STAGE 2: parent registration and uploading activity templates

Please note that the Booking system does not distinguish between biological parent, foster parent or legal guardian etc. They are all "parents" as far as the Booking system is concerned.

Same goes for children, step-children etc. The system only assumes that an adult ("parent") is responsible for a minor ("child").

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

What do you want to do?

Register a parent account (for a new family)

Submit the Registering Parent's username and email address

A "Registering Parent" is the primary contact for the family and is always registered before ANY other family member.

The family is now part of the system.

The Booking system will automatically assign this family to you. If you aren't one already, you are now a "BTM representative".

Other parent needs registering too?

No

Yes

Register other parent (of an existing family)

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 this manual.

Finished everything from here for now

Log out or go to Stage 3

Compile a new Activity template

Devise a unique ID for an activity template. Make sure it really is unique.

Enter all required details for your activity template. The booking system will already know who you are and assign you as the owner (**) of the activity template.

(**) Activity templates can be used by other BTM volunteers when composing activity details (see 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 (see stage 3).

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.

It is currently not possible to delete Activity Templates