Please note that the Booking system does not differentiate between biological parent, foster parent or legal guardian etc. They are all "parents" as far as the Booking system is concerned. ADMIN or STAFF user log in Same goes for children, step-children etc. (or already logged in) The system only assumes that an adult ("parent") is responsible for a minor ("child"). Register a Submit the Registering Parent's What do you **Compile a new** parent account username and email address want to do? **Activity template** (for a new family) Devise a unique ID for A "Registering Parent" is the primary an activity template. Make sure it really is unique. contact for the family and is always registered before ANY other family member. Enter all required details for The family is now part of the system. your activity template. The booking Register other parent system will already know who you are The Booking system will automatically Finished everything (of an existing family) and assign you as the owner (\*\*) assign this family to you. If you aren't from here for now of the activity template. one already, you are now a BTM No representative. Other parent needs registering too? (\*\*) Activity templates can be used by other BTM volunteers when composing activity Yes details (see stage 3). Submit the other parent's (\*) username and email address. (\*) If the parent is not designated the "registering parent" then they are loosely referred to as the "other parent" in these instructions. Log out or go to Stage 3

An "activity template" is akin to a Microsoft Word template. It sets the initial fundamentals of an activity, from which "activity details" (analogous to a Word document) are based on.

Activity templates set out basic attributes including the activity name, the owner of the template and a unique ID.

"Activity Details" contain more specific info, including date, time and location of the activity. (More info given later.)

The unique ID is akin to a filename: one can write identical Word documents stored in the same folder but they cannot have identical file names.

The name of an activity template need not be unique but clearly the unique ID must by unique. Unique IDs can be made up of alphanumeric characters but must not contain spaces.

I recommend that BTM as a whole devise a unique ID system so that it makes identifying the activity template a bit easier e.g. "TENNIS001", "FootieSEP2022" and so on.