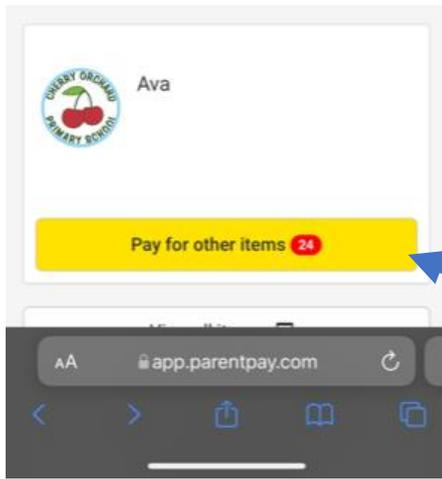


## ParentPay user guide for booking sessions at The Hub



### Step 1:

Log in to ParentPay and select which child you wish to book sessions for.

Click on the yellow box 'Pay for other items'.

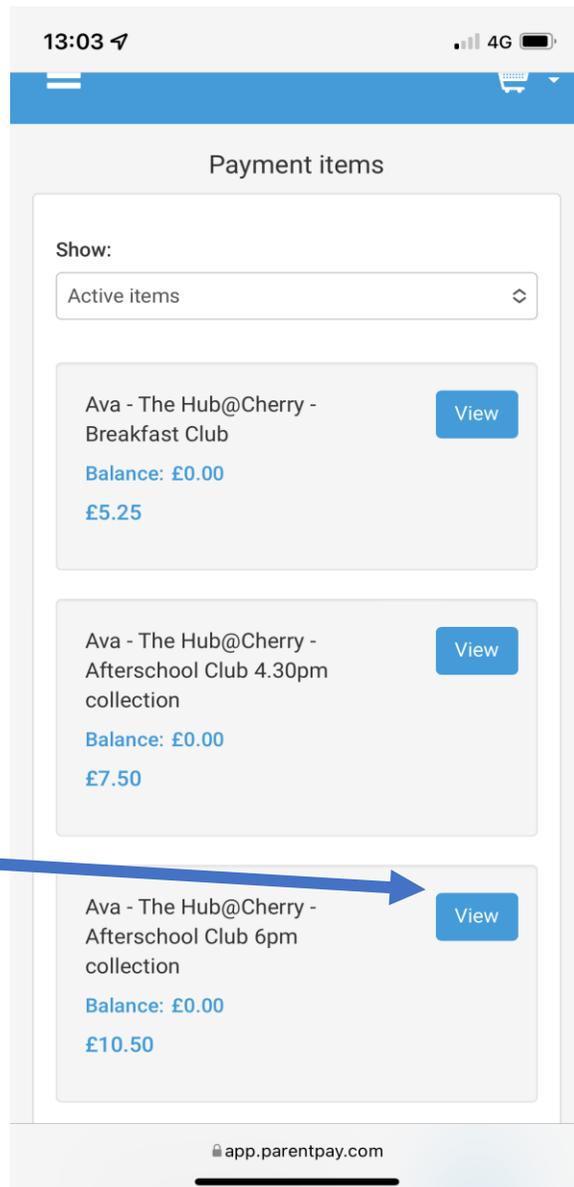
### Step 2:

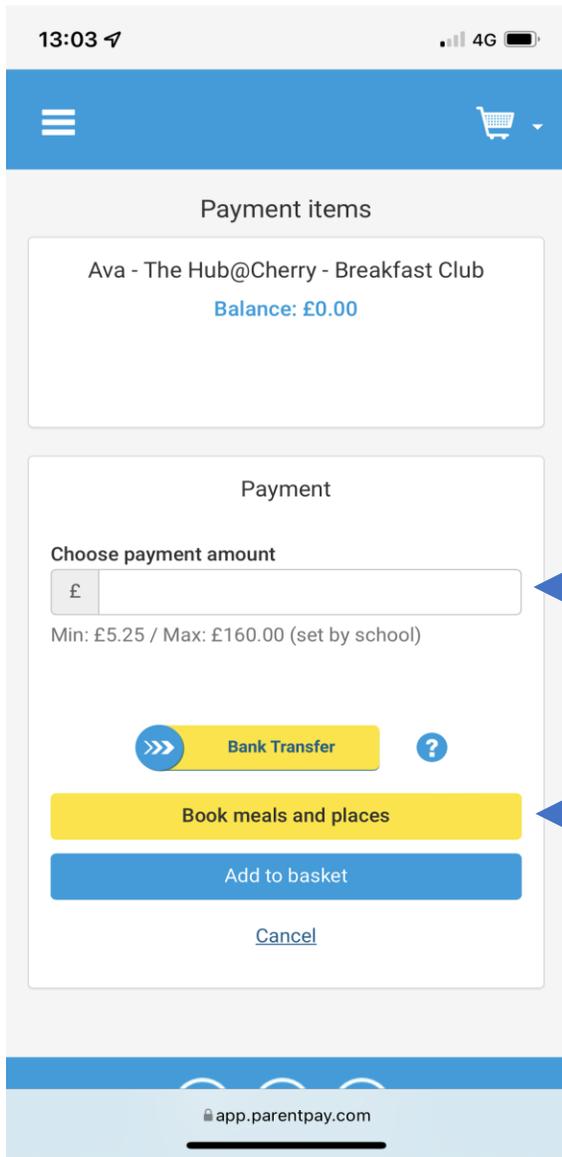
Select which session you would like to book for from:

- Breakfast Club
- 4.30pm collection
- 6pm collection

*Please note that the sessions have to be booked separately.*

Click on the blue box 'View'.





### Step 3:

Once you have selected the session you would like to book for, you will see this screen.

Ignore this section where it says choose payment amount.

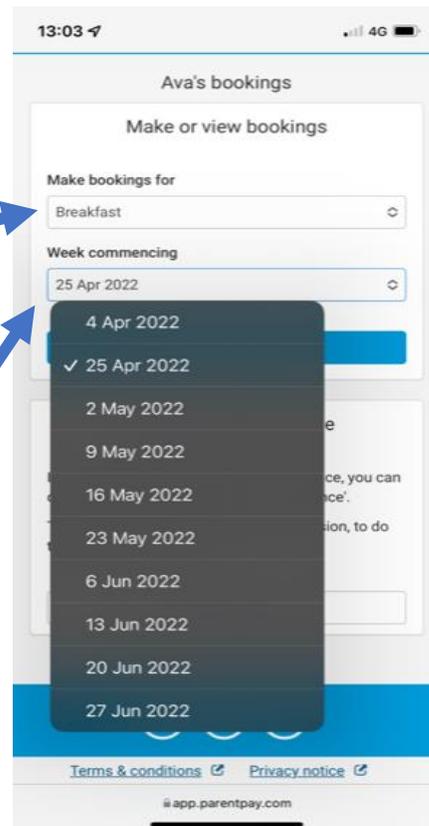
Click on the yellow box 'Book meals and places'.

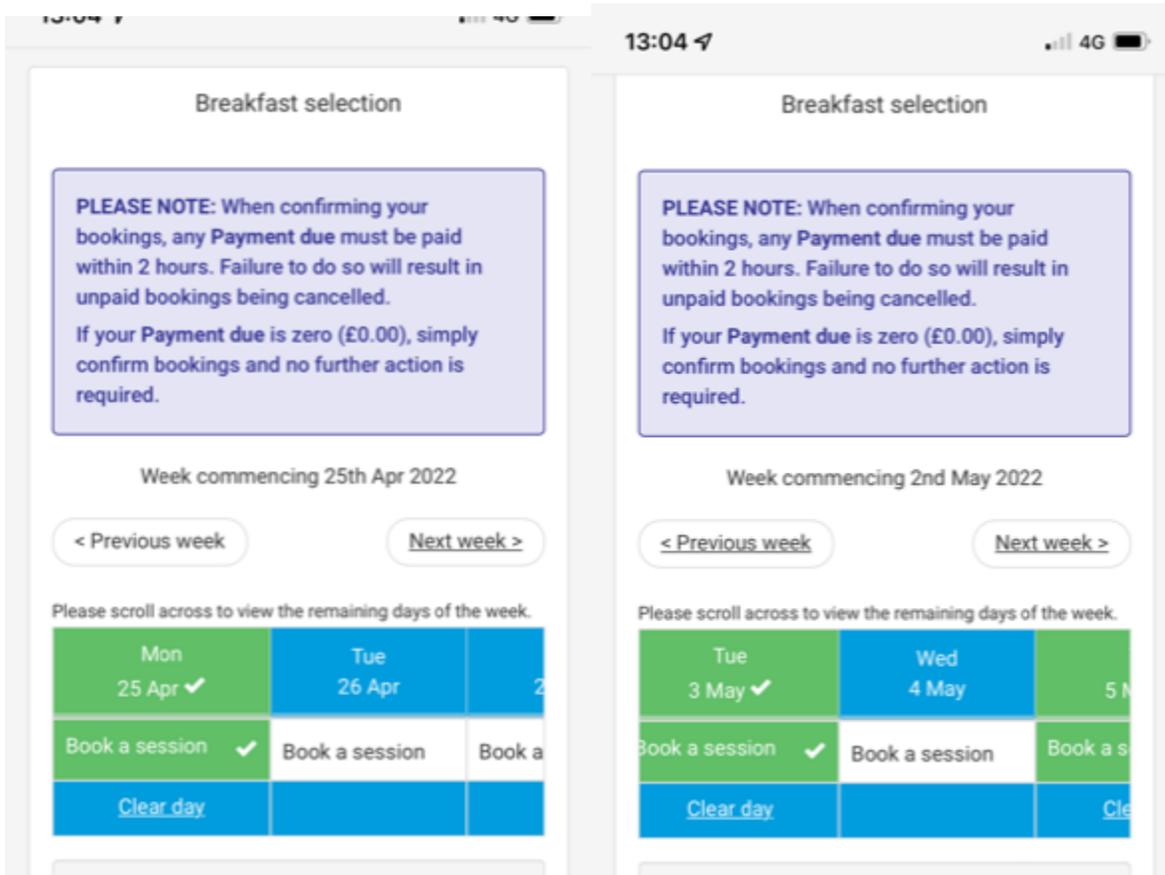
### Step 4:

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'.

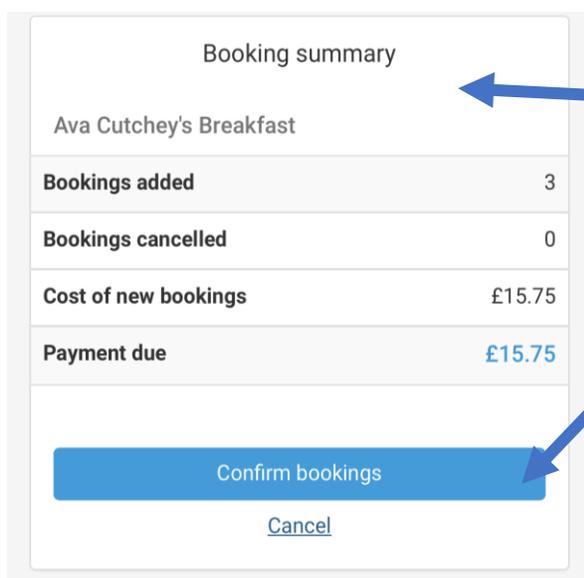




### Step 5:

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>'.



The bookings will be calculated at the bottom of the screen in Booking summary.

### Step 6:

When you have finished selecting your sessions, click on 'Confirm bookings'.

13:04

4G

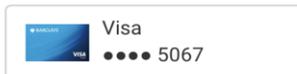
### Basket

Item	Edit	Remove
Ava - The Hub@Cherry - Breakfast Club £15.75		

### Order summary

Items:	£15.75
Total:	£15.75
Pay by Parent Account credit:	-£0.00
<b>Amount to pay:</b>	<b>£15.75</b>

### Pay by



Other payment method

[Continue shopping](#)

app.parentpay.com

### 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.*