dashboard.

Click **Create Event**. You'll a list of dates, times, capacities and prices handy for this.

Basic Details

1. Click **Basic Details** and add in the **Title** and **Description** which parents will be able to see in the app.
2. Under **Type of Event**, select **Generic Event**.
3. Select either **Seats**, **Tickets** or **Spaces**.
4. The **Open date for Bookings** is the date it will be shown to parents from on the app.
5. Add in the **Address**, **Postcode** and a link to the address (e.g. from Google Maps).



Create Event | Annual School Concert

Basic Details

Sessions

Parents

Basic Details

Title
Annual School Concert

Description

Type of event
Generic Event

Type of slots
Tickets

Open date for Bookings ⓘ

Address
Address

Next

Creating an Event Booking.

Sessions

1. Set the **Close Date for Bookings**, parents will not be able to book after this date.
2. If you'd like separate close dates for each session click the toggle '**Close bookings on a different date for each session**'.
3. Select a Close Date for each session.
4. Add a **Title**, **Date** and **Start** and **End Time**.
5. Select the maximum booking **Capacity**.
6. You can add as many as you like.
7. **Set the Limit by Student or Parent**, if you select 1 booking per student, parents with multiple children will be able to make a booking for each. You might want to set the Limit by Parent for a PTA meeting for example.
8. If it's a paid event switch on the toggle for **Paid Event**.
9. You can then add in the **Cost per Session**, and include a **Payment URL**.
10. Once the user has booked the session, they will then be automatically redirected to the payment page.

Sessions

Parents

Close Date for Bookings

10/11/2020

Close bookings on a different date for each session ⓘ

No

| Title | Date | Start Time | End Time | Capacity | |
|-----------------------|------------|------------|----------|----------|---------------------------------------|
| Annual School Concert | 17/11/2020 | 18:00 | 17:30 | 200 | <input type="button" value="Remove"/> |

Limit by Student or Parent

Student

Parent

Limit per Parent

4

Creating an Event Booking.

Parents

Here you can select which parents are able to see the events

1. Either switch the toggle on for **All users can book**, or you can select classes/individuals.
2. Click **Save** and the event will be published.

Basic Details

Sessions

Parents

Parents

All Users can book



No

Target Users 

Select Users

Save



Managing an Event.

Click Bookings in the top left corner of the dashboard.

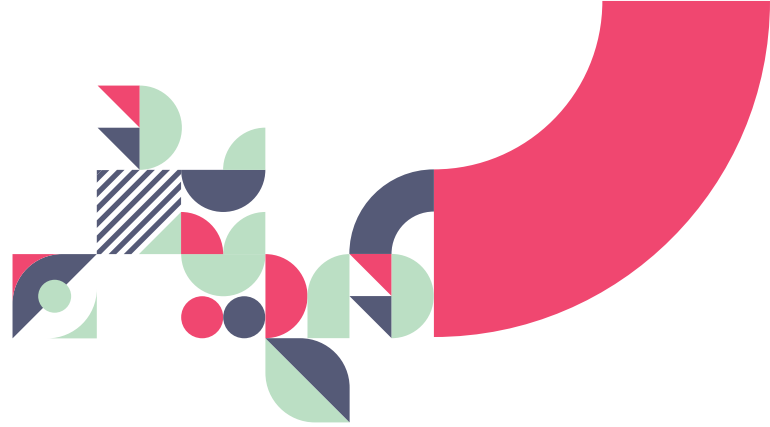
Filtering Events

Across the top, you'll see some stats, such as how many places are available, how many bookings have been made and what the fill rate percentage is. Below you can use the search box and filters, we have a search functionality and some filter boxes. For a club booking, you can filter by days and dates, and for an event you can filter by sessions.

The stats above change as you change the filter options. In the table below, you can see all of the bookings that have been made. You can see the date and time, the student and parent name, parent status and the time the booking was made. You also have the option to send a reminder to all parents who have made a booking of their appointment details.



| Places Available | 8 | Places Booked | 7 | Fill Rate | | | |
|---|----------------------|-----------------------------|--------------|--------------------|--------------------|--------|-----------------|
| <input type="text" value="Search for student.."/> | | | | | | | |
| 1 selected | | | | | | | |
| <input checked="" type="checkbox"/> Monday, 26th October | | | | | | | |
| <input type="checkbox"/> Tuesday, 27th October | | | | | | | |
| <input type="checkbox"/> Wednesday, 28th October | | | | | | | |
| October Drama Holiday Camp 26/10/2020 - 28/10/2020 | | | | | | | |
| <input type="checkbox"/> | Session | Date/Time | Seats Booked | Student Name | Parent Name | Status | Booked At |
| <input type="checkbox"/> | Monday, 26th October | 26/10/2020 08:30 - 16:30 | 1 | Phoebe Lilleywhite | Andrea Lilleywhite | Active | 05/10/2020 20:3 |
| <input type="checkbox"/> | Monday, 26th October | 26/10/2020 08:30 - 16:30 | 1 | Charlotte Leach | Caroline Leach | Active | 06/10/2020 10:3 |
| <input type="checkbox"/> | Monday, 26th October | 26/10/2020 08:30 - 16:30 | 1 | Isaac Finnan | Helena Graham | Active | 06/10/2020 10:3 |
| <input type="checkbox"/> | Monday, 26th October | 26/10/2020 08:30 - 16:30 | 1 | Emily Zverblis | Gill Zverblis | Active | 08/10/2020 08:3 |
| <input type="checkbox"/> | Monday, 26th October | 26/10/2020 08:30 - 16:30 | 1 | Eleanor Mayers | Michelle Embrey | Active | 08/10/2020 09:3 |
| <input type="checkbox"/> | Monday, 26th October | 26/10/2020 08:30 - 16:30 | 1 | Rosie Wardle | Vera Wardle | Active | 08/10/2020 12:3 |



Manually Adding a Booking.

1. You can manually add a booking by pressing the edit button next to an event and selecting **Add Booking**.
2. For a club, you can then select **Session**, **Date** and **child/parent** and for an event you can select **session**, **child/parent** and **amount of tickets**.
3. Press **Save** to add the booking.

Upcoming (2) Past (0)

Select Years

Select Classes

Search for event...

| Places Available | 99 | Places Booked | 1 | Fill Rate | 1% | | | |
|---------------------------------------|---------|-----------------------------------|--------------|--|--------------|----------|------------------|----------------------|
| Search for student... | | All sessions <input type="text"/> | | | | | | |
| School Play I 11/11/2020 - 12/11/2020 | | Paid | | Send Reminder to All <input type="button" value="Export"/> | | | | |
| <input type="checkbox"/> | Session | Date/Time | Seats Booked | Student Name | Parent Name | Status | Booked At | <input type="text"/> |
| <input type="checkbox"/> | Play 1 | 11/11/2020 19:30 - 21:30 | 1 | Jenna Murray | David Murray | Inactive | 22/10/2020 15:24 | <input type="text"/> |

Mark As Paid

Send Reminder

Manage Booking

Cancel Booking

Managing a Booking.

Click **More** next to any booked slot to manage a booking.

Mark as Paid/Unpaid.

1. Click **More** next to the booking.
2. You can mark the booking as **Paid/Unpaid** if you have received payment from the parents.



Search for student... All sessions

Manage Booking

Session
Play 1

Child
Jenna Murray

Parent
David Murray

Ticket Amount
1

Cancel Save

Send a Reminder.

You can send an individual reminder to a parent (this can either be system determined or a personalised message).

1. Click [More](#).
2. Click [Sending Reminder](#).
3. You can then send a personalised message via SMS, Email or Push notification.

Change a Booking.

1. Click [More](#).
2. Click [Manage Booking](#).
3. You can then view and change the booking details.
 - a. For a club booking, you can change the sessions and dates a child is booked onto as well as change the child/parent.
 - b. For an event, you can change the session, child/parent and amount of tickets booked.



Cancel a Booking.

1. Click [More](#).
2. Click [Cancel Booking](#).
3. The user will receive a notification to let them know that their booking has been cancelled.

Export Booking Data.

Use the filters to refine which information you need.

1. Click [More](#).
2. Click [Export](#)
3. The results table to download a csv.

The screenshot displays a booking management interface. At the top right, there is a decorative graphic with colorful geometric shapes. Below it, a table header is visible with columns: 'Places Booked' (value 1), 'Student Name', 'Parent Name', 'Status', and 'Booked At'. A dropdown menu is open over the 'Places Booked' column, showing '1 selected' and two options: 'Play 1' (checked) and 'Play 2' (unchecked). Below the table, a row of data is visible: 'Jenna Murray', 'David Murray', 'Inactive', and '22/10/2020 15:24'. The 'Inactive' status is highlighted in a red pill shape.



For any other advice or support regarding the Parentapps
Booking System please contact our support team via the
methods below, or via live chat on our website.

www.parentapps.co.uk **0151 808 0093** sales@parentapps.co.uk