

STEP 1: Register

Go to: <https://superclubs.magicbooking.co.uk/Account/Login>

STEP 2: Create an account

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 family should be created.
3. Please then follow the steps and complete your details -

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

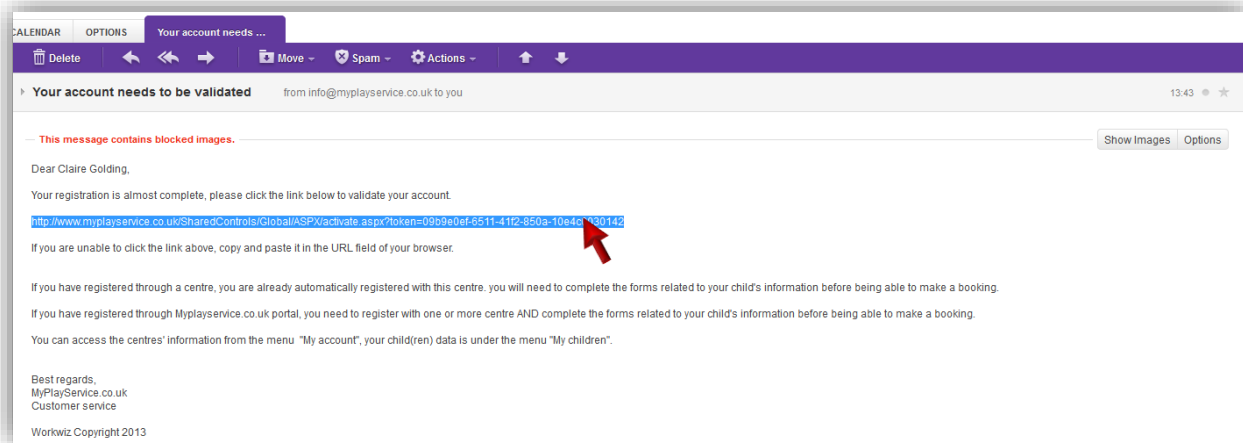
Enter Password *

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.

STEP 2: 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.

Important information! (this might prevent you from booking)

Parent's necessary information is missing. Please click [Here](#) My Account to provide the mandatory information.

You must now create your children. Click [here](#)

[+ Add Child](#)

Add New Child

Child Details

First Name *

Last Name *

Date of Birth *

Free childcare entitlement code

Gender *

Ethnicity *

What is your relationship with the child? *

Who does your child live with? *

Who has the legal responsibility of the child? *

Now, click and complete each tab (Dietary needs/Allergies, Medical Info, Disabilities/SEN, 2 Emergency contacts, 2 Collectors and Doctors and complete the forms.

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.

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.

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. **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 won't need to re-enter the same information again.

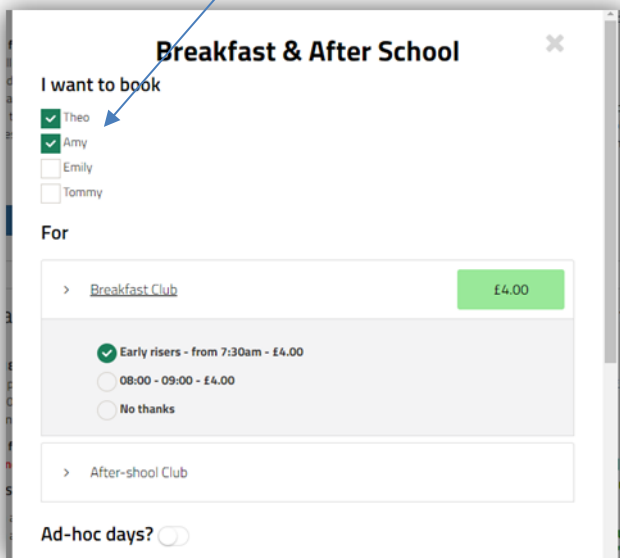
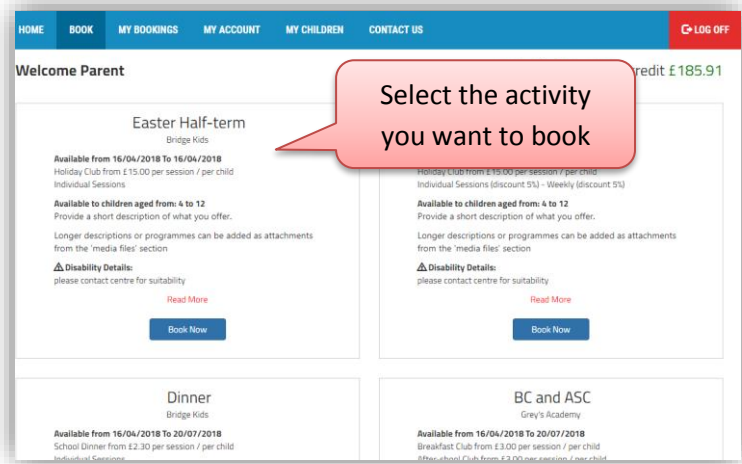
Reuse existing contacts?

- ☐ Emergency
- ☐ Collector
- ☐ Doctor

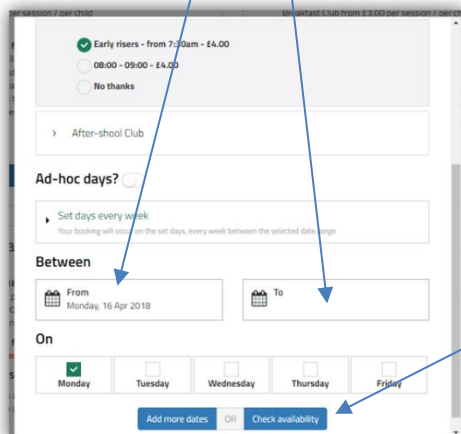
STEP 5: Book an activity

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.

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.



Then click 'Check Availability'.

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:

The screenshot shows the 'Ad-hoc days?' section of the booking interface. At the top, there are three radio button options for sessions: '15:15 - 16:30 - £5.00', '15:15 - 17:30 - £18.00', and 'No thanks' (which is selected). A red callout bubble points to the 'No thanks' option with the text 'Enable the Ad-hoc option'. Below this, the 'Ad-hoc days?' toggle is turned on. Under 'Select Day', a calendar for September 2018 is displayed. A red callout bubble points to the date 'Monday, 03 Sep 2018' with the text 'Choose the first day you want to book'. Another red callout bubble points to the 'Add more dates' button at the bottom of the calendar with the text 'You can then add more dates'. The calendar shows the days of the week (Mo, Tu, We, Th, Fr, Sa, Su) and the dates for September 2018.

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.

When booking a repeating pattern, -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.

After clicking “Check Availability” the system returns the list of dates available. The cost of the booking is automatically updated.

Activity **Cost**

Summer Playscheme £272.00

Selected Period From: 23/07/2018 To 03/08/2018
10 dates selected
[View all dates](#)

Total incl. any discounts £272.00

Summer Playscheme >

Additional option for Summer Playscheme
[After-school club Late stay](#)
Stay until 7pm v

[Book another activity](#) [Check out](#)

Activity **Cost**

Summer Playscheme £54.40

Selected Period From: 27/07/2018 To 31/07/2018
2 dates selected
[View all dates](#)

Total incl. any discounts £54.40

Summer Playscheme >

2018 week 30 v

Summer Playscheme (09:00 - 17:00) Friday 27/07/2018 ☒ Emily Demo Total session cost: £27.20

2018 week 31 v

Summer Playscheme (09:00 - 17:00) Tuesday 31/07/2018 ☒ Emily Demo Total session cost: £27.20

Additional option for Summer Playscheme
[After-school club Late stay](#)
Stay until 7pm v

[Book another activity](#) [Check out](#)

STEP 6: 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 option 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.

Activity: Summer Playscheme, Cost: £54.40

Selected Period From: 27/07/2018 To 31/07/2018
2 dates selected
View all dates

Total incl. any discounts £54.40

Additional option for Summer Playscheme
After-school club Late stay
Stay until 7p

<input type="checkbox"/> Emily	Date	Start	End	Cost
<input type="checkbox"/> Emily	27/07/2018	18:00	19:00	£3.00
<input type="checkbox"/> Emily	31/07/2018	18:00	19:00	£3.00

Buttons: Book another activity, Check out

STEP 7: 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).

Booking Summary

Activity: Summer Playscheme (27/07/2018 To 30/07/2018), Gross: £60.40
Additional options: After-school club Late stay
[Show Details](#)

Cost Summary

Total Booking	£60.40
<input type="checkbox"/> Use Available Credit	£262.01
Sub-Total	£60.40
Booking Fee	£2.00
Total To Pay	£62.40

Childcare Voucher/Tax Free Childcare

☐ I'll use childcare vouchers/tax free childcare

Payment options

Select your payment method: --Select an option--

☐ Click here to accept MyPlayService Terms & Conditions

Go to Payment

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.

Recap Bookings

Card Instalment

You have chosen to pay by instalments, the full payment must be received before the end of the activity/holiday booked.

Please choose your debit date from the drop down list below, the system will automatically calculate the number of payments and the amount for each of them.

Total Gross: 62.40

A first payment by card of £26.20 will be taken now the balance will be taken in instalments as per the schedule below

Total Booking	£62.40
Childcare Payment	£10.00
Card Payment	£52.40

Cost summary

Childcare Voucher/Tax Free Childcare

I'll use childcare vouchers/tax free childcare ☒

Provider Edenred Amount 10 Remove

☒ monthly

Maximum payment by childcare voucher/tax free childcare per month is £486

Your payment plan is based on the activities booked and their duration. If you are using monthly childcare voucher/tax free childcare payments and they do not cover the total amount due you can select an additional payment method below

Monthly card instalments can vary when you book

Please, use the booking reference when sending your invoice

Choose your payments dates

Select Payment Day	Amount	CCV/TFC
01/06/2018	£26.20	£0.00
09/07/2018	£26.20	£10.00

☐ [Click here to accept MyPlayService Terms & Conditions](#)

[Go to Payment](#)

STEP 8: 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.

The screenshot shows the 'MY BOOKINGS' section of the Magicbooking parent portal. The top navigation bar includes links for HOME, BOOK, MY BOOKINGS (active), MY ACCOUNT, MY CHILDREN, and CONTACT US, along with a LOG OFF button. The main content area displays a table of bookings with columns: Pay, Booked on, Booking Ref, Gross, and Balance. Three red arrows point to specific elements: one to the 'Pay' column header, one to a booking reference (PS269651/579), and one to the 'View all bookings in calendar' link. Three callout boxes provide instructions: 'Select the 'pay' option to clear the booking', 'Click in the booking reference to check the booking details. i.e. check invoices or cancel', and 'Change the booking view to calendar mode'.

Pay	Booked on	Booking Ref	Gross	Balance
<input type="checkbox"/>	05/06/2018	PS269651/579 Summer Camps Emily	£32.00	-£32.00
	01/06/2018	PS266271/745 Summer Playscheme After-school club Late stay Emily Cleared	£61.50	£0.00
		PS266237/204 BC&ASC Summer Playscheme Theo Fully cancelled	£2.00	£0.00

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.

The screenshot shows the 'Booking Details' page for a specific booking. The page is divided into several sections: 'Booking Details' (Centre: Bridge Kids, Activity: Summer Camps, Ref Number: PS269651/579, Booked on: 05/06/2018 10:53:03, Booked by: Parent Demo), 'Booking Status' (Booking cost: £32.00, Amount left to clear this booking: £32.00), 'Dates booked', 'Payments made', 'Cancellation for this activity is not permitted, please contact your centre', and 'Invoice(s) / Credit Note(s)'. A callout box points to the 'Booking Status' section with the text 'Expand these panels to access the information'.

