

Coventry HAF Booking system

Supported Bookings
User-Guide
(Schools)

Updated November 2022





Contents

Con	tents	. 1
1.	Supported bookings – Booking children from the same family	. 2
	,	
2.	Supported bookings – booking children from different families	.9

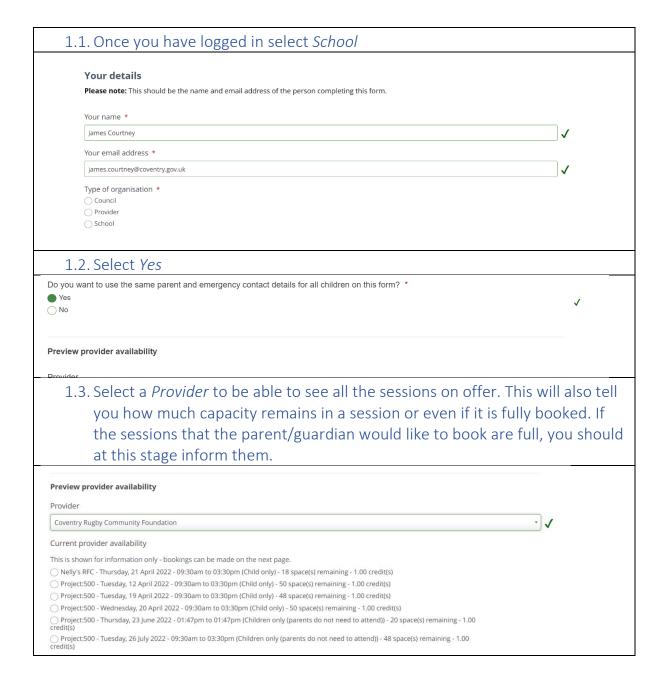
To access the HAF booking system, click on to the link below and log in with your Coventry MyAccount:

https://myaccount.coventry.gov.uk/service/Coventry_HAF___Supported

If you don't have a Coventry My Account, you can register for a Coventry MyAccount



1. Supported bookings – Booking children from the same family

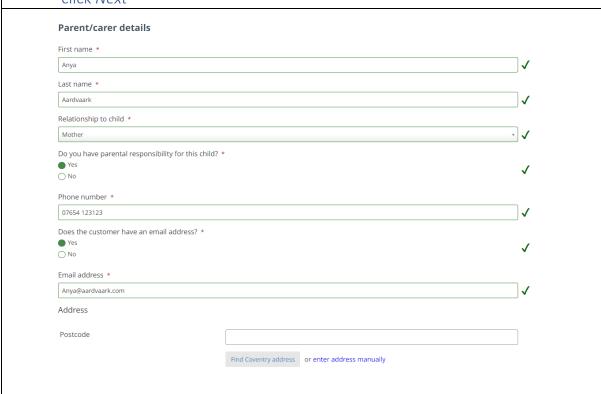




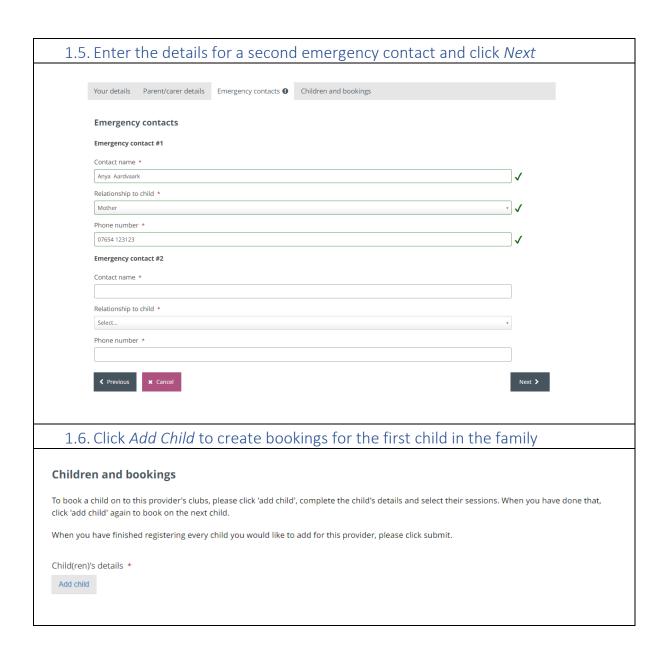




1.4. Enter the parent's details, using the postcode to search for their address and click *Next*













1.7. Read out the summary privacy notice and ask for their consent for the use of their data in this way.

Privacy	notice Child's details Bookings Additional needs Consent
Priva	cy notice
Please r this way	ead the summary privacy notice and let us know if you are happy for us to use your data in :
on to yo customo will not we need availabl	y City Council's HAF team will use your/ your child's personal information to book your child ur chosen club or activity and to help us improve our services, for example by sending you a er feedback survey. We will then share the data with the organisation providing the activity. We share your data collected for this purpose with anyone else unless the law says we have to or I to for safeguarding purposes. More information can be found in our full Privacy notice, e on our website.
the H	the child's details and click <i>Check details</i> . If the parent doesn't have AF code, please look it up for the parent using the spreadsheet shared schools via datalocker.
VVICII	SCHOOLS VIA MATALOCKEL.
	Privacy notice Child's details ① Bookings Additional needs Consent
	Child's details
	HAF code *
	e.g. HAFXYZ
	If the parent is unable to provide this, please state 'unavailable'.
	First name *
	Last name *
	Date of birth *
	Postcode *
	Check details



1.9. If you see this message, you can be confident the booking will be confirmed. Click <i>Next</i>
Status Details matched We have found and matched this child on our database. Please click next to continue the form.
1.10. If you see this message, please double check the details and click <i>Check Details</i> again. If you still recieve this message, please advise the parent that the details will be checked by the HAF team before the booking is confrmed and click <i>Next</i>
Status Details not matched Unfortunately, we couldn't find this child on our database using these details.
1.11. Select the by typing in the name of the club – you can see the number of credits a child has to book at the top. The maximum is 16 in summer and 4 in winter and Easter
Adam has used 0.00 credit(s) and has 16.00 credit(s) remaining. Bookings *
Check bookings



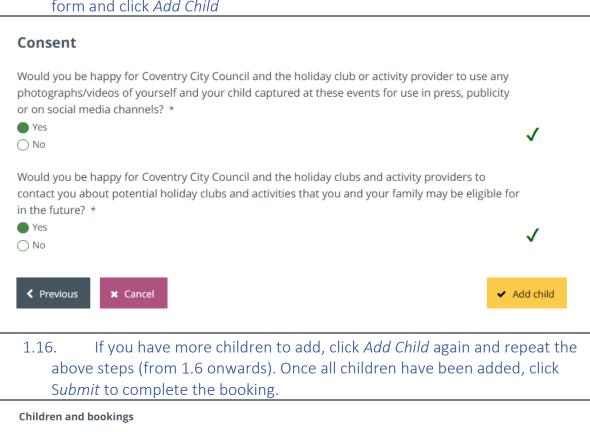


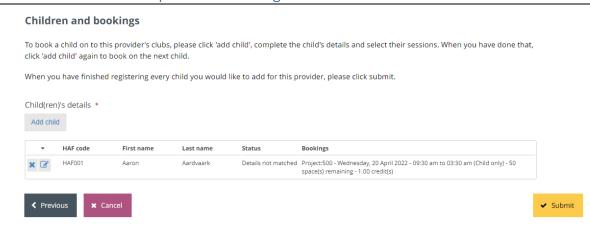


Select the session wanted to add it to the list. You can repeat 1.11 to 1.12. book other sessions, for all clubs and providers available, until all the childs credits have been used up. The number of credits a session costs is listed at the end of each session. $\underline{\text{CV}}\,\text{Life} - \text{Alan Higgs Centre} - \text{Tuesday, } 12\,\text{July } 2022 - 10:00\,\,\text{am to } 12:00\,\,\text{am (Children must be accompanied } 12:00\,\,\text{am (Chil$ by a parent/carer) - 3 space(s) remaining - 1.00 credit(s) CV Life - The Wave Easter Splash Event - Saturday, 23 July 2022 - 01:15 pm to 01:15 pm (Children only (parents do not need to attend)) - 48 space(s) remaining - 1.00 credit(s) CV Click on check bookings to verify that the sessions can be booked for the child. You will receive an error message if there are any problems. Check bookings Enter any additional needs that the child may have. When all are 1.14. entered, click Next. Child's details Additional needs Consent Privacy notice Bookings Additional needs Does your child have any special needs or disabilities? * O Yes ○ No Does your child have any medical needs that the provider should be aware of? * O Yes Does your child suffer from any food or drink allergies? * O Yes O No Does your child have any other dietary requirements? * Yes ○ No Does your child have access to the internet to be able to take part in online provision? * O Yes ○ No



1.15. Ask the parent these questions related to the use of the data in the form and click *Add Child*



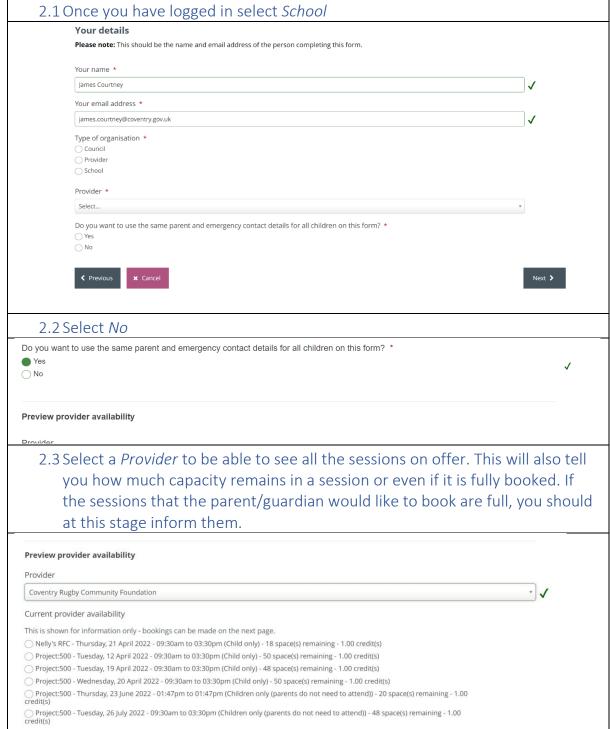








2. Supported bookings – Booking children from different families



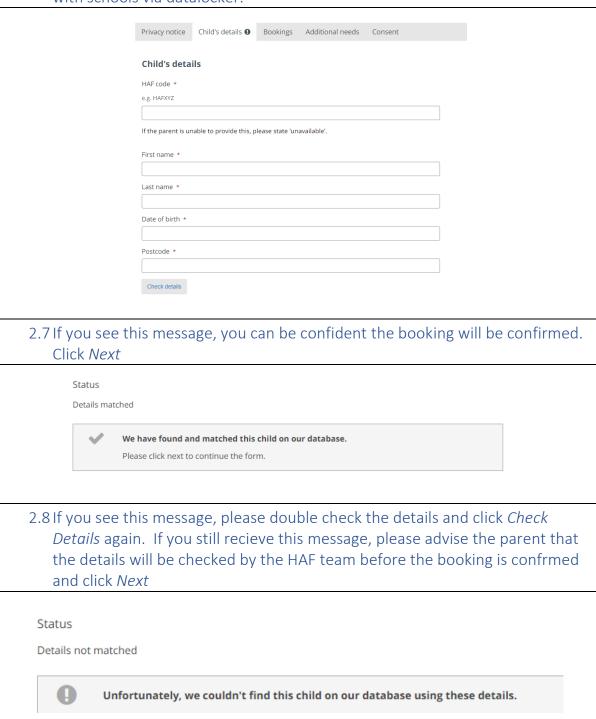


2.4 Click Add Child to add the a booking for the first child **Children and bookings** To book a child on to this provider's clubs, please click 'add child', complete the child's details and select their sessions. When you have done that, click 'add child' again to book on the next child. When you have finished registering every child you would like to add for this provider, please click submit. Child(ren)'s details * Add child 2.5 Read out the summary privacy notice and ask for their consent for the use of their data in this way. Child's details Bookings Additional needs Privacy notice Consent **Privacy notice** Please read the summary privacy notice and let us know if you are happy for us to use your data in this way: Coventry City Council's HAF team will use your/your child's personal information to book your child on to your chosen club or activity and to help us improve our services, for example by sending you a customer feedback survey. We will then share the data with the organisation providing the activity. We will not share your data collected for this purpose with anyone else unless the law says we have to or we need to for safeguarding purposes. More information can be found in our full Privacy notice, available on our website. I consent to the use of my personal information in this way





2.6 Fill in the child's details and click *Check details*. If the parent doesn't have the HAF code, please look it up for the parent using the spreadsheet shared with schools via datalocker.





2.9 Select the by typing in the name of the club – you can see the number of credits a child has to book at the top. The maximum is 16 in summer and 4 in winter and Easter
Adam has used 0.00 credit(s) and has 16.00 credit(s) remaining.
Bookings *
•
Check bookings
2.10 Select the session that is being booked. You can repeat 2.9 to book other sessions, for all clubs and providers available, until all the childs credits have been used up. The number of credits a session costs is listed at the end of each session.
CV Life - Alan Higgs Centre - Tuesday, 12 July 2022 - 10:00 am to 12:00 am (Children must be accompanied by a parent/carer) - 3 space(s) remaining - 1.00 credit(s)
<u>CV</u> Life - The Wave Easter Splash Event - Saturday, 23 July 2022 - 01:15 pm to 01:15 pm (Children only (parents do not need to attend)) - 48 space(s) remaining - 1.00 credit(s)
cv
Check bookings







2.11 Enter any additional needs that the child may have. When all are entered, click *Next*.

Additional needs Does your child have any special needs or disabilities? * Yes No Does your child have any medical needs that the provider should be aware of? * Yes No Does your child suffer from any food or drink allergies? * Yes
Additional needs Does your child have any special needs or disabilities? * Yes No Does your child have any medical needs that the provider should be aware of? * Yes No Does your child suffer from any food or drink allergies? * Yes
Does your child have any special needs or disabilities? * Yes No Does your child have any medical needs that the provider should be aware of? * Yes No Does your child suffer from any food or drink allergies? * Yes
Does your child have any special needs or disabilities? * Yes No Does your child have any medical needs that the provider should be aware of? * Yes No Does your child suffer from any food or drink allergies? * Yes
 Yes No Does your child have any medical needs that the provider should be aware of? * Yes No Does your child suffer from any food or drink allergies? * Yes
○ No Does your child have any medical needs that the provider should be aware of? * Yes No Does your child suffer from any food or drink allergies? * Yes
Does your child have any medical needs that the provider should be aware of? * Yes No Does your child suffer from any food or drink allergies? * Yes
○ Yes ○ No Does your child suffer from any food or drink allergies? * ○ Yes
○ No Does your child suffer from any food or drink allergies? * Yes
Does your child suffer from any food or drink allergies? * Yes
○ Yes
○ No
Does your child have any other dietary requirements? *
○ Yes
○ No
Does your child have access to the internet to be able to take part in online provision? *
○Yes
○ No

2.12 Enter the parent's details, using the postcode to search for their address and click *Next*









Enter the details for a second emergency contact and click Next 2.13 **Emergency contacts** Emergency contact #1 Contact name * Anya Aardvaark Relationship to child * Phone number * 07654 123123 Emergency contact #2 Contact name * Relationship to child * Select... Phone number * Ask the parent these questions related to the use of the data in the 2.14 form and click Add Child Consent Would you be happy for Coventry City Council and the holiday club or activity provider to use any photographs/videos of yourself and your child captured at these events for use in press, publicity or on social media channels? * Yes ○ No Would you be happy for Coventry City Council and the holiday clubs and activity providers to contact you about potential holiday clubs and activities that you and your family may be eligible for in the future? * Yes ○ No Previous Add child **x** Cancel



If you have more children to add, click Add Child again and repeat the 2.15 above steps (from 2.5 onwards). Once all children have been added, click

Submit. Children and bookings To book a child on to this provider's clubs, please click 'add child', complete the child's details and select their sessions. When you have done that, click 'add child' again to book on the next child. When you have finished registering every child you would like to add for this provider, please click submit. Child(ren)'s details * Add child HAF code First name Last name Details not matched Project:500 - Wednesday, 20 April 2022 - 09:30 am to 03:30 am (Child only) - 50 space(s) remaining - 1.00 credit(s) HAF001 ✓ Submit

