ParentPay user guide for booking sessions at The Hub





Step 4:

From the first drop down menu, select which session it is you are booking for: Breakfast, Afternoon (4.30pm collection, Afterschool (6pm collection).

From the second drop down menu, select which week you would like to book for.

Click on the blue box 'Make or view bookings'.



			13:04 🕫		💷 4G 🔳
Breakfast selection			Breakfast selection		
PLEASE NOTE: When confirming your bookings, any Payment due must be paid within 2 hours. Failure to do so will result in unpaid bookings being cancelled. If your Payment due is zero (£0.00), simply confirm bookings and no further action is required.			PLEASE NOTE: When confirming your bookings, any Payment due must be paid within 2 hours. Failure to do so will result in unpaid bookings being cancelled.		
			If your Payment due is zero (£0.00), simply confirm bookings and no further action is required.		
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Step 5:

To select a session, click on the day required and it will highlight in green. If you accidentally click on a day that you do not require, click the box again and it will deselect and go back to white.

You can add as many sessions as required by clicking on multiple days and navigating through the calendar by clicking on '<Previous week' and 'Next week>'.

Booking summary		The bookings will be calculated at
Ava Cutchey's Breakfast		the bottom of the screen in Booking
Bookings added	3	summary.
Bookings cancelled	0	Step 6:
Cost of new bookings	£15.75	When you have finished selecting
Payment due	£15.75	your sessions, click on 'Confirm
		bookings'.
Confirm bookings		
Cancel		

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Basket			
Item	Edit	Remove	
Ava - The Hub@Cherry - Breakfast Club £15.75	1	Ê	
Order summary			
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Total: £15.75			
Pay by Parent Account credit:	-1	00.03	
Amount to pay:	£1	15.75	



Step 7:

You will be directed to the basket to pay for your sessions.

You can pay by bank transfer or credit/debit card.

To view the sessions you have already booked, you will need to repeat steps 2,3 & 4 to view the calendar.