Parents Booking

Guide to setting up Wraparound Clubs

Today's agenda:



Let's get started



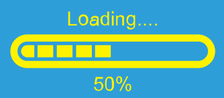
Importing student data



Setting up wraparound clubs



Getting our ducks in a row



Almost there!



Well done



Finance



Final thoughts

Let's get started

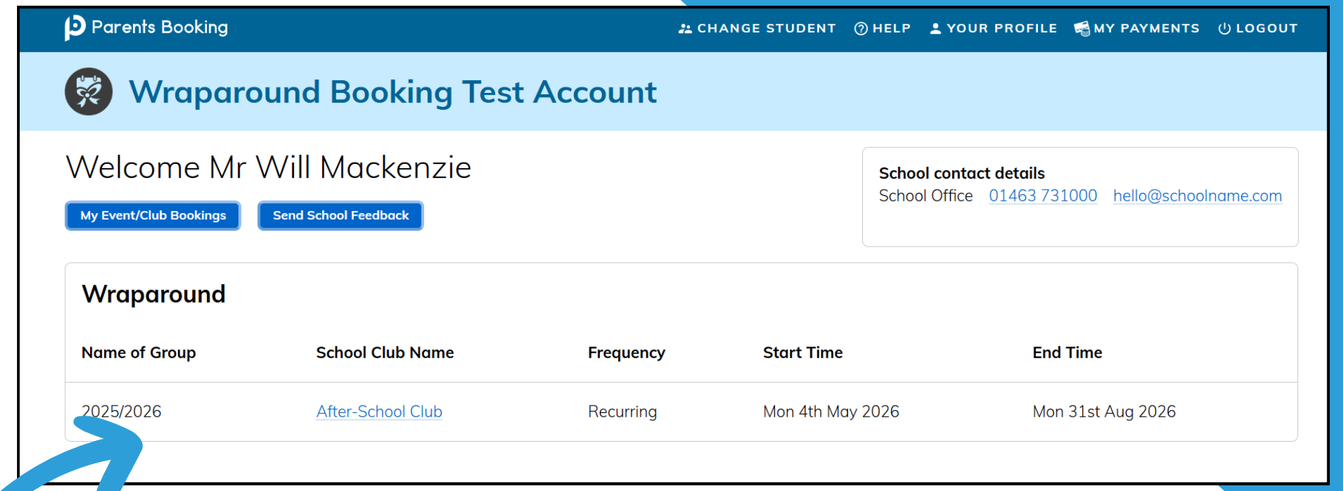
Parents Booking's wraparound features take booking for these complex clubs, which usually have a different students attending each day.

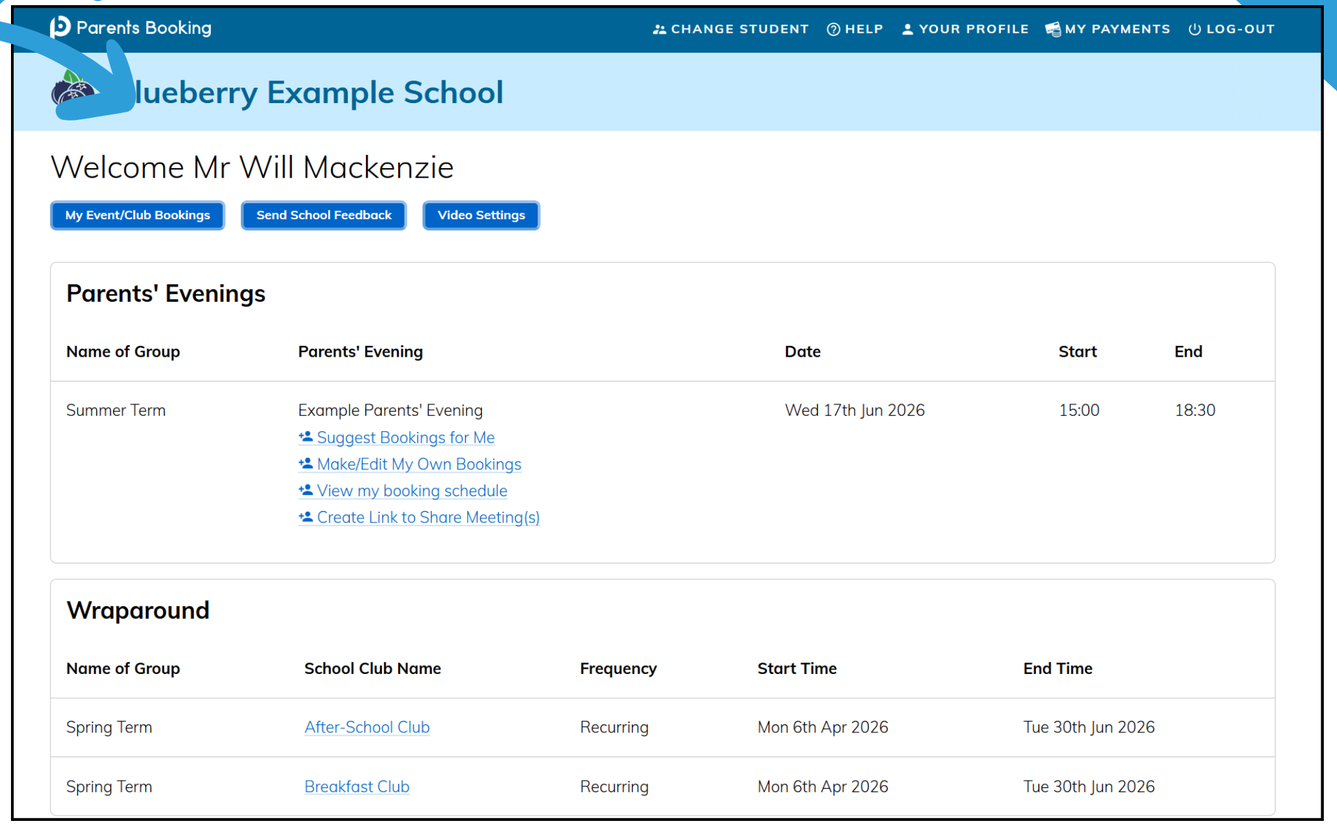
If your school uses Parents Booking for parents' evenings, wraparounds are booked in the same place. Otherwise, only wraparounds will be shown.

Logging In To Your Admin Area:

Go to www.parents-booking.co.uk and enter your username and password, or use one of the single sign-on options (Google, Microsoft, etc).

Once you're logged in, you just need to make sure your student data is synced/imported, and then you can create a wraparound club...





Importing Student Data

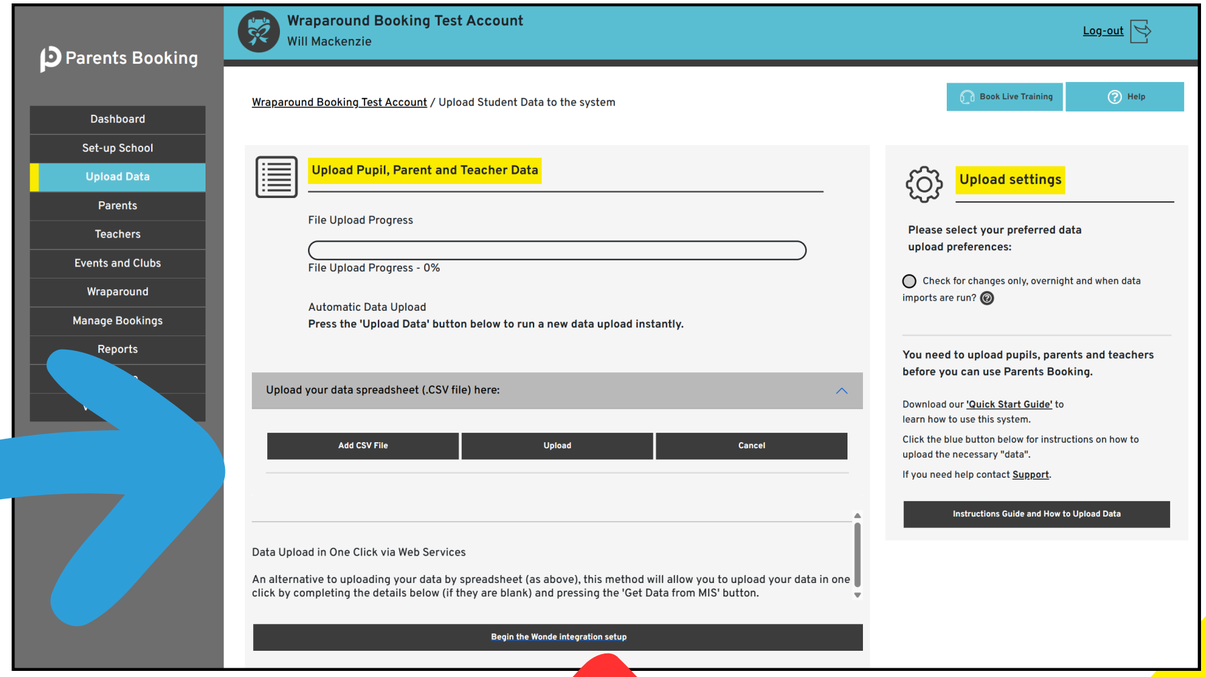
Parents Booking requires student, parent and sometimes teacher/class data in order to set up wraparound clubs. Importing this data will mean parents do not need to ‘register’, and all you’ll need to do after is create a wraparound club and send out its invite.

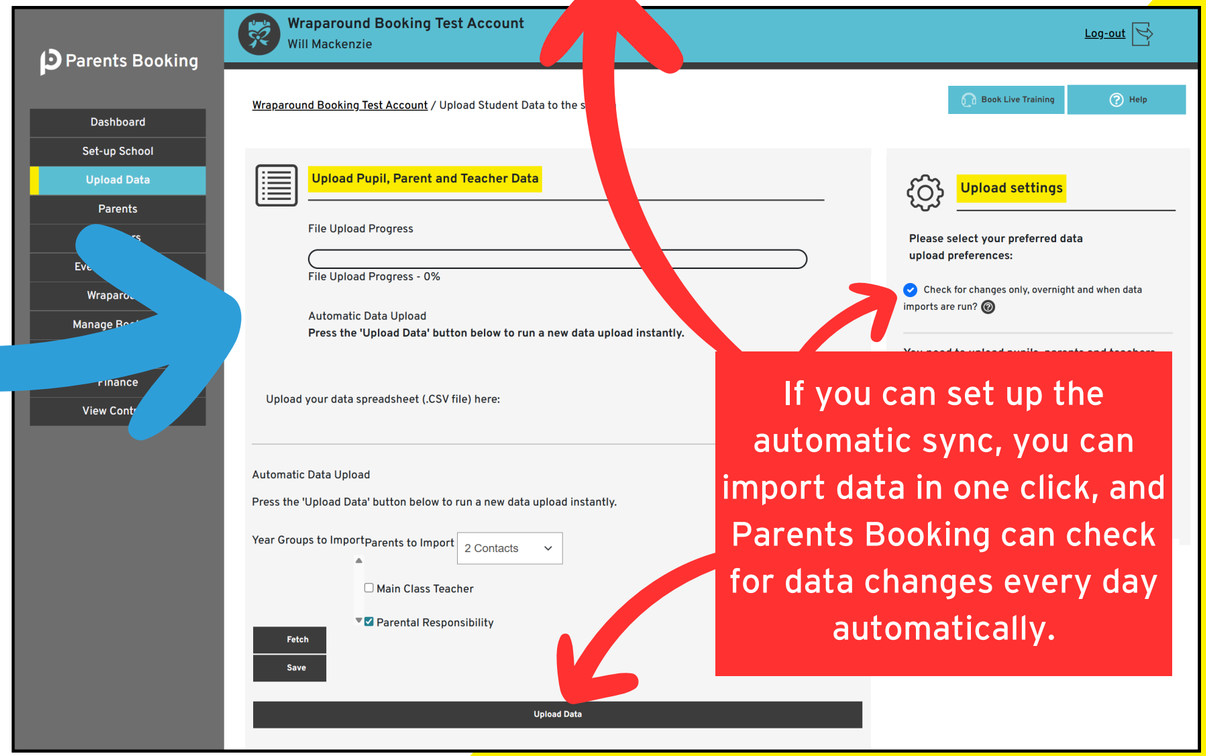
To import data, you have two options:

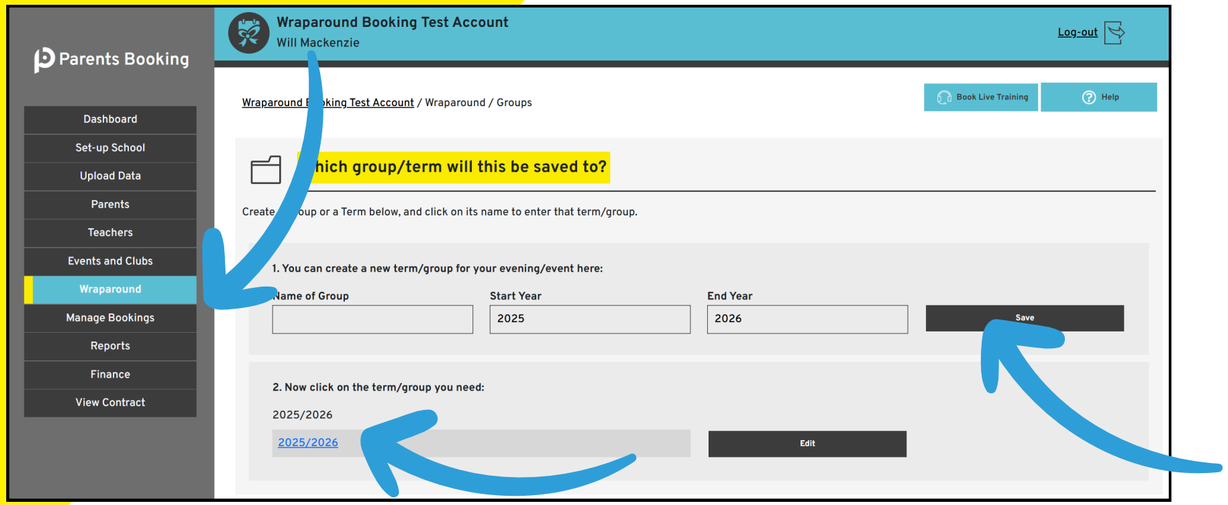
1. Importing a spreadsheet of data.
2. Import data ‘automatically’ by syncing your MIS database (or using Wonde or Xporter).

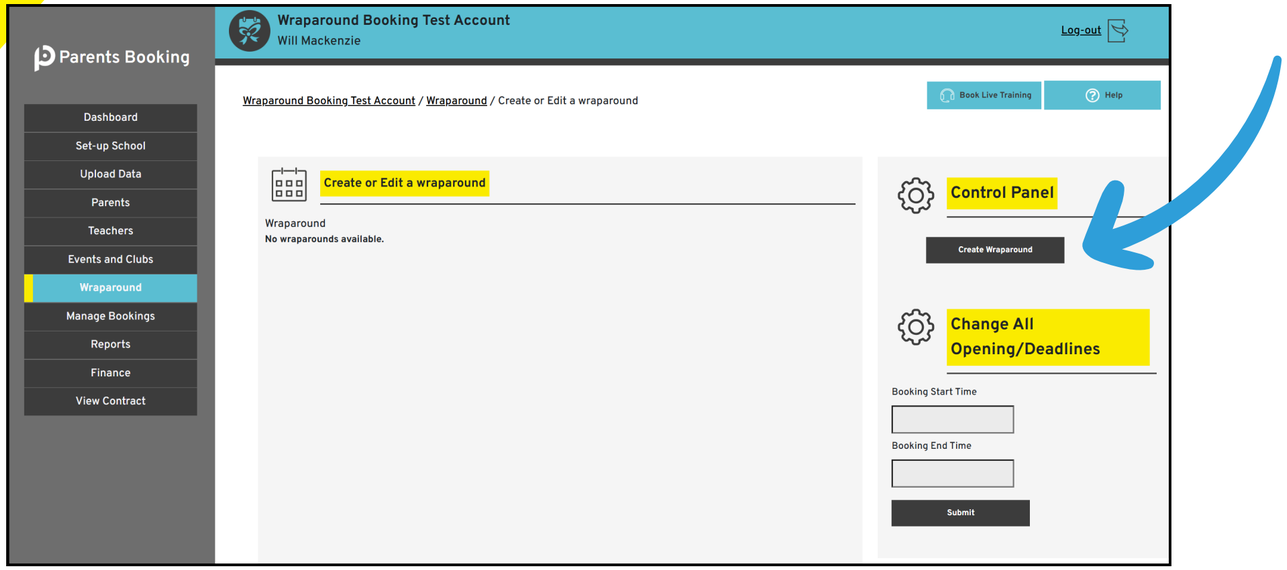
Our training or support team can help you work out which is your best option if you’re unsure.

Please make sure you have imported data before creating a new wraparound club, so it’s perfect!









Setting up Wraparound Clubs

Go to the Wraparounds tab on the left menu and:

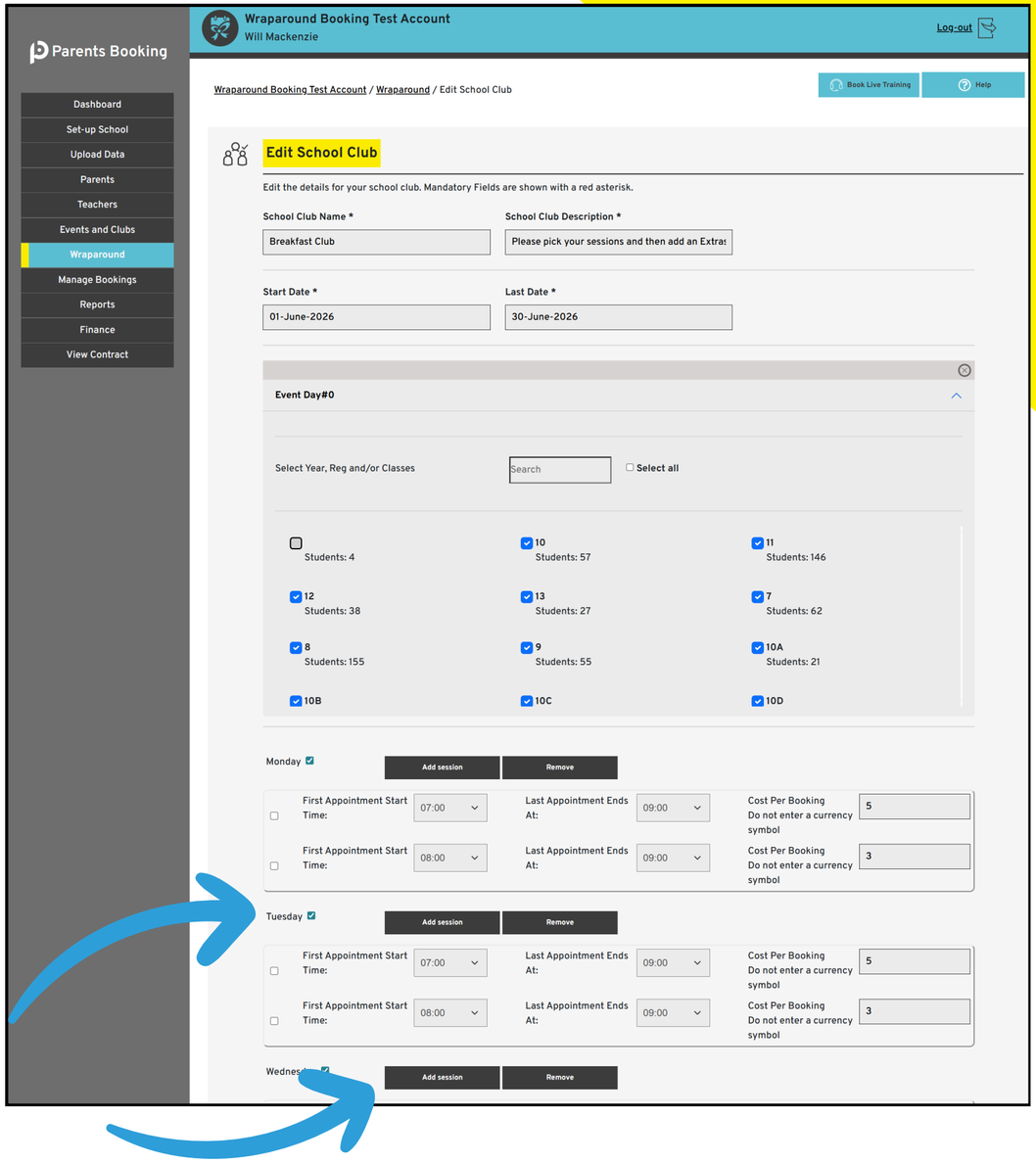
1. Create a term that you can save the new event, club or wrparound in.
2. Click your new term's name to 'enter' it.
3. Create a wraparound club using the button on the right of the page.

Getting our ducks in a row

All you need to do next is fill in the Create Wraparound club's web page, answering all the questions.

Begin by entering:

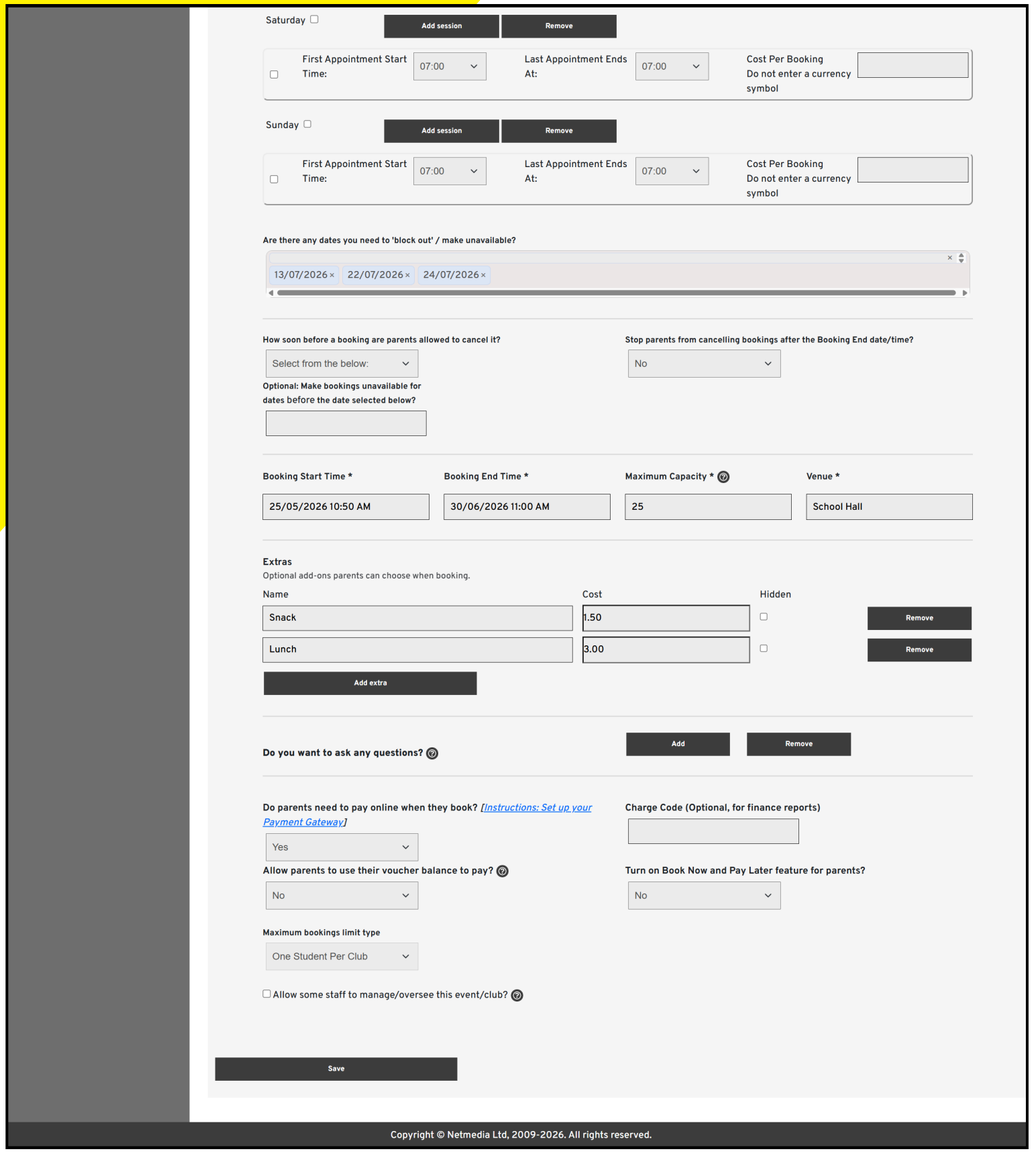
- The club's name, e.g. Breakfast Club
- A short description, which parents will see
- The start and end dates
- Select the reg classes/groups that can be booked
- Then tick the days of the week that can be booked
  - As illustrated by the blue arrow to the right…
- And then enter the start time, end time and cost of the sessions which parents can book.
  - To add more sessions press "Add session"
    - As illustrated by the other blue arrow…
  - Session times can overlap if helpful.



Loading....

50%

Almost there!

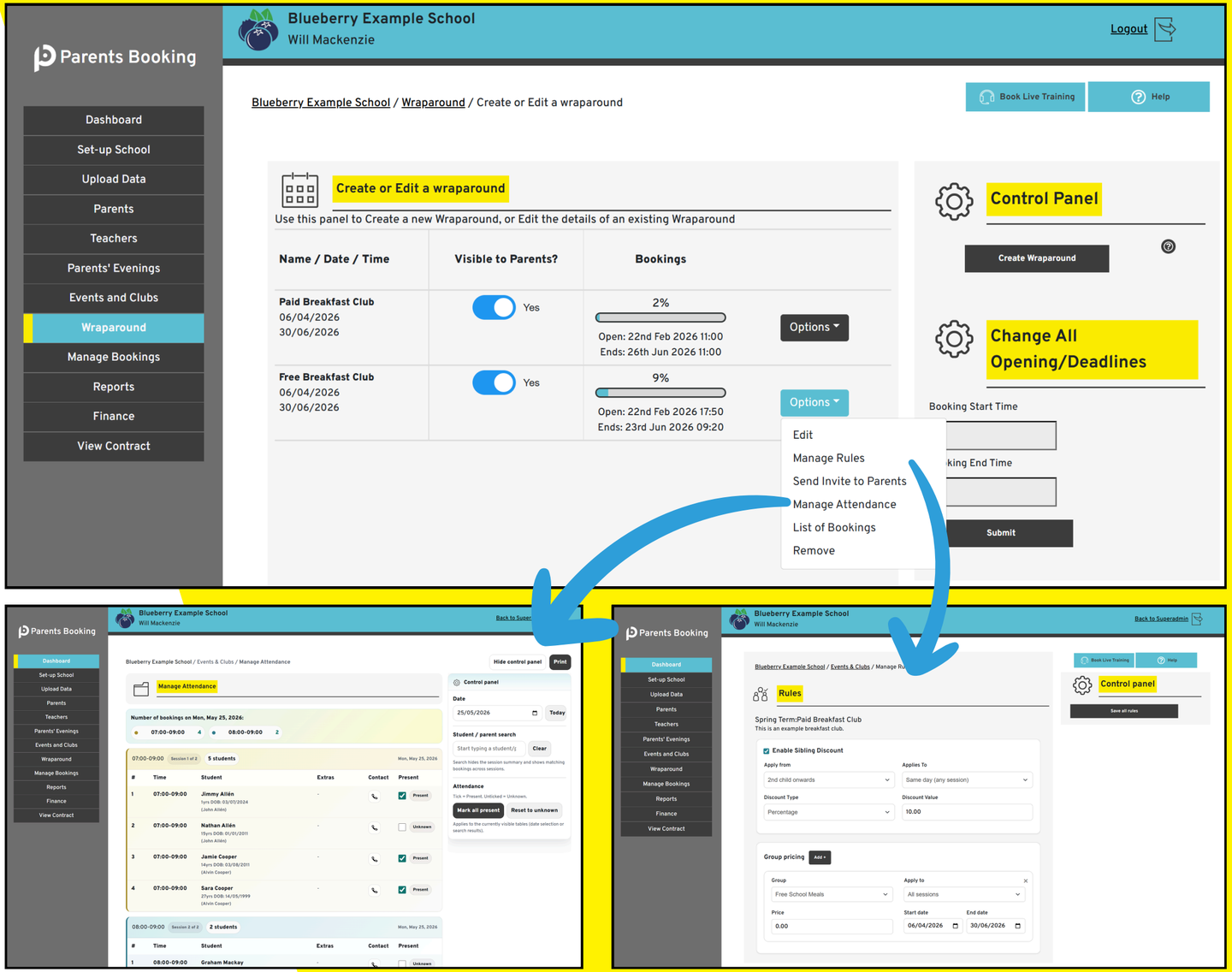


Once you have set up all the sessions, you can also:

- Select any dates that the club will not operate on, e.g. bank holidays
- Set up rules for the parents' bookings
- Select the opening date/time and deadline date/time for bookings
- Set the capacity
- Set the vanue
- Add any 'Extras' that you'd like to sell, e.g. lunch, bus
- Ask any questions you want parents to answer
- Set up the payment rules
    - If you want parents to pay online, turn this on
    - You can also allow parents to pay in instalments and/or 'pay later' (adding the amount to their debt)
- You can assign the wraparound club to a staff member

Then Save the wraparound club!

Well done



Once your wraparound club is set up, clicking on the Options button (which you can also do from the Dashboard tab on the left menu any time) will let you:

- Add 'advanced' pricing rules such as:
  - Sibling discounts
  - Change the standard pricing for some students in any way you require
- Send parents their invite ← Important
- Take the attendance
- View/download all the bookings

If you assigned the wraparound club to a staff member on the previous web page, they will see it and all these options when they login, e.g. to help take attendance.

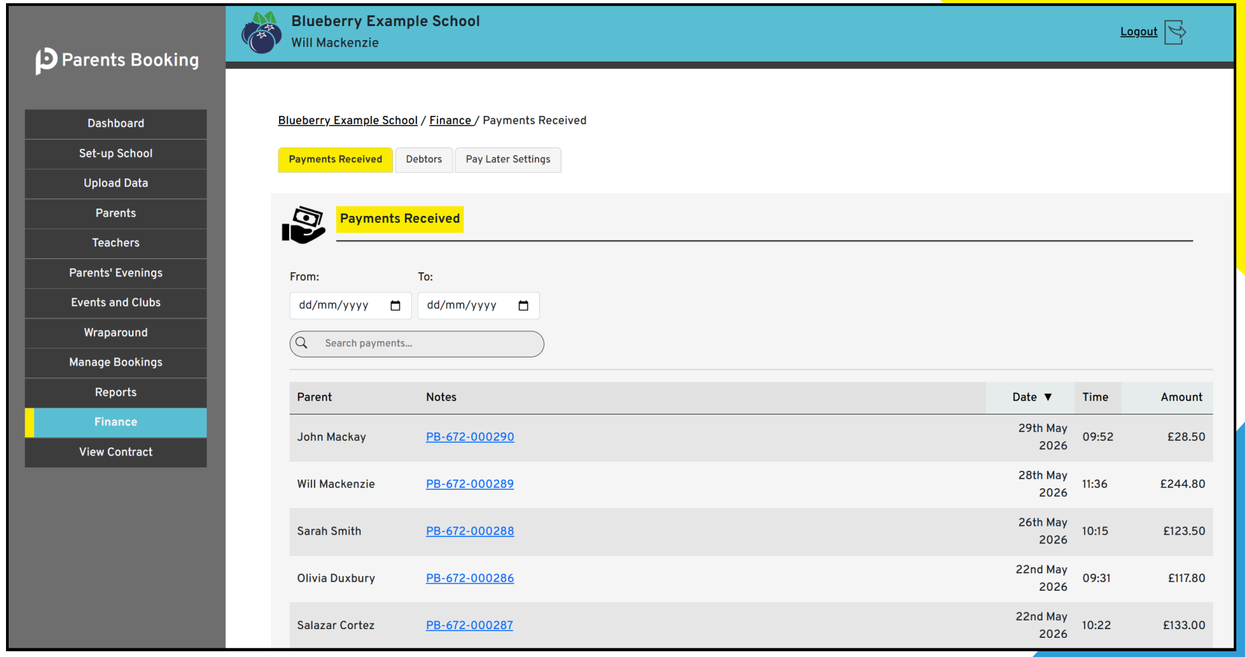
Finance

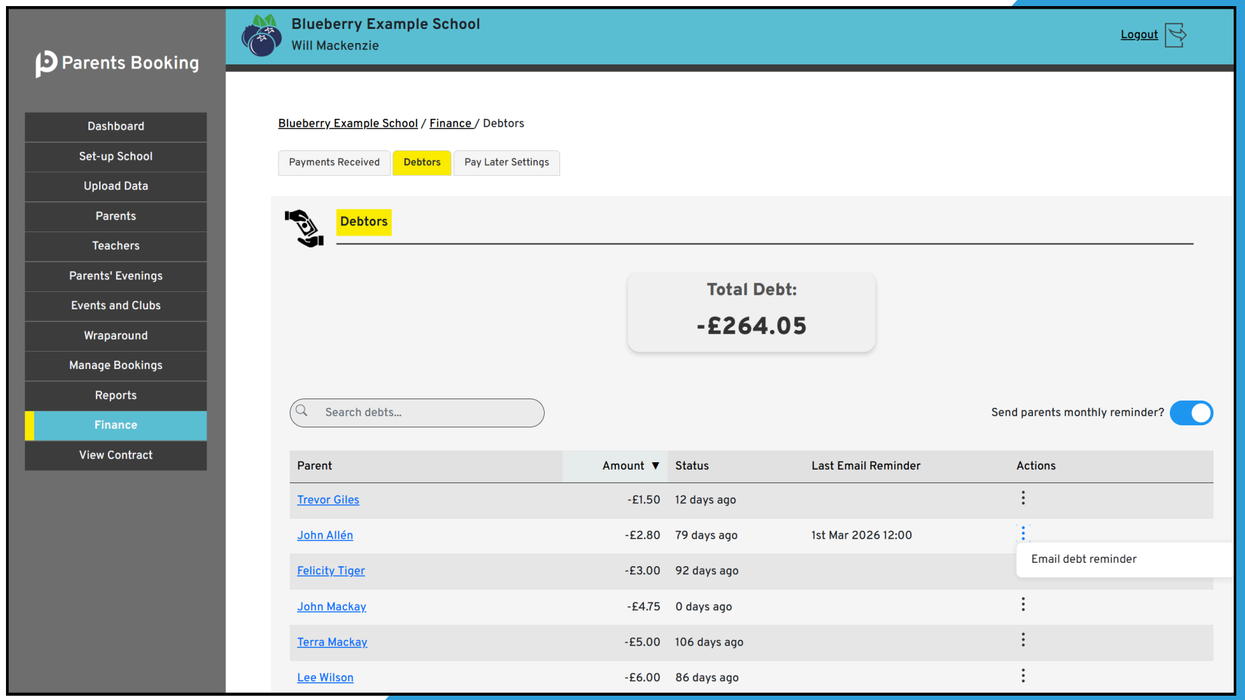
Every payment made by parents will show on the Payments Received web page, in the finance section. Click an invoice number to open/print/download it.

The Pay Later Settings page lets you choose which parents are allowed to use Book Now, Pay Later options (if the wraparound club had this setting turned on).

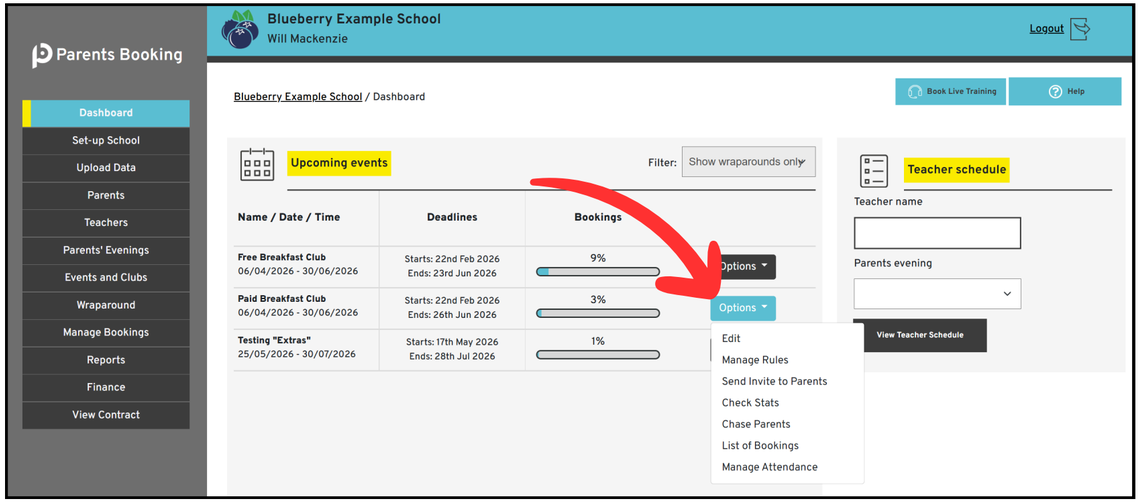
The Debtors page shows all the money owed by parents.

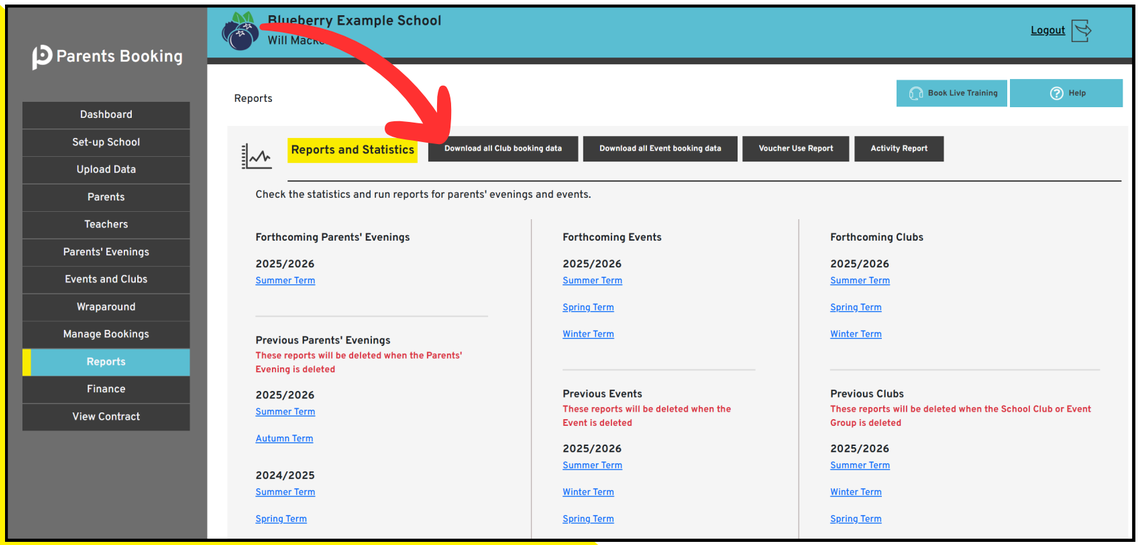
- Click a parent to view their transaction history, or to add a voucher, create a credit, or add a charge (e.g. if a parent was late collecting a student)
- You can sort the Amount and Status columns highest to lowest
- By default parents are emailed a debt reminder on the 1st of every month, but you can turn this off or send a reminder manually any time.





Final thoughts





Back on your Dashboard page, you can see the progress of wraparounds you have set up, and use the Options button to check their stats, chase parents who have not booked, take/view attendance and view/download the list of bookings.

If you go to Dashboard > Options > Check Stats, you can see logs of which parents did and did not start payments, and why some payments might have failed. This is in a report called Payment Transactions.

If you go to Reports, you can also download all Club bookings into one big spreadsheet using Download All Club Data.

Finally, you can also use Manage Bookings to login as a parent, either to test or make bookings for parents who need help.