

Coventry HAF Booking system

Supported Bookings
User-Guide
(Family Hubs)

Updated November 2022





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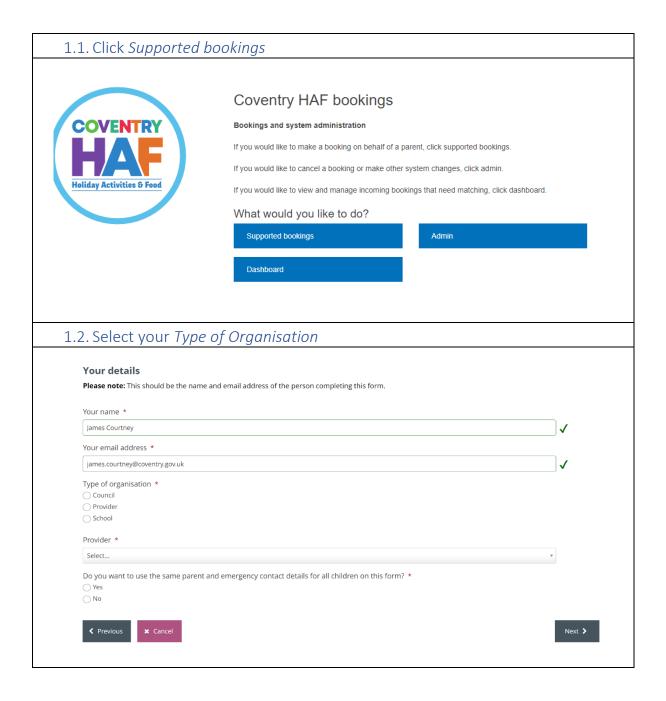
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To access the HAF booking system, click on to the link below:

https://coventrycc-dash.achieveservice.com/service/Coventry\_HAF



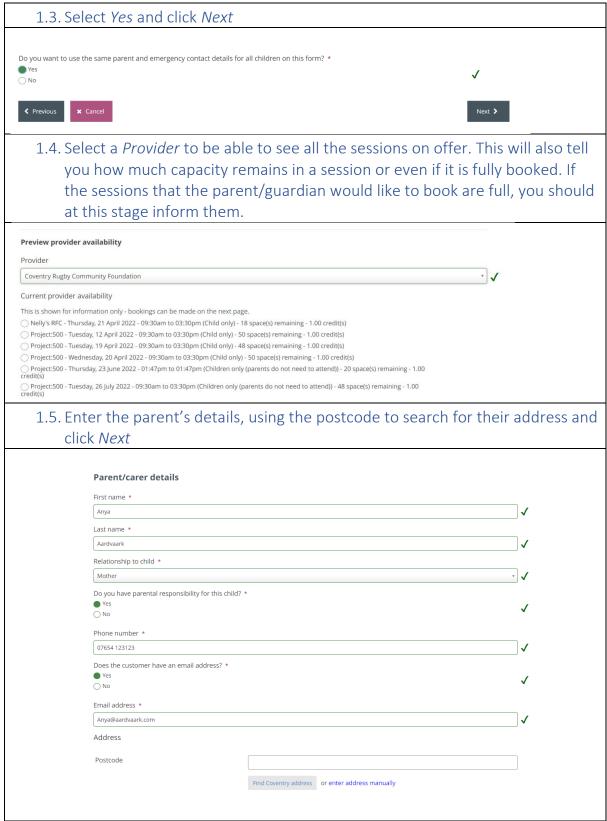
### 1. Supported bookings – Booking children from the same family



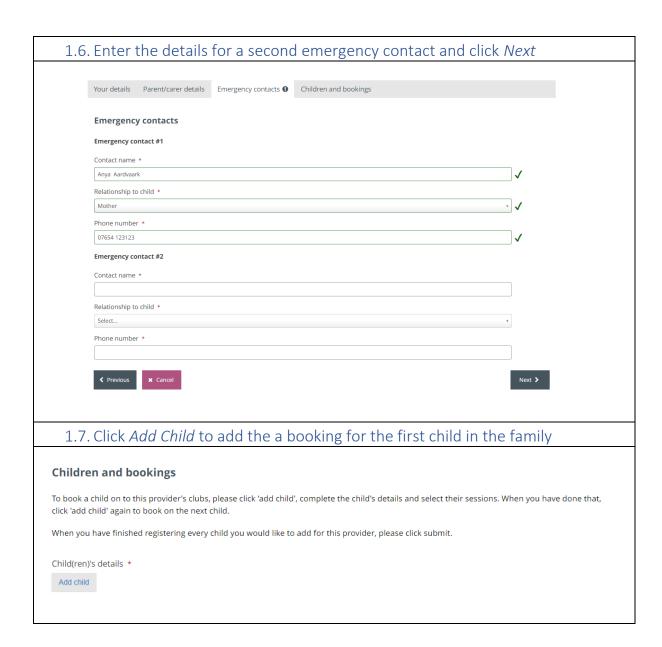


















1.8. Read out the summary privacy notice and ask for their consent for the use of their data in this way.

Privacy notice	Child's details Bool	kings Additiona	I needs Cons	ent							
Privacy notice											
											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											
1.9. Fill in the c	child's details an	d click <i>Check</i>	details. If	the parent do	esn't have						
	ode, please look			•							
	e: https://covent		F		,						
	eveservice.com/s		entry HAF	Code searc	cher						
		,									
Privacy	cy notice Child's details	<b>B</b> ookings A	dditional needs	Consent							
Child	d's details										
HAF co	ode *										
e.g. HA	AFXYZ										
If the p	parent is unable to provide thi	s, please state 'unavai	lable'.								
First na	name *										
Last na	Last name *										
Date o	Date of birth *										
Postco	Postcode *										
	Check details										
Check	ik detālis										



1.10. 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.					
1.11. If you see this message, please double check the details and click Check Details 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 Next					
Status  Details not matched  Unfortunately, we couldn't find this child on our database using these details.					
1.12. Select the activity 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					



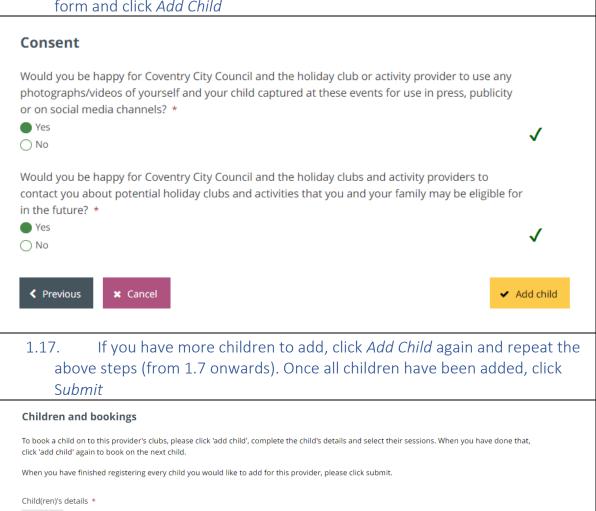


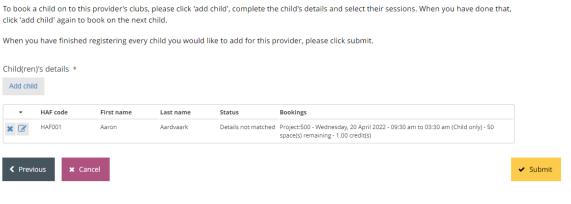


Select the session that is being booked. You can repeat 1.12 to book 1.13. other sessions, for all clubs and providers available, until all the childs credits have been used up. The number of credits a session costs is listed at the end of each session.  $\underline{\text{CV}}\,\text{Life} - \text{Alan Higgs Centre} - \text{Tuesday, } 12\,\text{July } 2022 - 10:00\,\,\text{am to } 12:00\,\,\text{am (Children must be accompanied } 12:00\,\,\text{am (Chil$ 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 1.15. entered, click Next. Child's details Bookings Privacy notice Additional needs **9** Consent Additional needs Does your child have any special needs or disabilities? \* O Yes O No Does your child have any medical needs that the provider should be aware of? \* Does your child suffer from any food or drink allergies? \* O Yes ○ No Does your child have any other dietary requirements? \* Does your child have access to the internet to be able to take part in online provision? \* O Yes ○ No



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



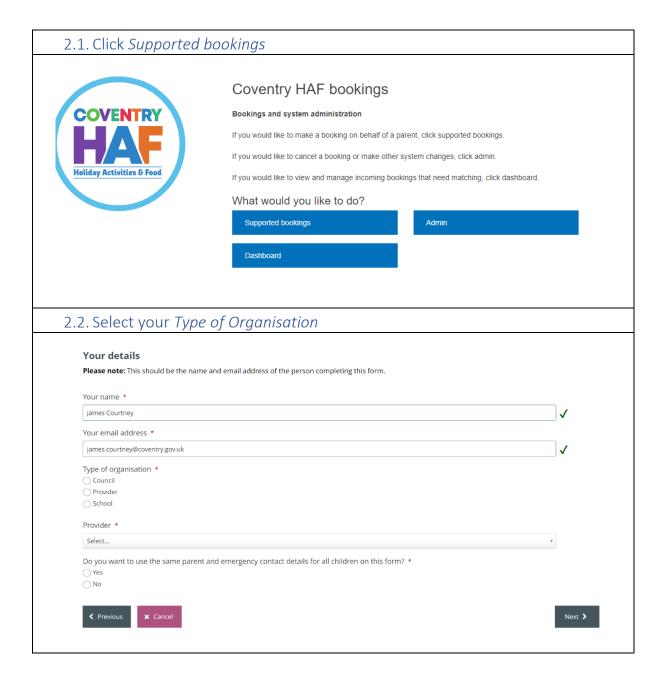








2. Supported bookings – Booking children from different families





	2.1 Select <i>No</i> and click <i>Next</i>
Do you wa	ant to use the same parent and emergency contact details for all children on this form? *
	2.2 Select a <i>Provider</i> to be able to see all the sessions on offer. This will also tell you how much capacity remains in a session or even if it is fully booked. If the sessions that the parent/guardian would like to book are full, you should at this stage inform them.
Preview prov	ider availability
Provider	
Coventry Rugh	y Community Foundation
Current provid	der availability
This is shown fo	or information only - bookings can be made on the next page.
Nelly's RFC -	Thursday, 21 April 2022 - 09:30am to 03:30pm (Child only) - 18 space(s) remaining - 1.00 credit(s)
Project:500 -	Tuesday, 12 April 2022 - 09:30am to 03:30pm (Child only) - 50 space(s) remaining - 1.00 credit(s)
Project:500 -	Tuesday, 19 April 2022 - 09:30am to 03:30pm (Child only) - 48 space(s) remaining - 1.00 credit(s)
Project:500 -	W. L. J. 204 (1992) 20 20 (1992) 47 21 11 11 12 22 43 44 45 45 45 45 45 45 45 45 45 45 45 45
Project:500 -	Wednesday, 20 April 2022 - 09:30am to 03:30pm (Child only) - 50 space(s) remaining - 1.00 credit(s)
credit(s)	Wednesday, 20 April 2022 - 09:30am to 03:30pm (Child only) - 50 space(s) remaining - 1.00 credit(s) Thursday, 23 June 2022 - 01:47pm to 01:47pm (Children only (parents do not need to attend)) - 20 space(s) remaining - 1.00







#### 2.3 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

## 2.4 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

#### **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



2.5 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 HAF code search, found here: <a href="https://coventrycc-dash.achieveservice.com/service/Coventry HAF">https://coventrycc-dash.achieveservice.com/service/Coventry HAF</a> Code searcher

Privacy notice Child's details

Bookings Additional needs Consent

Child's details

HAF code \*
e.g. HAFNYZ

If the parent is unable to provide this, please state 'unavailable'.

First name \*

Last name \*

Date of birth \*

Postcode \*

Check details

Check details

2.6 If you see this message, you can be confident the booking will be confirmed. Click *Next* 



2.7 If you see this message, please double check the details and click *Check Details* 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 *Next* 

Status

Details not matched



Unfortunately, we couldn't find this child on our database using these details.







2.8 Select the activity 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 2.9 Select the session that is being booked. You can repeat 2.8 to book other sessions, for all clubs and providers available. 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)  $\underline{\text{CV}}\,\text{Life} - \text{The Wave Easter Splash Event} - \text{Saturday, 23 July 2022} - 01:15\,\text{pm to 01:15 pm (Children only 1.00)}$ (parents do not need to attend)) - 48 space(s) remaining - 1.00 credit(s) CV Check bookings



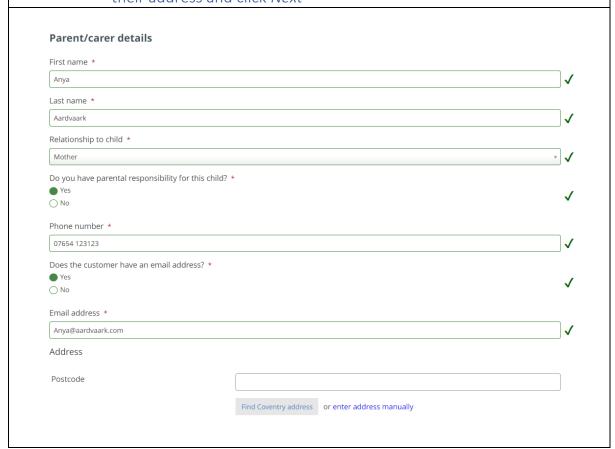
# 2.10 Enter any additional needs that the child may have. When all are entered, click *Next*.

are enter	red, click <i>Ne.</i>	Xt.				
Privacy notice	Child's details	Bookings	Additional needs <b>①</b>	Consent		
Fillwacy flotice	Crilia 3 details	DOOKINGS	Additional fleeds •	Consent		
Additional n	eeds					
Doos your shild h	aaya any spacial na	ade or dieabili	tios? *			
Does your child have any special needs or disabilities? *  Yes						
○ No						
•	lave any medical ne	eeds that the p	provider should be aware	e of? *		
○ Yes ○ No						
0 110						
Does your child s	uffer from any food	d or drink alle	rgies? *			
Yes						
○ No						
Does your child h	nave any other dieta	ary requireme	nts? *			
○ Yes						
○ No						
Does your child h	nave access to the in	nternet to be	able to take part in online	provision? *		
○ Yes						
○ No						

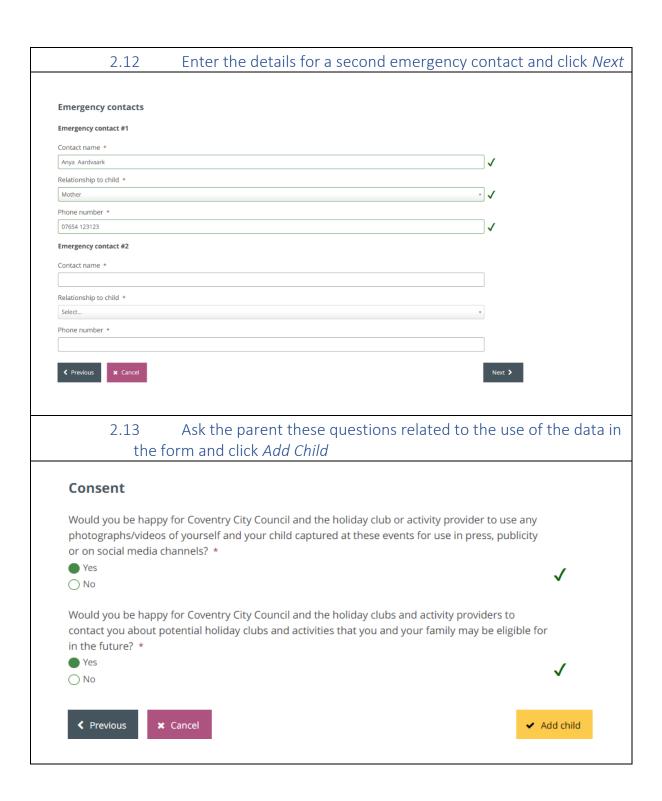




# 2.11 Enter the parent's details, using the postcode to search for their address and click *Next*













2.14 If you have more children to add, click *Add Child* again and repeat the above steps (from 2.3 onwards). Once all children have been added click *Submit* 

# 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 The HAF code First name Last name Status Bookings HAF001 Aaron Aardvaark 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) Child(ren)'s details \* Add child The Foode First name Last name Status Bookings The Foode First name Last name Status Bookings Project:500 - Wednesday, 20 April 2022 - 09:30 am to 03:30 am (Child only) - 50 space(s) remaining - 1.00 credit(s)

