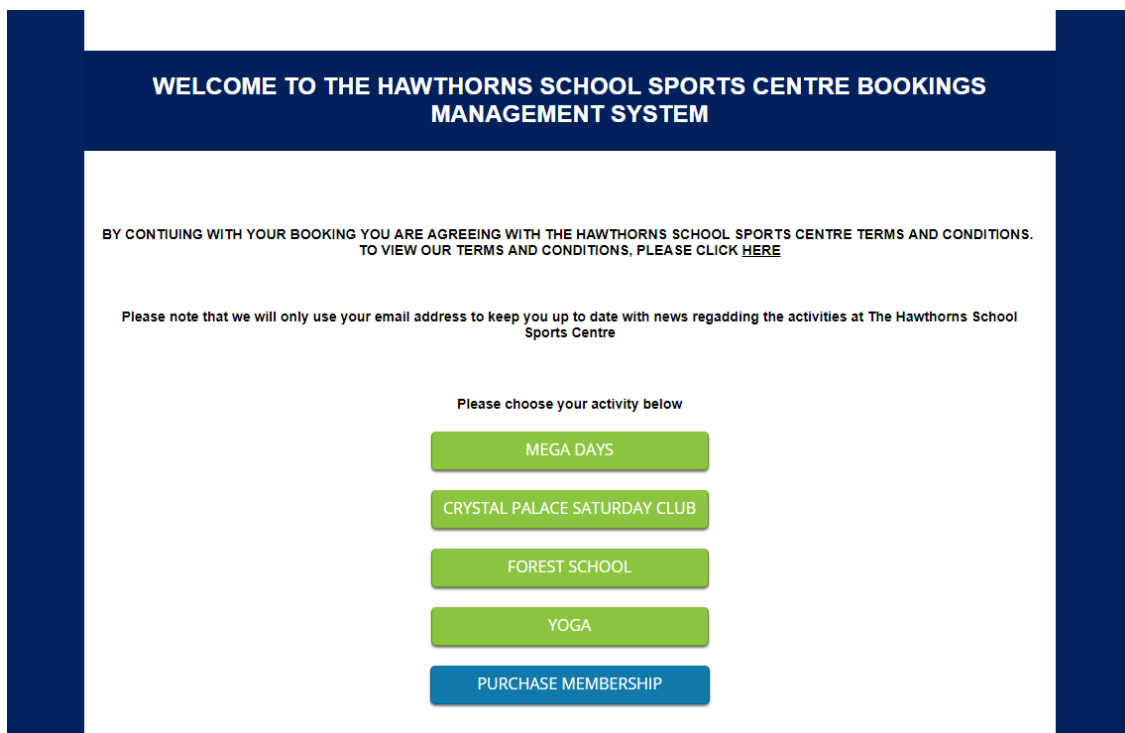


Making a booking

Once you have registered with Sports-booker, you can now start to book the activities/courses that are available to you.

After signing into Sports Booker, you will be presented with the following page



WELCOME TO THE HAWTHORNS SCHOOL SPORTS CENTRE BOOKINGS MANAGEMENT SYSTEM

BY CONTINUING WITH YOUR BOOKING YOU ARE AGREEING WITH THE HAWTHORNS SCHOOL SPORTS CENTRE TERMS AND CONDITIONS. TO VIEW OUR TERMS AND CONDITIONS, PLEASE CLICK [HERE](#)

Please note that we will only use your email address to keep you up to date with news regarding the activities at The Hawthorns School Sports Centre

Please choose your activity below

- MEGA DAYS
- CRYSTAL PALACE SATURDAY CLUB
- FOREST SCHOOL
- YOGA
- PURCHASE MEMBERSHIP

Please click on to the relevant activity below for further information.

Once you have clicked on your particular activity button, you may be shown an option to choose which session you would like to make a booking for.

RECEPTION

YEARS 1 - 2

YEARS 3 - 4

YEARS 5 - 8

Once selected, you will be asked to advise how many children you wish to book in.

After this page you will be given a calendar option. Click on the down arrow to choose which week commencing you would like to book your child on. If the calendar does not show the options then your activity is not available for that particular week.

Day 14 November 2018 ▾

SELECT A BOOKING TIME FOR
WEDNESDAY 14TH NOVEMBER 2018

Sorry, we have no availability on 14th November 2018.

Please try an alternative date.

BACK TO HOME



Week 15 April 2019

SELECT A BOOKING TIME FOR
MONDAY 15TH APRIL 2019

Start time	End time	Activity	Area	Info	Places left	Book
09:00	10:00	L655 - Cricket Coaching Course - Reception	SH Court 1		>80	

SELECT A BOOKING TIME FOR
TUESDAY 16TH APRIL 2019

Start time	End time	Activity	Area	Info	Places left	Book
09:00	10:00	L655 - Cricket Coaching Course - Reception	SH Court 1		>80	

SELECT A BOOKING TIME FOR
WEDNESDAY 17TH APRIL 2019

Start time	End time	Activity	Area	Info	Places left	Book
09:00	10:00	L655 - Cricket Coaching Course - Reception	SH Court 1		>80	

BACK TO HOME



On this page you have the following:

- The week commencing date that the activity is on
- Each day showing the activity
- Details of the activity
- Spaces left on the activity
- Option to book button

To choose a particular day, click on the '+' symbol at the end of that particular day. You can choose multiple days by simply clicking on those days that you require during that week.

Once completed, click on 'add selected bookings' to continue



  THE HAWTHORNS SCHOOL

THE HAWTHORNS SCHOOL SPORTS CENTRE

ENTER THE DETAILS OF YOUR 1 GROUP BOOKING



If this booking is not for you please enter the full name of the person who it is for

Enter this person's age

Add any notes for this person

I WILL NOTIFY THE MEGA DAYS MANAGER OF ANY SPECIFIC MEDICATION THAT MAY BE ADMINISTERED TO MY CHILD

Yes No

On this page you will be required to complete the necessary information of the child as well as completing the mandatory requirements for the registration.

Once you have completed the mandatory requirements for booking on to the activity, you will be taken to your order basket page.

Please ensure that you check your order basket before proceeding to 'checkout'.

The 'Del' button will remove that particular order from your basket and the 'Edit' key will allow you to edit the details of the child that you wish to register.

After you have chosen 'Checkout' you are presented with the following page:



ORDER CHECKOUT

Item	Description	Cost	Qty	Total
L631 Mega Days Normal Day (09.00-16.00)	Mega Days (Mega Days 1) 20th December 2018 at 09:00	£32.00	1	£32.00
L631 Mega Days Normal Day (09.00-16.00)	Mega Days (Mega Days 1) 21st December 2018 at 09:00	£32.00	1	£32.00
Total Cost				£64.00

If you have more than one voucher to redeem enter the voucher codes one at a time.

REDEEM VOUCHER

Choose how you would like to pay for this order to complete your booking.

PAY NOW

you choose to pay by card you will be taken to our payment provider's secure payment gateway, where you will be asked to enter your account, credit or debit card details. The booking will be locked to allow you to complete this transaction.

CONTINUE SHOPPING

EDIT ORDER BASKET

CANCEL ORDER

On this page you have various options to choose:

Redeem Voucher – If you wish to pay for your activity via your childcare voucher provider, please enter the name of the supplier in the box. Details of the Child Care Providers that we accept are listed below this page. **Please note that it is your responsibility to apply to your employer for voucher payment. Failure to arrange payment before the start date of a booked course may result in your booking being invalidated.**

Pay now – This will take you to the Sagepay page where you will enter the required information from your **debit card**. **Credit cards are not accepted.**

Continue Shopping – will take you back to the main page which you will then be able to select additional days etc.

Edit order basket – this will take you back to your previous page which will then allow you to edit/modify your existing order.

Cancel Order – **This will remove all items that you have chosen in your order basket**

Once you have placed an order either via Sagepay or via your Child Care provider, you will be emailed an electronic receipt plus a confirmation of your booking. Details regarding your activity will be enclosed in the booking confirmation.



THE HAWTHORNS SCHOOL SPORTS CENTRE

ORDER CONFIRMATION

Your order has been completed and an e-mail has been sent containing your receipt.

Item	Description	Cost	Qty	Total
L631 Mega Days Normal Day (09.00-16.00)	Mega Days (Mega Days 1) 20th December 2018 at 09:00	£32.00	1	£32.00
Promo voucher Care 4		£-32.00	1	£-32.00
Total Cost				£0.00

BACK TO HOME

PRINT RECEIPT

If you would like to send a copy of the receipt to an alternate email address enter the email address in the box below (more than one email address can be entered, but must be separated by a comma).

Enter an email address

EMAIL COPY RECEIPT

This page will give you the option to either print the receipt or have a copy of the receipt sent to another email address.

List of Childcare Providers.

CHILD CARE PROVIDER	INPUT
Busy Bees 37895	Busy bees
Care 4 66747195	Care 4
Computershare 000820	Compshare
Computershare 001959	Compshare2
Edenred P20144949	Edenred
Enjoy Benefits	Enjoy Ben
Kidsunlimited 002923	kidsunltd
Sodexo UK 158665	Sodexo
You at Work 8746	youatwork
Childcare Voucher Solutions 3192	Childcare Slns
Gemelli	Gemelli
Kiddi Vouchers	Kiddi
Fidelity HAW002C	Fidelity
Caboodle Technology	Carboodle
Co-op	Co-op
Allsave	Allsave
My family care	Myfamily
Early Years Voucher	Earlyyears
PES	PES
Tax Free Childcare	TFC
Happy People 02483	HPeople

