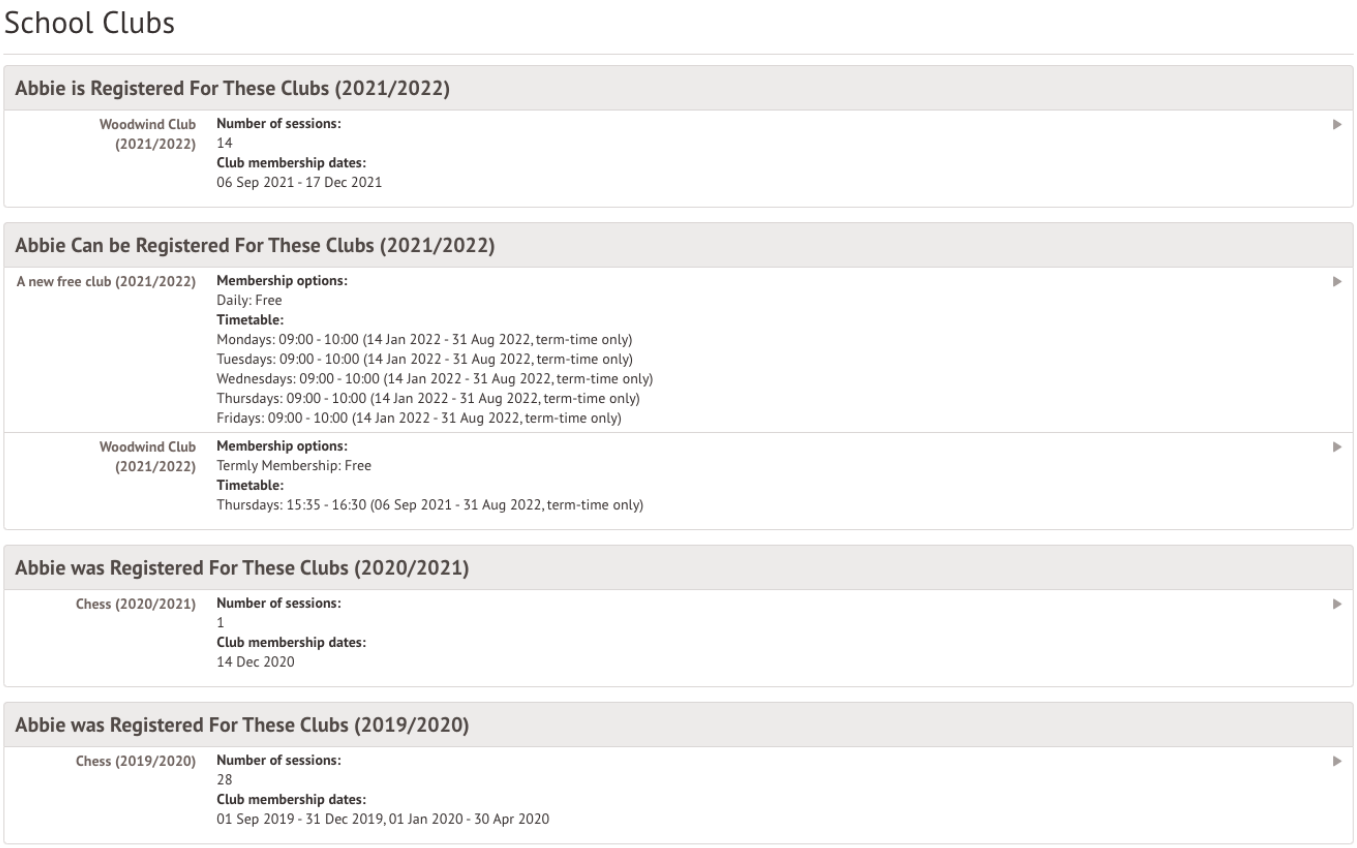
Please note that once you have signed up, you will need to contact your school if you would like to cancel participation or would like a refund.

On the Parent Portal | **On the Parent App**

From the main Parent Portal page, scroll down to the Activities section and click on the field with the child's name and Clubs in.

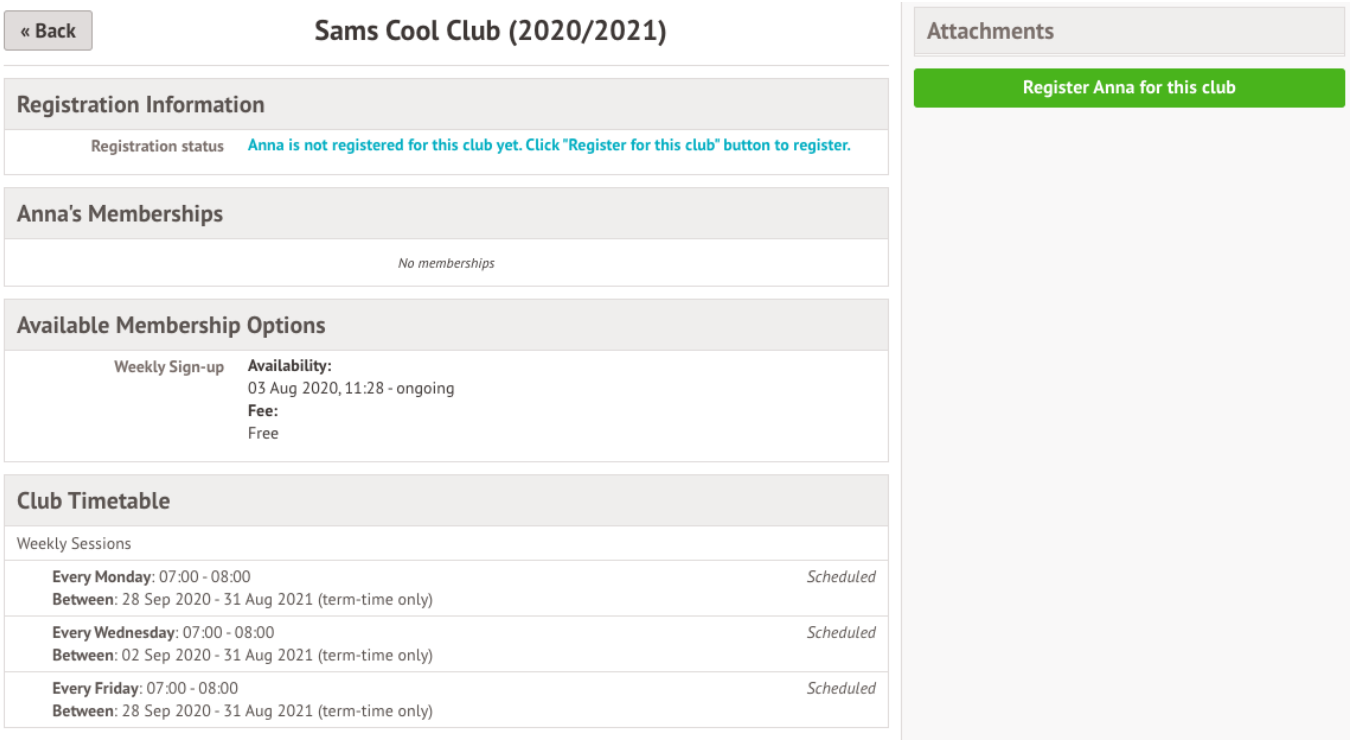
The ***All Clubs*** page will list any clubs the child is currently a member of and any clubs that are currently open for them to join. At the bottom of the page, you'll also see any past clubs from previous years that your child was registered for in case you need to finish paying for them.

Click on the club to open up that club's information page.

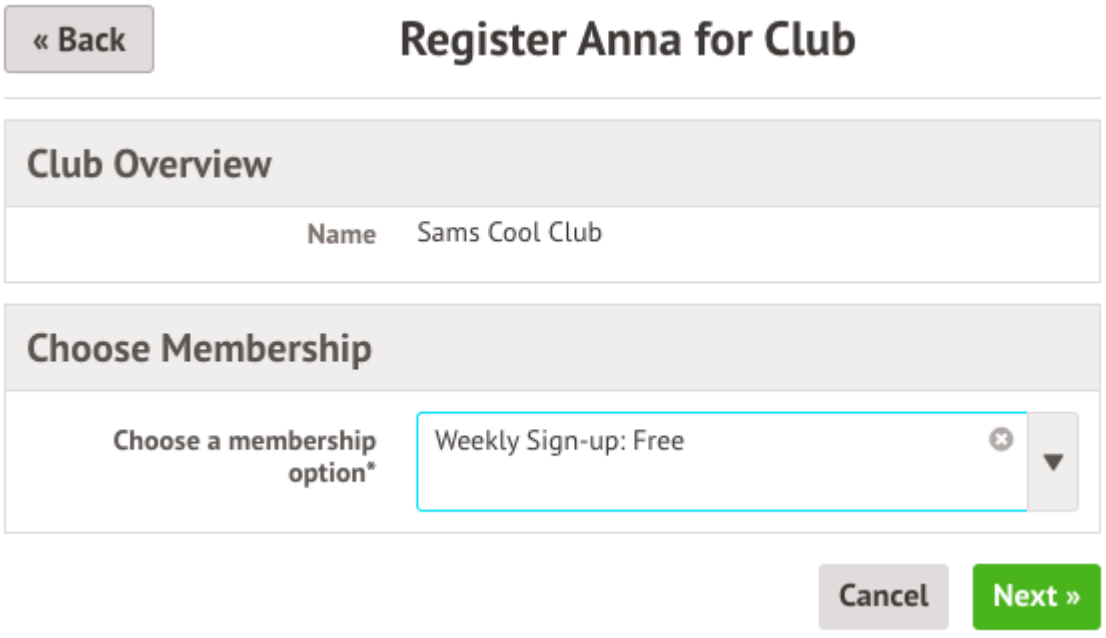


Free clubs on the Parent Portal

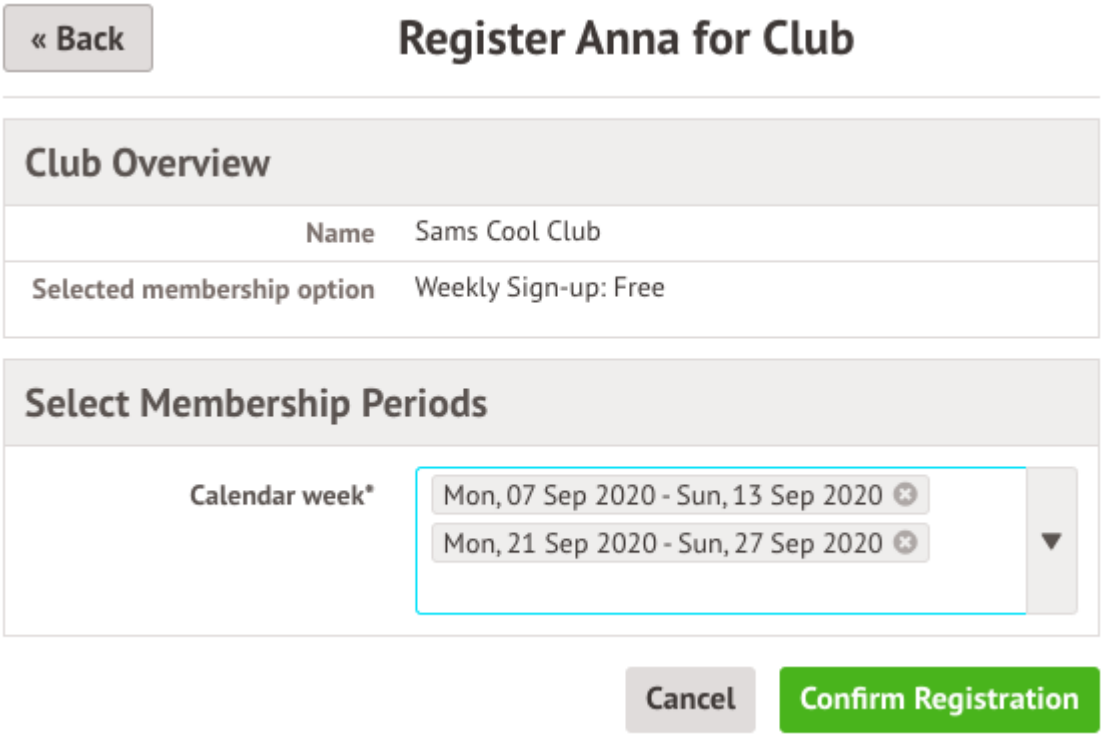
The club information page will display membership and timetable information. Any existing membership into the club for the pupil will be displayed. To sign your child up for the club, click on **Register For This Club** in the top right-hand corner of the page.



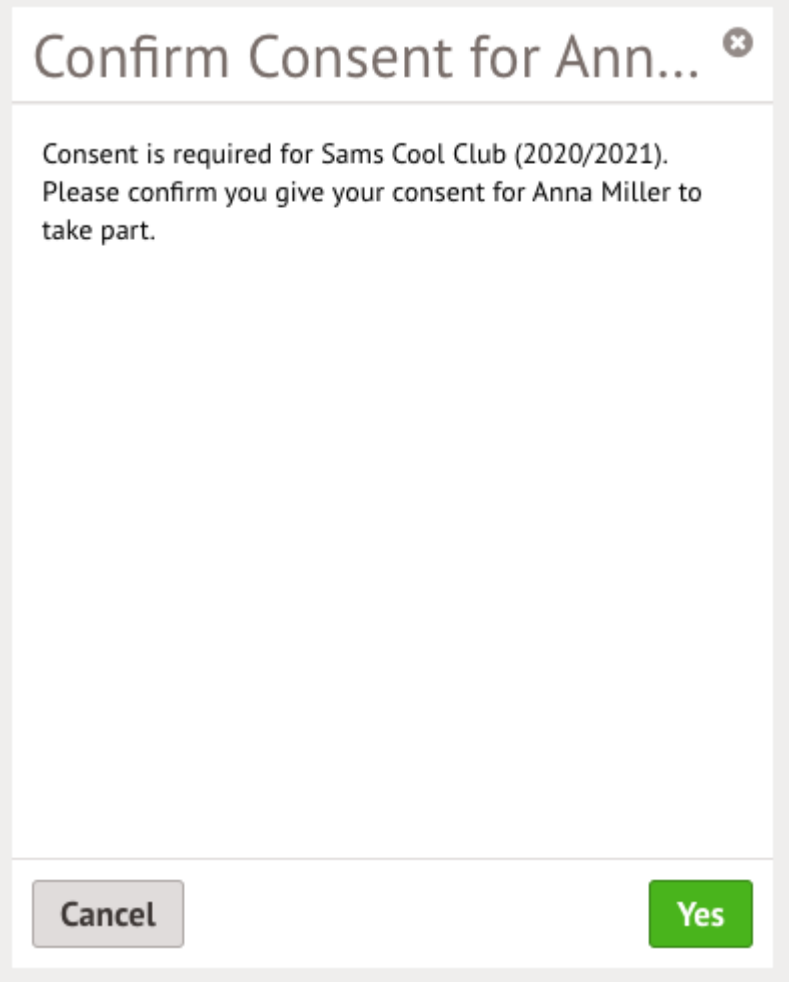
From the slide over menu that will appear, choose the membership period that you like to sign the child up for - this may be a set date range, a term or the whole academic year.



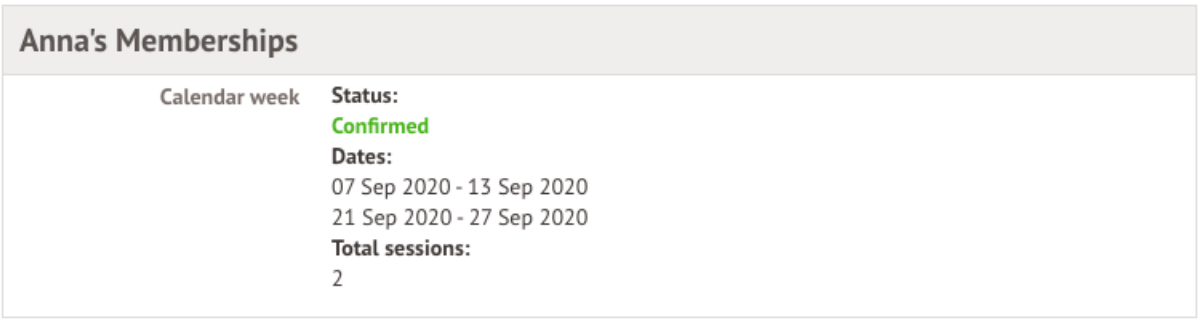
Finally, choose which sessions to sign your child up for and confirm registration.



If the school has requested that parents must confirm their consent for the child to attend the club, a box will pop up for consent to be confirmed. Click yes or no as appropriate.



You will then be returned to the club's information page, where the new membership(s) will now be displayed.

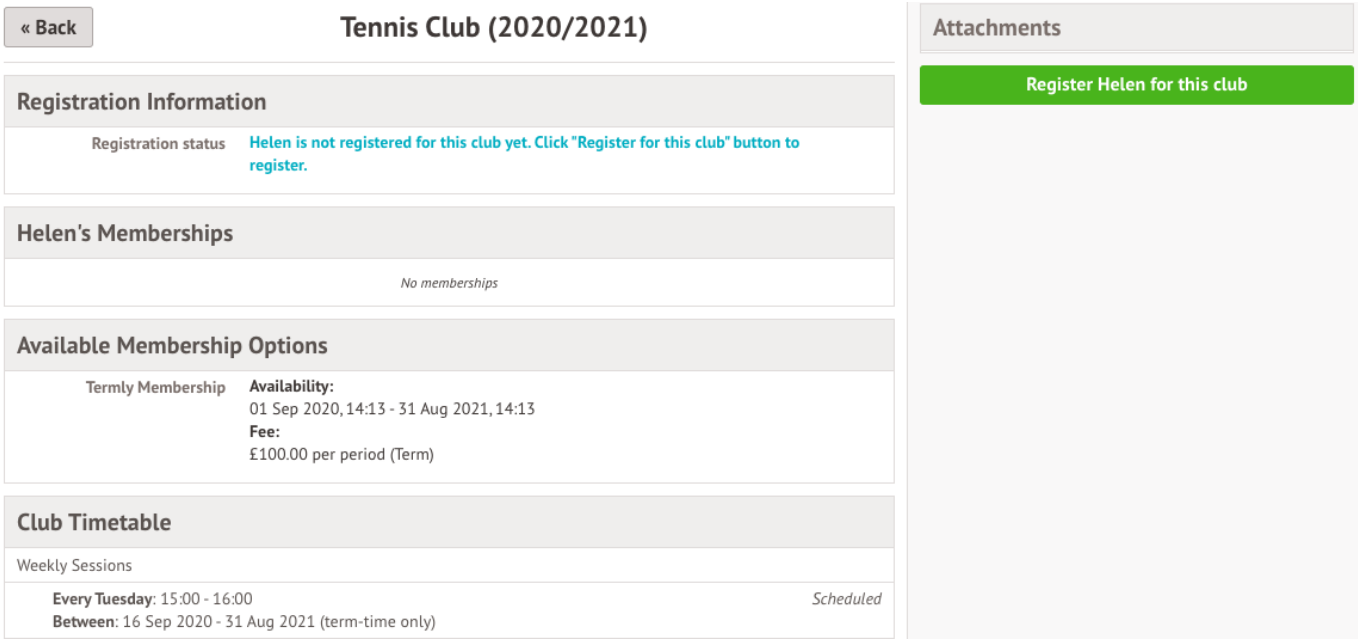


Paid clubs on the Parent Portal

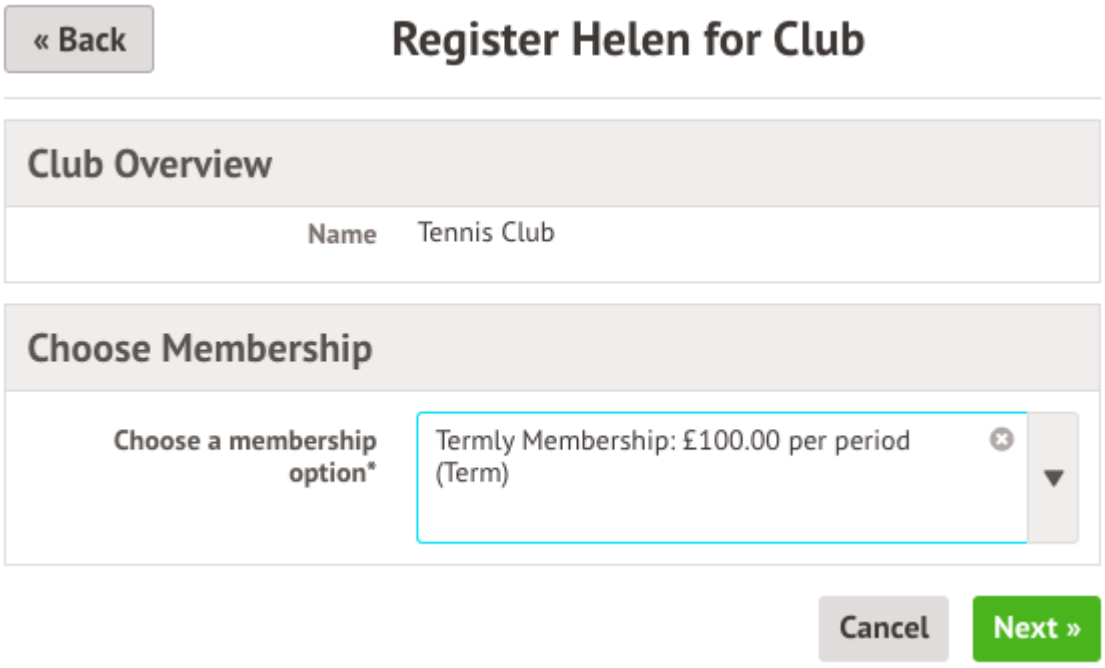
The process for registering for clubs that charge a membership fee is very similar to the process for free clubs. The club information page will display membership and

timetable information. Any existing membership into the club for the pupil will be displayed.

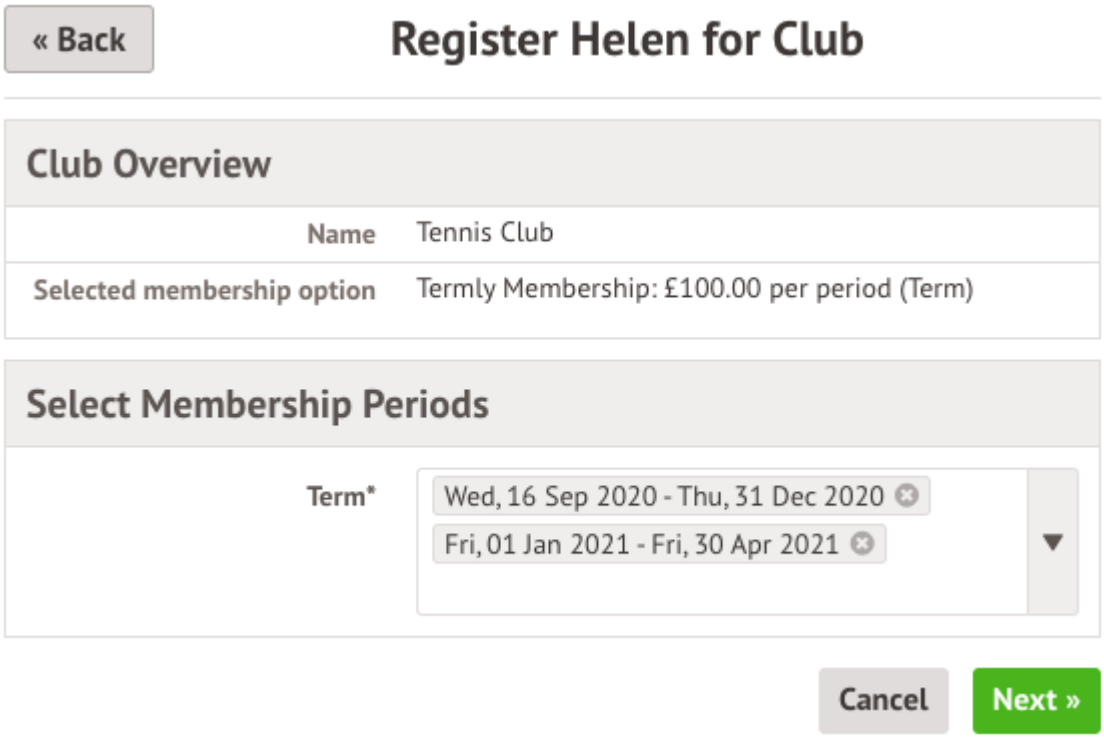
To sign your child up for the club, click on **Register For This Club** in the top right-hand corner of the page.



From the slide over menu that will appear, choose the membership period that you like to sign the child up for - this may be a set date range, a term or the whole academic year.



Next, choose which sessions to sign your child up for.



Finally, confirm your choices and click to pay. You can also select to add the payment to your basket to pay later - see how the basket works here.

Top Tip: Can't click the button? Follow this article: I can't click the button to pay?

If you click **Cancel** here, the child will be signed up provisionally, but you will need to pay to have them registered for the club.

« Back

Register Helen for Club

Club Overview

Name	Tennis Club
Selected membership option	Termly Membership: £100.00 per period (Term)
Number of sessions	32

Review Membership Dates

Please review the memberships below. If there are any memberships you do not want, please tick them and use the Delete Memberships button below to delete them.

Select membership period(s) you wish to remove

- ☐ 16 Sep 2020 - 31 Dec 2020 (£100.00)
- ☐ 01 Jan 2021 - 30 Apr 2021 (£100.00)

Delete selected membership dates

Make Payment

Payment amount	£200.00

Cancel | Add to basket | Pay now

Make Payment

Card number	1234 1234 1234 1234
Expiration date	MM / YY
Name on card	
Security code (CVV/CVC)	CVC

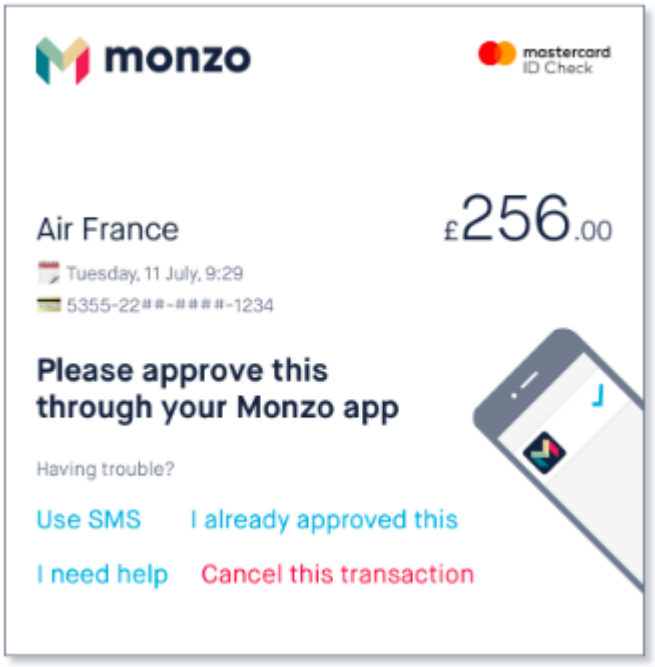
Cancel | Pay £15.00

You may have to then authenticate your identity for the payment to go through. This is a requirement of the recently introduced Strong Customer Authentication (SCA) regulations.

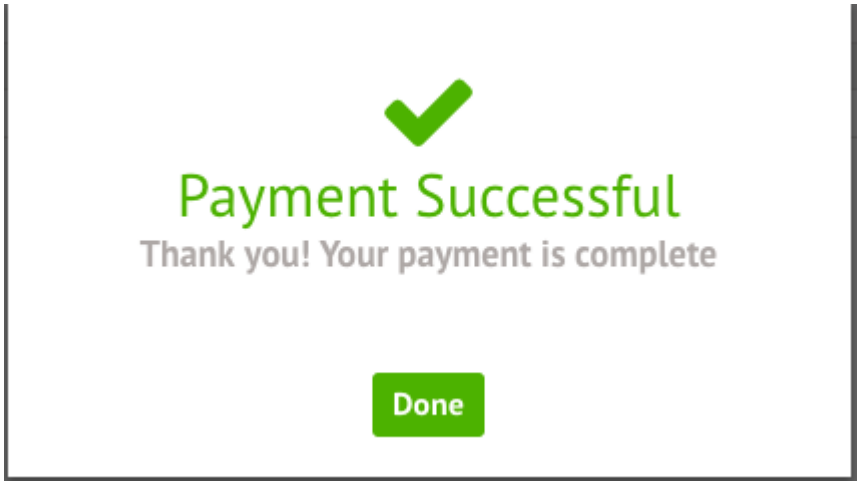
If authentication is needed for the payment, you will be prompted to authenticate the payment using the method of authentication your bank supports. This could be:

- an SMS code,
- your mobile banking app
- another method

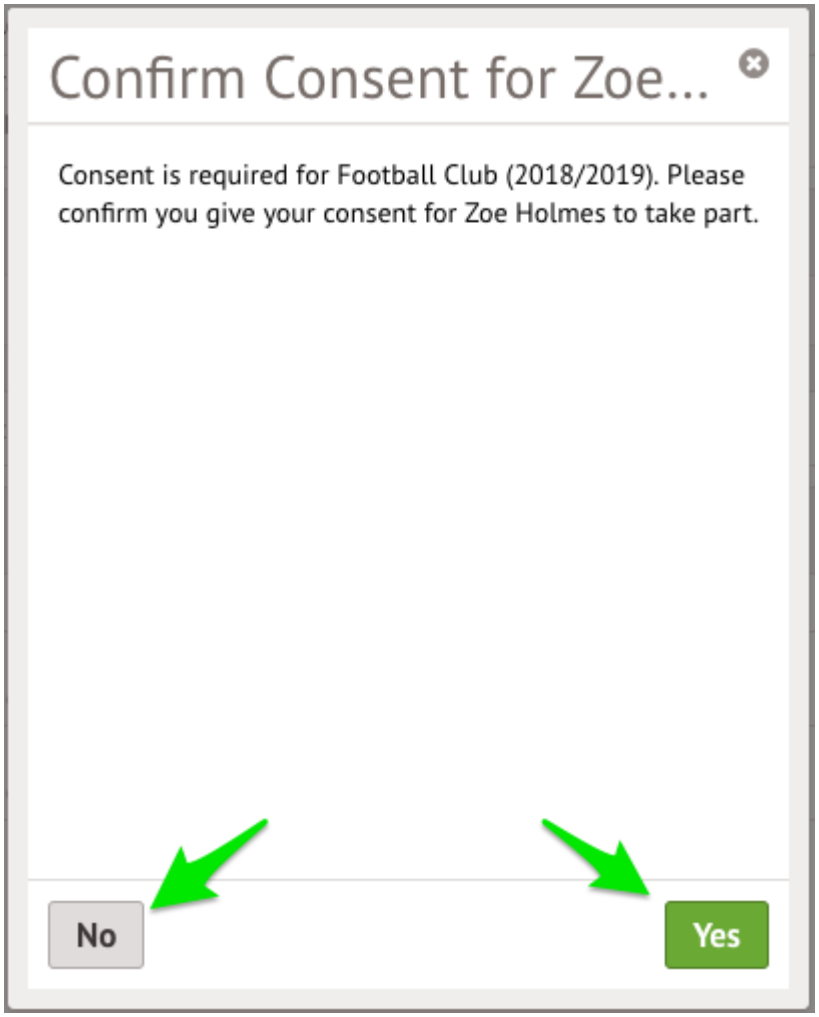
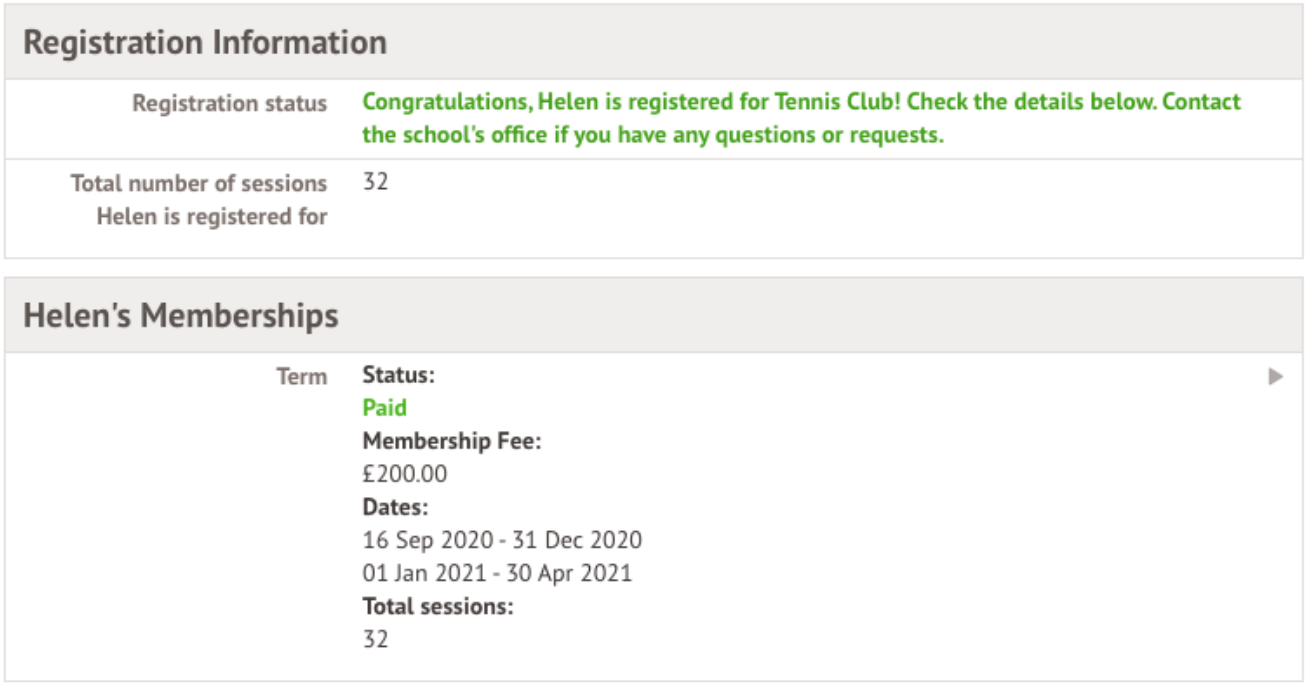
For example, here's what it may look like if you're using Monzo. (*Please note, we are not affiliated with Monzo, this is purely an example*)



Once we've been able to confirm your identity, the payment will be completed and your card will be charged. You'll see confirmation that the transaction has been successful.



If the school has requested that parents must confirm their consent for the child to attend the club, a box will pop up for consent to be confirmed. Click yes or no as appropriate.



You will then be returned to the club's information page, where the new membership(s) will now be displayed.