Register

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

Registration from scratch

1. Click the button 'Create an account'
2. Fill out the form shown below, using a valid email address as you will be asked to validate it via a link sent to that same email address. Only one account per familly should be created.
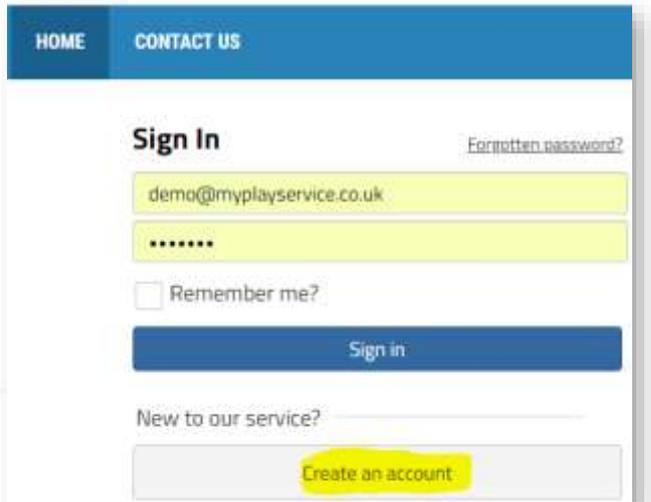
HOME	CONTACT US

Sign In   Forgotten password?

demo@myplayservice.co.uk

••••••••

☐ Remember me?

Sign in

New to our service?

Create an account

Create your account

In order to use the service, you need to register first.
Please fill in the form below and click save.
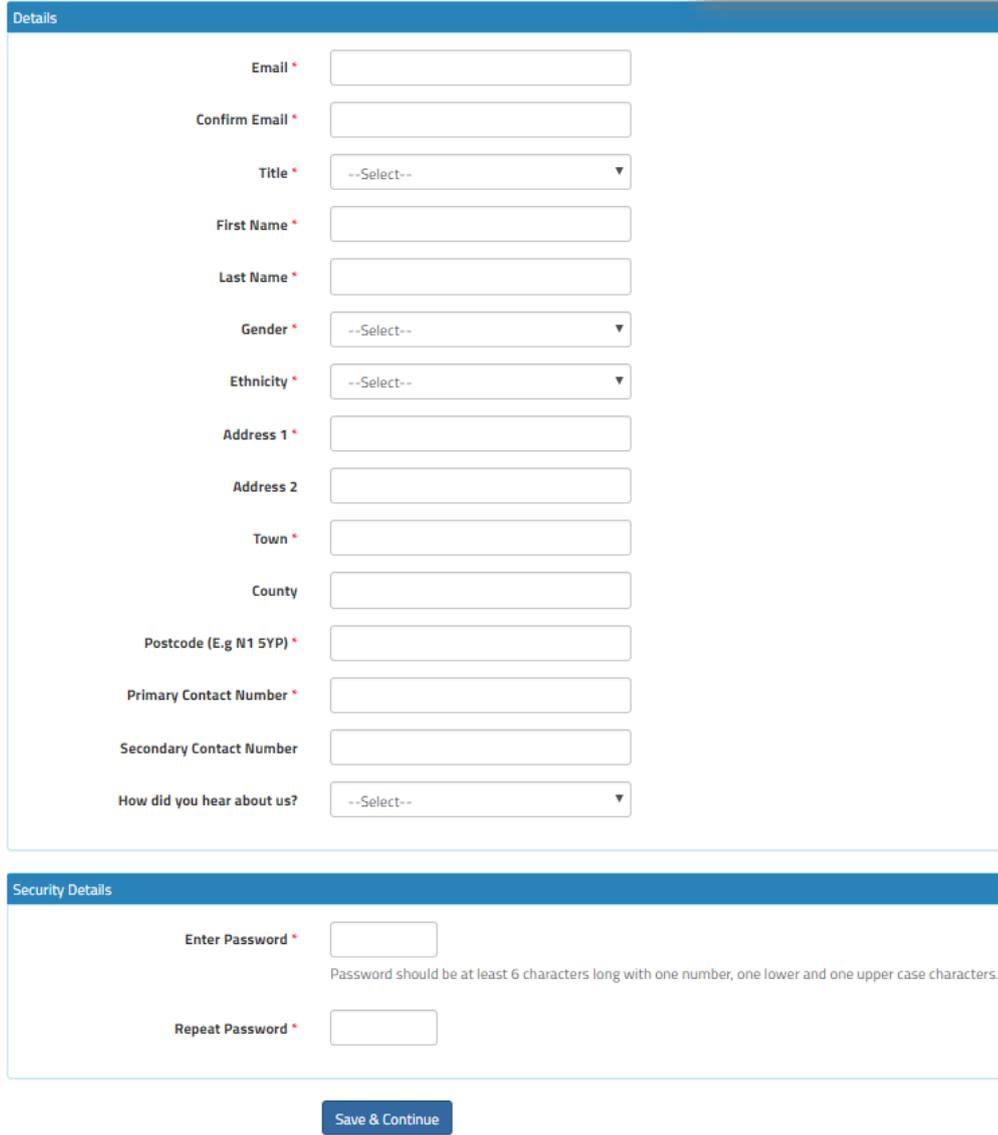
Details

Email *	
Confirm Email *	
Title *	--Select-- ▼
First Name *	
Last Name *	
Gender *	--Select-- ▼
Ethnicity *	--Select-- ▼
Address 1 *	
Address 2	
Town *	
County	
Postcode (E.g N1 5YP) *	
Primary Contact Number *	
Secondary Contact Number	
How did you hear about us?	--Select-- ▼

Security Details

Enter Password *	

Password should be at least 6 characters long with one number, one lower and one upper case characters.

|	
Repeat Password *	

Save & Continue

1. When you click the button 'Save & Continue', an email will automatically be sent to the email address you used. Check your mail box, including your junk folder and validate your account by clicking 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.
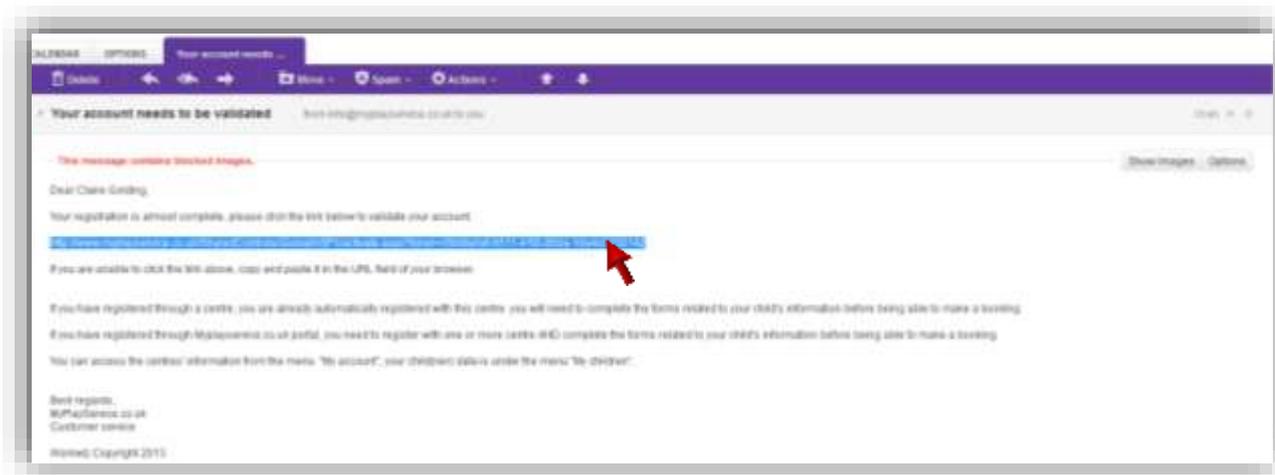

Then follow the steps below.

Register your child
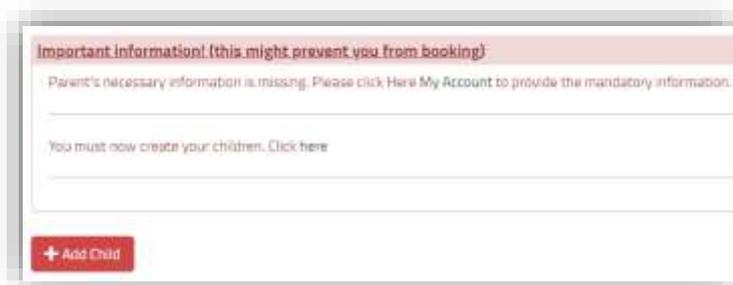
You now need to add your child's details, navigate to the menu 'My Children', then click the button 'Add Child'. Complete the first form, then save.

Add New Child

Child Details

First Name *	
Last Name *	
Date of Birth *	
Free childcare entitlement code	
Gender *	Male ▼
Ethnicity *	No ▼
What is your relationship with the child? *	Mother ▼
Who does your child live with? *	Mother & Father ▼
Who has the legal responsibility of the child? *	Mother & Father ▼
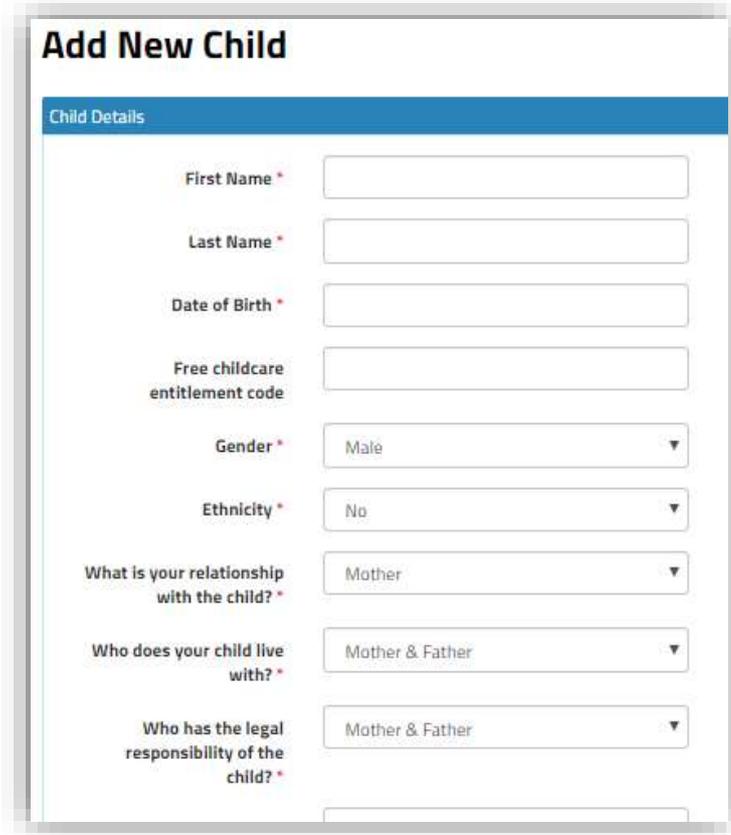
Now, click each tab (Dietary needs/Allergies, Medical Info, Disabilities/SEN, Emergency contacts, Collectors and Doctors) and complete the forms (see below). Only Emergency, Collectors and Doctor are compulsory.

Amy Demo	Emily Demo	Theo Demo	Tommy Demo			
Details	Dietary needs/Allergies	Medical Info	Disabilities/SEN	Emergency	Collector(s)	Doctor(s)

Disability Information

Does your child have a disability?   ○ Yes   ● No
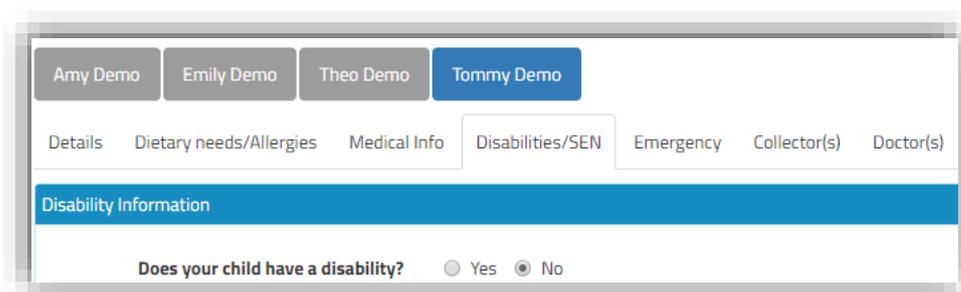
Dietary needs/Allergies

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.

<u>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.</u>

Disability & Special Needs

Again, <u>it is important for your child's wellbeing and safety that staffs are aware of any disabilities or Special Needs your child might have.</u> 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 <u>cannot</u> 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 won't need to re-enter the same information again.
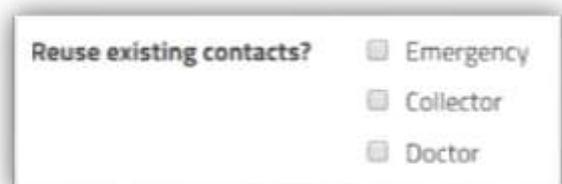
Book an activity

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

HOME | BOOK | MY BOOKINGS | MY ACCOUNT | MY CHILDREN | CONTACT US | LOG OFF

Welcome Parent   Help | 🛒 | Available credit £185.91

Easter Half-term
Bridge Kids

Available from 16/04/2018 To 16/06/2018
Holiday Club from £15.00 per session / per child
Individual Sessions

Available to children aged from: 4 to 12
Provide a short description of what you offer.

Longer descriptions or programmes can be added as attachments from the 'media files' section

⚠ Disability Details:
please contact centre for suitability

Read More

Book Now

Half-term Holiday Club
Bridge Kids

Available from 16/04/2018 To 16/04/2018
Holiday Club from £15.00 per session / per child
Individual Sessions (discount 5%) - Weekly (discount 5%)

Available to children aged from: 4 to 12
Provide a short description of what you offer.

Longer descriptions or programmes can be added as attachments from the 'media files' section

⚠ Disability Details:
please contact centre for suitability

Read More

Book Now

Select the activity you want to book

Dinner
Bridge Kids
20/07/2018
session / per child

BC and ASC
Grey's Academy

Available from 16/06/2018 To 20/07/2018
Breakfast Club from £3.00 per session / per child
After-school Club from £3.00 per session / per child

Breakfast & After School

I want to book
☑ Theo
☑ Amy
☐ Emily
☐ Tommy
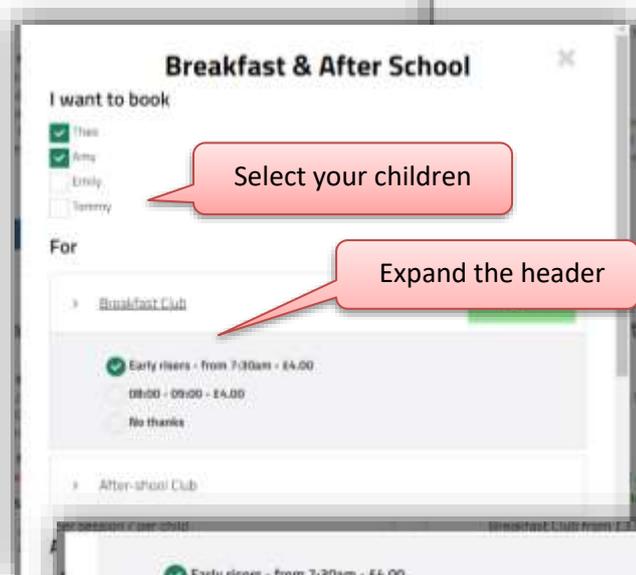
Select your children

For

› Breakfast Club

Expand the header

✓ Early risers - from 7:30am - £4.00
  08:00 - 09:00 - £4.00
  No thanks

› After-school Club

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

✓ Early risers - from 7:30am - £4.00
  08:00 - 09:00 - £4.00
  No thanks

› After-school Club
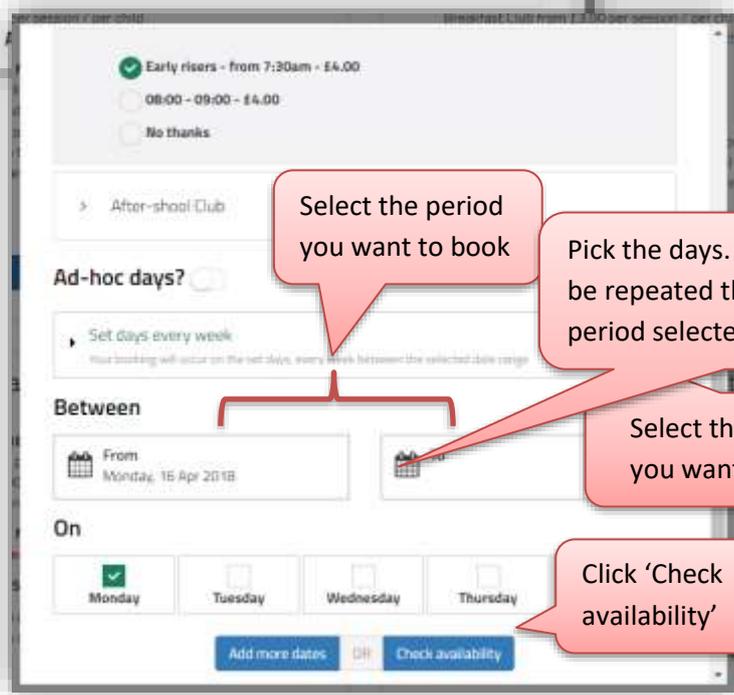
Select the period you want to book

Ad-hoc days?

› Set days every week
  Your booking will occur on the set days, every week between the selected date range

Pick the days. Selected days will be repeated throughout the period selected

Select the session(s) you want to book

Between

📅 From
Monday, 16 Apr 2018

📅

On

☑ Monday | ☐ Tuesday | ☐ Wednesday | ☐ Thursday

Click 'Check availability'

Add more dates | OR | Check availability

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 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 **daily basis** (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 grand-parents are going to be around on a particular week you can remove the days for that period.

On **ad-hoc basis**, 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:

Enable the Ad-hoc option

Choose the first day you want to book

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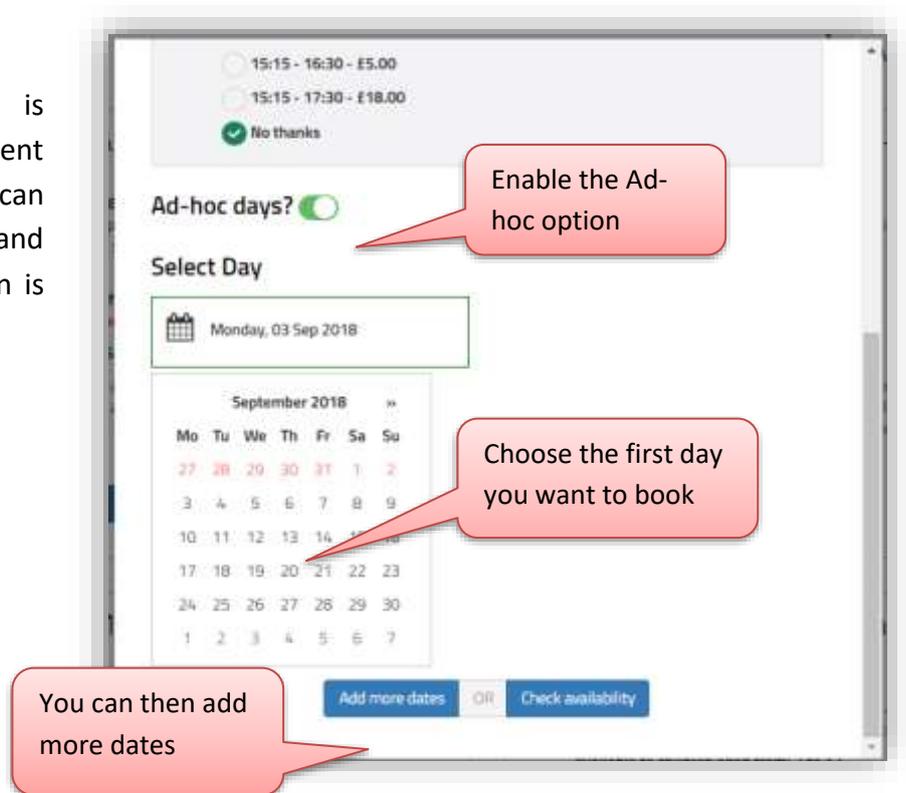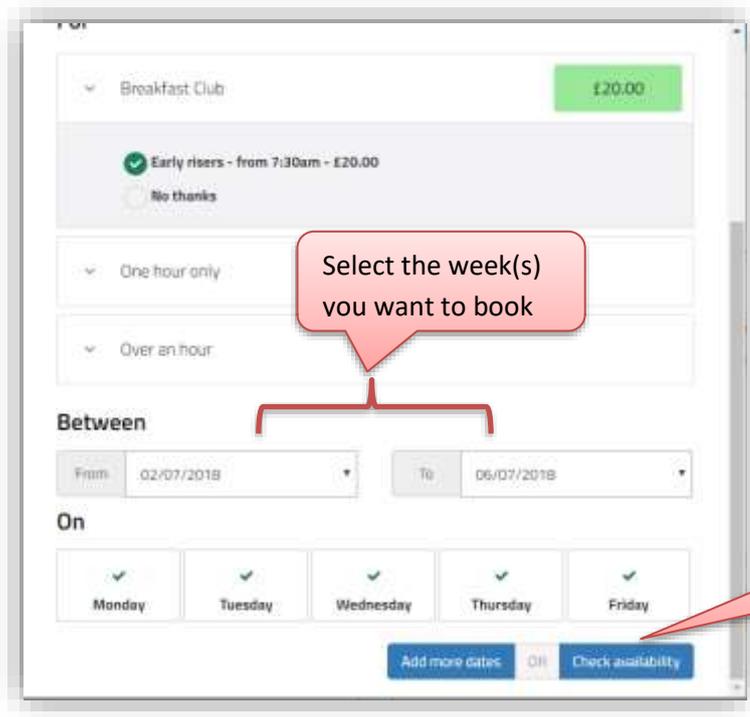
On a **weekly** basis, you must book one or more full **weeks**, you can only select the beginning and the end of the week from the drop down list.

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.
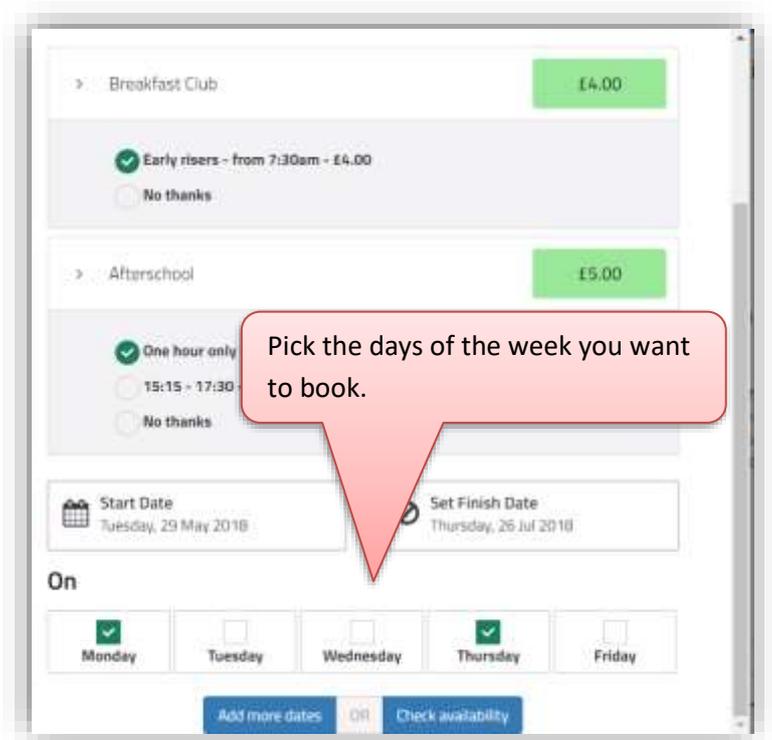
For __whole period__ bookings, you cannot choose the days, all available days in the period will be booked.

___Note 2:___ 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
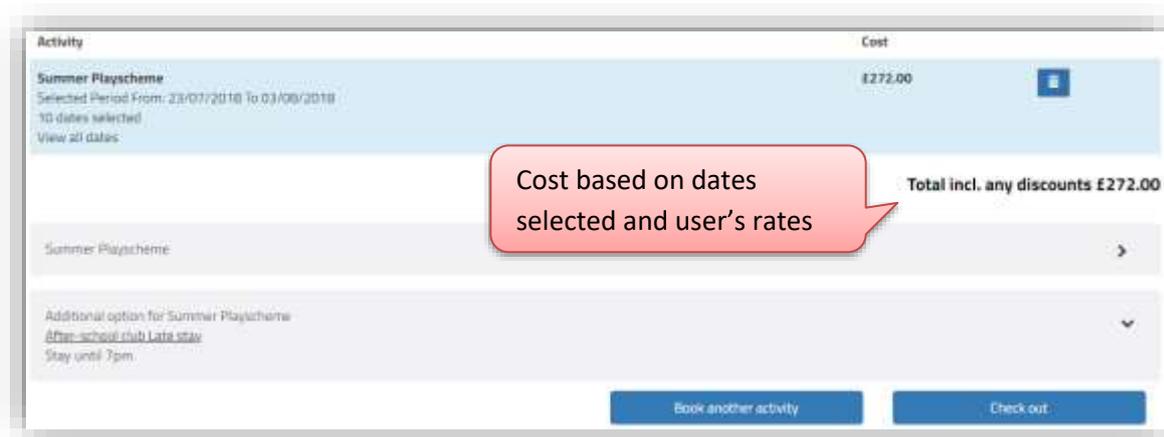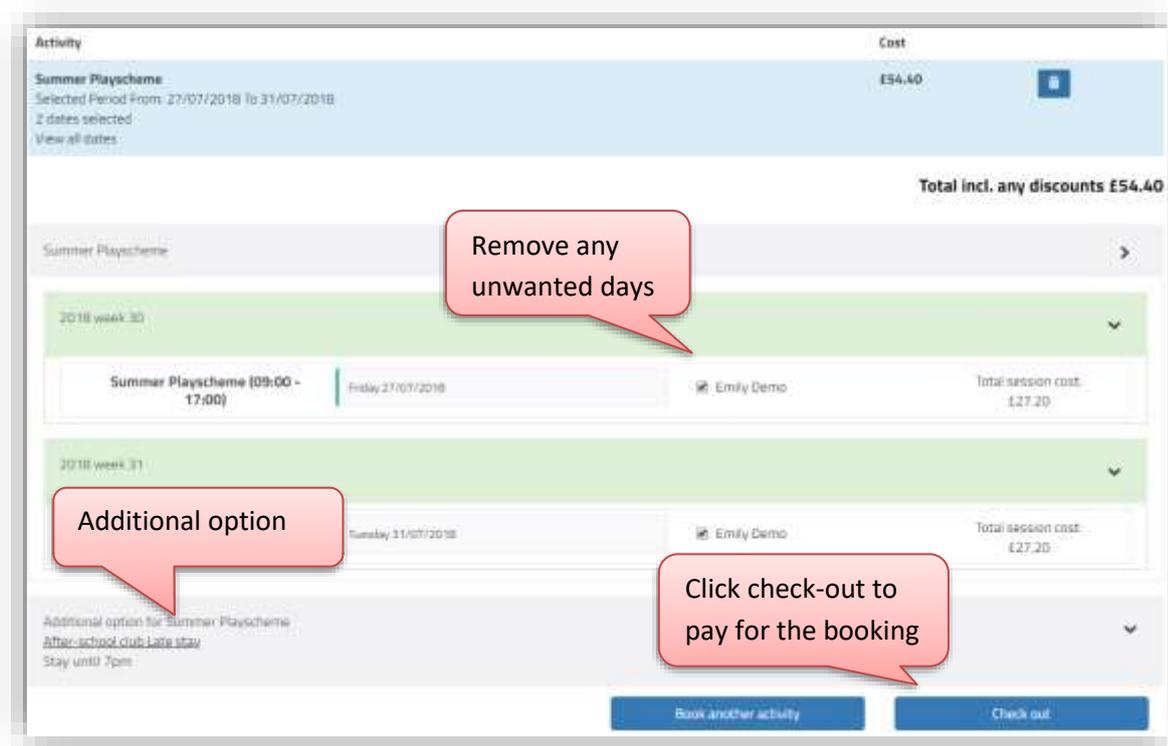
Add another activity or book options

You can book another activity for the same or another child, to do so, click "Book another activity" and repeat the process described on Step 5.

Additional options can sometimes be available and will then be displayed below the list of dates booked. Option are often a day out, an extra time or a walk-over. Click the "Additional option" panel. The list of options is then displayed, simply select your options, your selection will be added to your booking.

Select the option you want to book

Expand the additional option panel
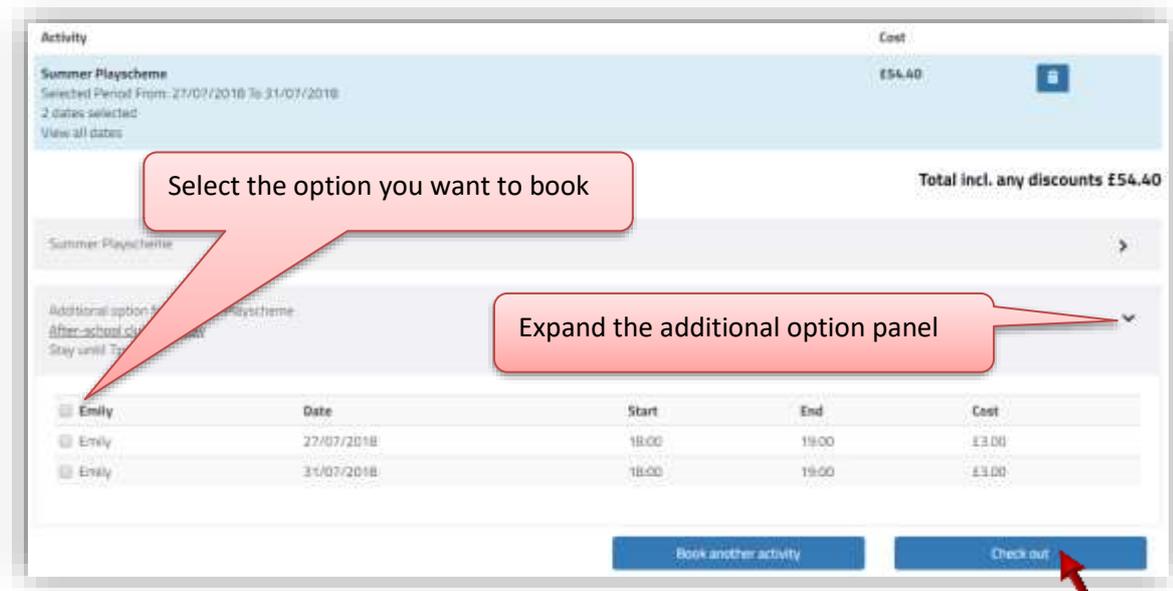
Complete your booking

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).

Click for a calendar view

Booking cost showing discounts if applicable

Click here if paying by childcare voucher

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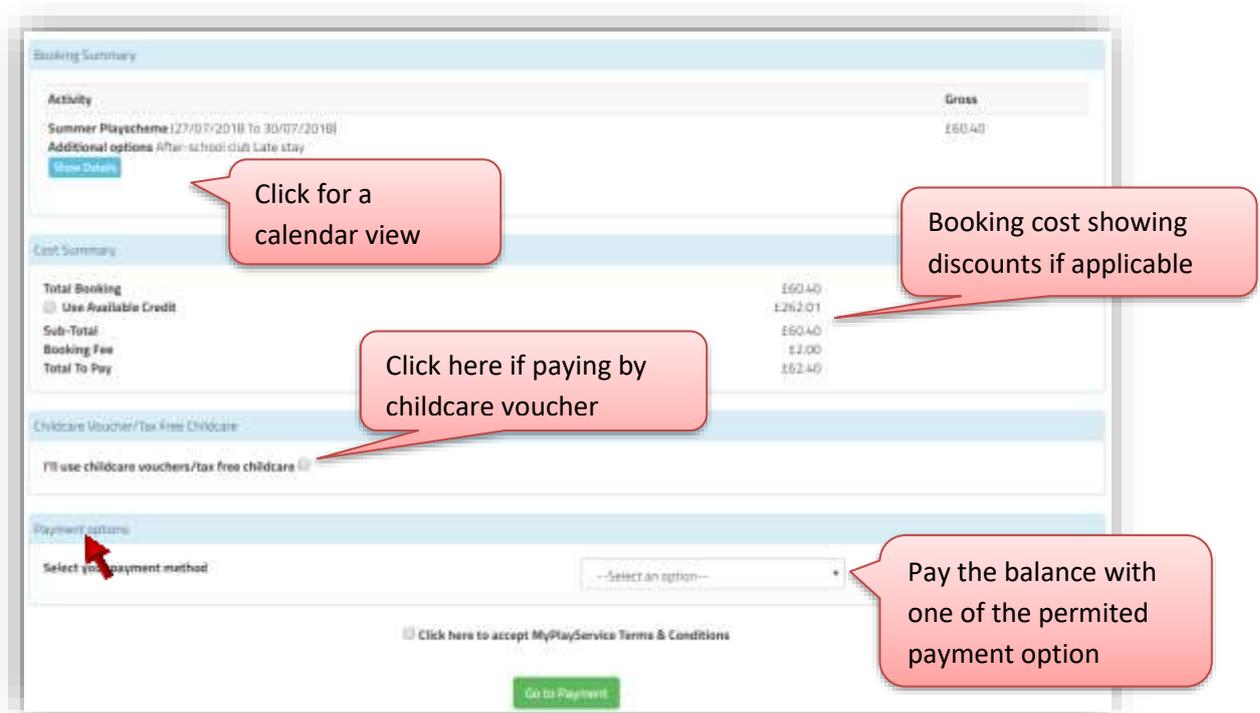
After selecting the preferred payment method and verifying the total cost, you can complete the purchase by clicking "go to payment". If have select to pay by instalments (CCV, standing order or card), a payment plan will be automatically created for you and you'll be redirected to the recap booking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

Accessing 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

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:

On Android

Go to http://thehillsacademy.magicbooking.co.uk, then, click the 3 little dots on the top right-hand side, and select 'Add to Home Screen'

On iPhone

Go to http://thehillsacademy.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.