STAGE 3: uploading activity details

ADMIN or STAFF user log in
(or already logged in)

Check the Activity Template you need exists. Search using the Activity template's Unique ID.

The current user can use someone-else's activity template as a starting point for their own activity detail. As is alluded to shortly, the owner of the activity template need not be the same as the owner of the activity detail.

Found the activity template?

No

Go to Stage 2

Yes

Enter the required details.

Note that activity support staff need not be registered on the Booking System.

All the information you provide here will be sent to parents when they register for a place or places.

The Booking system will assign the current user as the "owner" of this activity detail, which essentially means they are the organiser for this activity held at the given time, date and location.

Other support staff can be listed as part of the activity detail (this will be made known to parents when they reserve a place) all of whom need not have a Booking system account.

Register another activity detail

Nothing from here for now

What do you want to do?

Log out or go to stage 2

At this point, you may inform parents that the activity is ready to accept reservations.