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.

Letter case

Case sensitive: N/A

Not case-sensitive: unique IDs

Found the activity template?

No

Yes

Go to Stage 2

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.

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.

Number of places available

This page will allow you to set (amongst other settings):

+ No. of free school meal places
+ No. of non-free school meal places

The number of places available (and hence if a parent can successfully book places) is only dependent on the number of children that can take part i.e. the above two options. The Booking System does not place any restriction to the number of parents taking part.

Register another activity detail

Nothing from here for now

What do you want to do?

Log out or go to stage 2
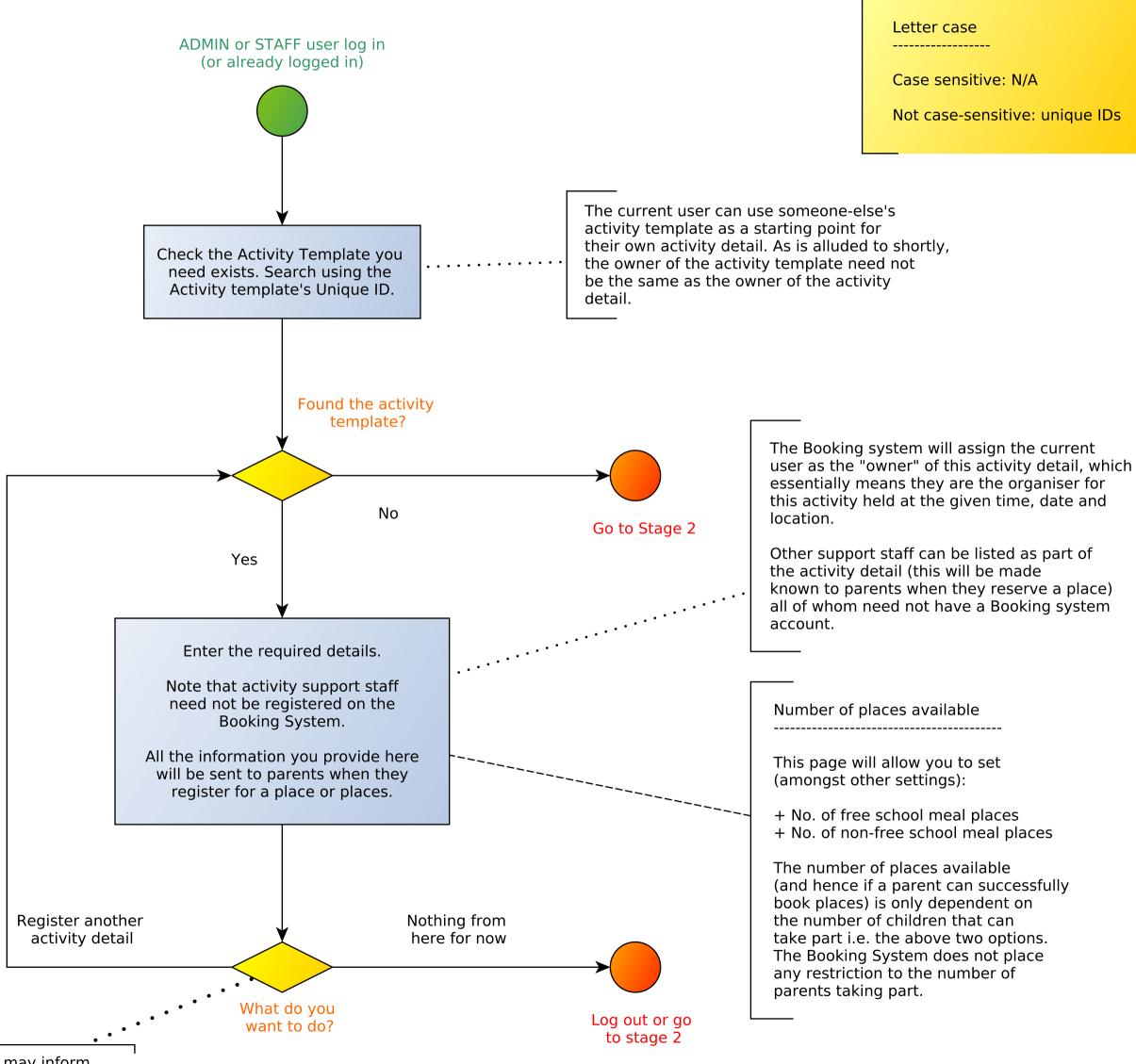
At this point, you may inform parents that the activity is ready to accept reservations.

It is currently not possible to delete Activity Details