

Coventry HAF Booking system

Provider

User-Guide

UpdatedNovember 2022





Contents

Cont	tents	1
1.	Reviewing club details	2
2.	Reviewing session details	4
3.	Supported bookings – Booking children from the same family	6
4.	Supported bookings – booking children from different families	13
5.	Viewing bookings	21
6.	Cancelling bookings	22
7.	Download Bookings	23
8.	Logging attendance – 1 day sessions	24
9.	Logging attendance – 1 week of sessions	25

To access your bookings, you will need to <u>set up a Coventry myaccount</u> and then click the link below:

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

Access to the bookings is set up against the grant applicant's myaccount. If others in the organisation need access, grant applicants should email <u>haf@coventry.gov.uk</u>.



1. Reviewing club details

1.1. Click Provider adr	nin
COVENTRY HOLIday Activities & Food	Coventry HAF bookings We are excited to see you here! If you would like to make a booking on behalf of a parent, click supported bookings. If you would like to viewing your bookings, cancel a booking or amend your cub details, click provider admin. What would you like to do? Supported bookings
1.2. Select <i>Update clu</i>	b details
	hat would you like to do? * Update club details) Update session details) View or cancel bookings
1.3. Select the club yo	ou wish to review or update
Provider * Feeding Coventry Club * Foleshill Gardening Sessions Select Foleshill Gardening Sessions	







TOVIDEI	*			_				
Feeding	Coventr	у						v
Club *								
Feeding	Coventr	y – Grov	v Kids	_	_	_		
Jame *								
Feeding	Coventr	y – Grov	v Kids					
Descripti								
File v	on " Edit -	Insert -	View -	Form	nat -	Tools	S 7	
6 7	B	<u>I</u> U		: 3		B		Verdana v 11pt v
Vinimum	age *							
	age "							
-								
	1 age *							
/enue na	ime *							
Foleshill	Commu	nity Cen	tre					
/enue po	stcode	*						
CV6 5HS	;							
1.5.	lf yc Prei	ou ar viou:	re ha s to g	ppy go b	/ W bacl	ith k o	the c r <i>Can</i>	lub details, select the next club to review, <i>cel</i> to return to the home page. If you make any



2. Reviewing session details

2.1. Click Provider adn	nin
COVENTRY HALAS Holiday Activities & Food	Coventry HAF bookings We are excited to see you here! If you would like to make a booking on behalf of a parent, click supported bookings. If you would like to viewing your bookings, cancel a booking or amend your cub details, click provider admin. What would you like to do? Supported bookings
2.2. Select Update ses	sion details
	Vhat would you like to do? *) Update club details) Update session details) View or cancel bookings
2.3. Select the club w	th the sessions you wish to update
Provider * Feeding Coventry Club * Foleshill Gardening Sessions Select Foleshill Gardening Sessions	







2.4. Click on t update	he pen a	and paper icon n	ext to the sessio	on you wisl	n to review or
	Session	S *			
	Auu se	551011			
	-	Start	End	Hours	
	7	21/02/2022 10:00:00	21/02/2022 12:30:00	3.00	
	ß	11/04/2022 09:00:00	11/04/2022 18:00:00	9.00	
2.5. If you are session. I courtesy so that th	happy w f you wis e-mail to e team a	vith the session of sh to make any c haf@coventry.g are up to date.	details, click <i>Can</i> hanges, click <i>Up</i> gov.uk to let the	<i>cel Edit</i> to odate Reco m know w	review the next and drop a hat's changed
🗙 Cancel Edit					✓ Update Record



3. Supported bookings – Booking children from the same family

3.1. Click Supported	bookings	
COVENTRY HAAS Holiday Activities & Food	Coventry HAF bookings We are excited to see you here! If you would like to make a booking on behalf of a parent, click supported bookings. If you would like to viewing your bookings, cancel a booking or amend your cub details, click provider admin. What would you like to do? Supported bookings	
3.2. Select your Type Your details Please note: This should be the nam Your name *	e of Organisation ne and email address of the person completing this form.	
Your email address * james.courtney@coventry.gov.uk Type of organisation * Council Provider School	\checkmark	
Provider * Select Do you want to use the same paren Yes No	* It and emergency contact details for all children on this form? *	
Previous X Cancel	Next 🔰	







· 1

3.3. Select Yes

Do you want to use the same parent and emergency contact details for all children on this form? *

	Yes
0	No

Preview provider availability

3.4. Select a *Provider* 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 provider availability

Provider

Coventry Rugby Community Foundation

Current provider availability

This is shown for 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)

O Project:500 - Tuesday, 12 April 2022 - 09:30am to 03:30pm (Child only) - 50 space(s) remaining - 1.00 credit(s)

O Project:500 - Tuesday, 19 April 2022 - 09:30am to 03:30pm (Child only) - 48 space(s) remaining - 1.00 credit(s)

O Project:500 - Wednesday, 20 April 2022 - 09:30am to 03:30pm (Child only) - 50 space(s) remaining - 1.00 credit(s)

Project:500 - Thursday, 23 June 2022 - 01:47pm to 01:47pm (Children only (parents do not need to attend)) - 20 space(s) remaining - 1.00 credit(s)

Project:500 - Tuesday, 26 July 2022 - 09:30am to 03:30pm (Children only (parents do not need to attend)) - 48 space(s) remaining - 1.00 credit(s)

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

First name *		
Anya		\checkmark
Last name *		
Aardvaark		\checkmark
Relationship to child *		
Mother		▼ √
Do you have parental responsibility for thi	s child? *	
Yes		1
⊖ No		v
Phone number *		
07654 123123		\checkmark
Does the customer have an email address	? *	
Yes		./
⊖ No		v
Email address *		
Anya@aardvaark.com		✓
Address		
Postcode]

Department for Education

	Your details Parent/carer details Emergency contacts 0 Children and bookings
	Emergency contacts
	Emergency contact #1
	Contact name *
	Anya Aardvaark
	Relationship to child *
	Mother * 🗸
	Phone number *
	07654 123123
	Emergency contact #2
	Contact name *
	Relationship to child *
	Select *
	Phone number *
	< Previous X Cancel Next >
3.7	'. Click Add Child to add the a booking for the first child in the family
Childr	en and bookings
To book click 'ado	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 t d child' again to book on the next child.
When yo	u have finished registering every child you would like to add for this provider, please click submit.
Child(rer	n)'s details *







Privacy notice Child's details Bookings Additional needs Consent Privacy notice Pickase read the summary privacy notice and let us know if you are happy for us to use your data in this way: Coventy 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 purposes 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. Image: Consent to the use of my personal information in this way Fill in the child's details and click Check details. If the parent doesn't Hethe HAF code, please state unavailable. Privacy notice Child's details Privacy notice Child's details Bookings Additional needs Consent Last name *						
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 FIII in the child's details and click <i>Check details</i> . If the parent doesn't fe the HAF code, please state unavailable. Privacy notice Child's details HAF code * e.g. HAFXY2 I the parent is unable to provide this, please state 'unavailable'. First name * Date of birth * Date of birth * Postcode * Comments Provide the team of the sent set of thick set of the sent set of the s	Privacy notice	Child's details	Bookings	Additional needs	Consent	
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. Fill in the child's details and click <i>Check details</i> . If the parent doesn't h the HAF code, please state unavailable. Privacy notice Child's details 0 Bookings Additional needs Consent Child's details HAF code * e.g. HAFXYZ Last name * Last name * Date of birth * Date of birth * Postcode * Conserted	Privacy noti	ce				
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. consent to the use of my personal information in this way Fill in the child's details and click <i>Check details</i> . If the parent doesn't fe the HAF code, please state unavailable. Privacy notice Child's details 0 Bookings Additional needs Consent Child's details HAF code * e.g. HAFXVZ first name * Last name * Date of birth * Postcode *	Please read the s this way:	ummary privacy no	itice and let us	know if you are happy i	for us to use your data in	
I consent to the use of my personal information in this way Fill in the child's details and click <i>Check details</i> . If the parent doesn't h the HAF code, please state unavailable. Privacy notice Child's details 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 * Postcode * Chart details	Coventry City Cou on to your chose customer feedba will not share you we need to for sa available on our y	uncil's HAF team wil n club or activity an ck survey. We will th ır data collected for feguarding purpose website.	ll use your/ you d to help us im hen share the o r this purpose v es. More inforr	ur child's personal infor nprove our services, for data with the organisati with anyone else unless mation can be found in	mation to book your child example by sending you a ion providing the activity. V s the law says we have to o our full Privacy notice,	Ve r
Fill in the child's details and click <i>Check details</i> . If the parent doesn't he HAF code, please state unavailable. Privacy notice Child's details 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 * Date of birth * Postcode * Chack retails	I consent to the	e use of my personal i	information in tl	his way		
Fill in the child's details and click <i>Check details</i> . If the parent doesn't he the HAF code, please state unavailable. Privacy notice Child's details Privacy notice Child's details Bookings Additional needs Consent Child's details HAF code * e.g. HAFXYZ I the parent is unable to provide this, please state 'unavailable'. First name * Date of birth * Postcode * Check details Check details						
the HAF code, please state unavailable. Privacy notice Child's details Bookings Additional needs Consent Child's details HAF code * e.g. HAFXYZ	Fill in the c	hild's detail	ls and clie	ck Check detai	ils. If the parent	t doesn't h
Privacy notice Child's details Bookings Additional needs Consent Child's details Bookings Additional needs Consent HAF code * e.g. HAFXYZ	the HAF co	de, please s	state una	available.		
Privacy notice Child's details 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 * [] Date of birth * [] Postcode * [] Check details						
Child's details HAF code * e.g. HAFXYZ I the parent is unable to provide this, please state 'unavailable'. First name * Last name * Date of birth * Postcode * Output details			_			
Child's details HAF code * e.g. HAFXYZ	Privacy notice	e Child's details	s 🛛 Booki	ngs Additional nee	eds Consent	
HAF code * e.g. HAFXYZ	Privacy notice	e Child's details	s 🕒 Bookin	ngs Additional nee	eds Consent	
e.g. HAFXYZ	Privacy notice Child's de	e Child's details	s 🜒 Bookin	ngs Additional nee	eds Consent	
If the parent is unable to provide this, please state 'unavailable'. First name * Last name * Date of birth * Postcode *	Privacy notice Child's de HAF code *	e Child's details	s 🜒 Bookin	ngs Additional nee	eds Consent	
If the parent is unable to provide this, please state 'unavailable'. First name * Last name * Date of birth * Postcode * Check details	Privacy notice Child's de HAF code * e.g. HAFXYZ	e Child's details	s O Bookin	ngs Additional nee	eds Consent	
First name * Last name * Date of birth * Postcode * Check details	Privacy notice Child's de HAF code * e.g. HAFXYZ	e Child's details	s 9 Bookin	ngs Additional nee	eds Consent	
First name *	Privacy notice Child's de HAF code * e.g. HAFXYZ	Child's details	s O Bookin	ngs Additional nee	eds Consent	
Last name * Date of birth * Postcode * Check details	Privacy notice Child's de HAF code * e.g. HAFXYZ [] If the parent is	Child's details	s 9 Bookin this, please sta	ngs Additional nee te 'unavailable'.	eds Consent	
Last name *	Privacy notice Child's de HAF code * e.g. HAFXYZ If the parent is First name *	Child's details	s 9 Bookin this, please sta	ngs Additional nee te 'unavailable'.	eds Consent	
Date of birth * Postcode * Check details	Privacy notice Child's de HAF code * e.g. HAFXYZ If the parent is First name *	Child's details	s 9 Bookin	ngs Additional nee	eds Consent	
Date of birth *	Privacy notice Child's de HAF code * e.g. HAFXYZ If the parent is First name * Last name *	Child's details	s 9 Bookin	ngs Additional nee te 'unavailable'.	eds Consent	
Postcode *	Privacy notice Child's de HAF code * e.g. HAFXYZ If the parent is First name * Last name *	Child's details	s 9 Bookin	ngs Additional nee	eds Consent	
Postcode *	Privacy notice Child's de HAF code * e.g. HAFXYZ If the parent is First name * Last name *	Child's details	s 9 Bookin	ngs Additional nee	eds Consent	
Postcode *	Privacy notice Child's de HAF code * e.g. HAFXYZ If the parent is First name * Last name * Date of birth	e Child's details tails sunable to provide t	s 9 Bookin	ngs Additional nee	eds Consent	
Check details	Privacy notice Child's de HAF code * e.g. HAFXYZ If the parent is First name * Last name * Date of birth	Child's details	s 9 Bookin	ngs Additional nee	eds Consent	
Check details	Privacy notice Child's de HAF code * e.g. HAFXYZ If the parent is First name * Last name * Date of birth Postcode *	Child's details	s 0 Bookin	ngs Additional nee	eds Consent	
	Privacy notice Child's de HAF code * e.g. HAFXYZ If the parent is First name * Last name * Date of birth Postcode *	Child's details	s 9 Bookin	ngs Additional nee	eds Consent	

Department for Education

	3.10. 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.
	3.11. 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.
·	3.12. Select the session 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
Department for Education	





3.13. Select the session that is being booked. You can repeat 3.12 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.
<u>CV</u> 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)
3.14. 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
3.15. Enter any additional needs that the child may have. When all are entered, click <i>Next</i> .
Privacy notice Child's details Bookings Additional needs 9 Consent
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 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

Department for Education

Ø.

3.16. fc	Ask th orm and clic	e parent thes ck <i>Add Child</i>	e questio	ns related to the use of the	data in the
Conse	nt				
Would yc photogra or on soc Yes No	u be happy for phs/videos of <u>y</u> ial media chan	Coventry City Cou yourself and your onels? *	incil and the child capture	holiday club or activity provider to use d at these events for use in press, pub	e any blicity ✓
Would yc contact y in the fut Yes No	ou be happy for ou about poter ure? *	Coventry City Countrial holiday clubs	incil and the and activities	holiday clubs and activity providers to that you and your family may be elig	ible for
Previo	bus 🗙 Car	ncel			✓ Add child
3.17. al St	If you bove steps ubmit	have more ch (from 3.7 onv	ildren to vards). O	add, click <i>Add Child</i> again a nce all children have been a	nd repeat the added, click
Children To book a ch click 'add chi When you ha Child(ren)'s d Add child	and bookings ild on to this provider Id' again to book on ti ave finished registerin details *	's clubs, please click 'add c he next child. g every child you would lik	hild', complete the e to add for this p	child's details and select their sessions. When you hav	ve done that,
	AF code First na	me Last name	Status	Bookings	
< Previous	Cancel	Aardvaark	Details not matched	Project:500 - Wednesday, 20 April 2022 - 09:30 am to 03:30 am (Child space(s) remaining - 1.00 credit(s)	✓ Submit







4. Supported bookings – booking children from different families

	4.1. Click Supported bookings
	COVENTRY Base excited to see you here! Holiday Activities & Food If you would like to make a booking on behalf of a parent, click supported bookings. If you would like to viewing your bookings, cancel a booking or amend your cub details, click provider admin. What would you like to do? Supported bookings
	4.2. Select your Type of Organisation
	Your details Please note: This should be the name and email address of the person completing this form.
	Your name * James Courtney ✓
	Your email address *
	Type of organisation * Council Provider School
	Provider * Select Do you want to use the same parent and emergency contact details for all children on this form? *
	Yes No ✓ Previous ★ Cancel Next >
	4.3. Select No
	Do you want to use the same parent and emergency contact details for all children on this form? * ● Yes ○ No
	Preview provider availability
Department for Education	

4.4. Select a *Provider* 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 provider availability
	Provider
	Coventry Rugby Community Foundation
	Current provider availability
	This is shown for 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)
	O Project:500 - Tuesday, 12 April 2022 - 09:30am to 03:30pm (Child only) - 50 space(s) remaining - 1.00 credit(s)
	O Project:500 - Tuesday, 19 April 2022 - 09:30am to 03:30pm (Child only) - 48 space(s) remaining - 1.00 credit(s)
	🔿 Project:500 - Wednesday, 20 April 2022 - 09:30am to 03:30pm (Child only) - 50 space(s) remaining - 1.00 credit(s)
	Project:500 - Thursday, 23 June 2022 - 01:47pm to 01:47pm (Children only (parents do not need to attend)) - 20 space(s) remaining - 1.00 credit(s)
	Project:500 - Tuesday, 26 July 2022 - 09:30am to 03:30pm (Children only (parents do not need to attend)) - 48 space(s) remaining - 1.00 credit(s)
4.5. Cl	ick Add Child to add the a booking for the first child
Children	and bookings
To book a ch click 'add chi	nild on to this provider's clubs, please click 'add child', complete the child's details and select their sessions. When you have done that, ild' 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







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 yourly 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 there share the data with the organisation providing the at boty. 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.
	C Learnerst to the use of my personal information in this way
4.7. Fill in th	ne child's details and click <i>Check details</i> . If the parent doesn't have
the HAI	- code, please state unavailable.
Privacy potice	Child's details 0 Bookings Additional needs Consent
Privacy notice	Child's details To bookings Additional needs Consent
Child's deta	
HAF code *	ails
HAF code * e.g. HAFXYZ	ails
HAF code * e.g. HAFXYZ	nails
HAF code * e.g. HAFXYZ	nable to provide this, please state 'unavailable'.
HAF code * e.g. HAFXYZ If the parent is u First name *	nable to provide this, please state 'unavailable'.
HAF code * e.g. HAFXYZ If the parent is u First name *	nable to provide this, please state 'unavailable'.
HAF code * e.g. HAFXYZ If the parent is u First name *	nable to provide this, please state 'unavailable'.
HAF code * e.g. HAFXYZ If the parent is u First name *	nable to provide this, please state 'unavailable'.
HAF code * e.g. HAFXYZ If the parent is u First name * Last name * Date of birth *	nable to provide this, please state 'unavailable'.
HAF code * e.g. HAFXYZ If the parent is u First name * Last name * Date of birth *	nable to provide this, please state 'unavailable'.
HAF code * e.g. HAFXYZ If the parent is u First name * Last name * Date of birth *	nable to provide this, please state 'unavailable'.
HAF code * e.g. HAFXYZ If the parent is u First name * Last name * Date of birth *	nable to provide this, please state 'unavailable'.



Details mate	
	hed
~	We have found and matched this child on our database.
4.9. lf y	ou see this message, please double check the details and click <i>Check</i>
Det	details will be checked by the HAE team before the backing is confirmed
and	click Next
atus	
ataile not n	atchad
etalis not n	hatched
0	Unfortunately, we couldn't find this shild an own database wing these data's
	onfortunately, we couldn't find this child on our database using these details.
1 10	Select the session by typing in the name of the club you can see the
4.10. nur	mber of credits a child has to book at the top. The maximum is 16 in
sur	nmer and 4 in winter and Easter
Adam ha	as used 0.00 credit(s) and has 16.00 credit(s) remaining.
Booking	S *







4.11. Select the session that is being booked. You can repeat 4.10 to book other sessions, for all clubs and providers available, until all the child's credits have been used up. The number of credits a session costs is listed at the end of each session.	t
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)	
см	
4.12. 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	
4.13. Enter any additional needs that the child may have. When all are entered, click <i>Next</i> .	
Privacy notice Child's details Bookings Additional needs O Consent	
Additional needs	
Does your child have any special needs or disabilities? *	
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 other dietary requirements? * Yes No	
Does your child have access to the internet to be able to take part in online provision? * Yes No 	

Department for Education

444	
Parent/c	arer details
First para	*
Anva	·
Lost nome	
Aardvaark	·
Belationshir	to shild *
Mother	
Do you boy	n parantal responsibility for this shild? *
Yes	parental responsibility for this child? *
⊖ No	
Phone num	ber *
07654 1231	23
Does the cu	stomer have an email address? *
Yes	
⊖ No	
Email addre	SS *
Anya@aard\	jaark.com
Address	
Postcode	







Emergency conta	cts				
mergency contact #1					
ontact name *					
Anya Aardvaark				✓	
Relationship to child *					
Mother				* 🗸	
Phone number *					
07654 123123				v	
mergency contact #2					
Contact name *					
Relationship to child *					
Select				¥	
Phone number *					
≮ Previous X Ca	hcel			Nex	•
<pre></pre>	Ask the paren	t these quest	ions related to	o the use of t	he data in the
< Previous X Ca 4.16. form	Ask the paren	t these quest Child	ions related to	o the use of t	he data in the
<pre>4.16. form Consent</pre>	Ask the paren and click <i>Add C</i>	t these quest Child	ions related to	o the use of t	he data in the
< Previous X Ca 4.16. form Consent	Ask the paren and click <i>Add C</i>	t these quest Child	ions related to	o the use of t	he data in the
<pre>4.16. form Consent Would you b</pre>	Ask the paren and click Add C	t these quest Child ⁷ City Council and th	ions related to	o the use of t	he data in the
<pre>4.16. form Consent Would you b photographs</pre>	Ask the paren and click Add C e happy for Coventry /videos of yourself a	t these quest Child ⁷ City Council and th nd your child captu	ions related to ne holiday club or ac ired at these events	o the use of t ctivity provider to u for use in press, p	he data in the use any ublicity
4.16. form Consent Would you b photographs or on social i	Ask the paren and click Add (e happy for Coventry /videos of yourself a nedia channels? *	t these quest Child r City Council and th nd your child captu	ions related to ne holiday club or ac ired at these events	o the use of t ctivity provider to u for use in press, p	he data in the use any ublicity
4.16. form Consent Would you b photographs or on social or yes	Ask the paren and click Add C e happy for Coventry /videos of yourself a nedia channels? *	t these quest Child r City Council and th nd your child captu	ions related to	o the use of t ctivity provider to u for use in press, p	he data in the use any ublicity
4.16. form Consent Would you b photographs or on social Yes No	Ask the paren and click Add C e happy for Coventry /videos of yourself a nedia channels? *	t these quest Child City Council and th nd your child captu	ions related to	o the use of t ctivity provider to u for use in press, p	he data in the use any ublicity
4.16. form Consent Would you b photographs or on social f Yes No Would you b	Ask the paren and click Add C e happy for Coventry /videos of yourself a media channels? *	t these quest Child City Council and the nd your child captu	ions related to	o the use of t ctivity provider to u for use in press, p	he data in the use any ublicity
4.16. form Consent Would you b photographs or on social Yes No Would you b contact you	Ask the paren and click Add (e happy for Coventry /videos of yourself a media channels? *	t these quest Child City Council and th nd your child captu	ions related to	o the use of t ctivity provider to u for use in press, p	he data in the use any ublicity to
4.16. form Consent Would you b photographs or on social i Yes No Would you b contact you b in the future	Ask the paren and click Add (e happy for Coventry /videos of yourself a media channels? * e happy for Coventry about potential holid ? *	t these quest Child City Council and th nd your child captu City Council and th ay clubs and activit	ions related to ne holiday club or ac ired at these events ne holiday clubs and ies that you and you	o the use of t o the use of t ctivity provider to u for use in press, p d activity providers ur family may be el	he data in the use any ublicity to ligible for
4.16. form 4.16. Consent Would you b photographs or on social i Yes No Would you b contact you in the future Yes	Ask the paren and click Add C e happy for Coventry /videos of yourself a media channels? * e happy for Coventry about potential holid ? *	t these quest Child City Council and the nd your child captu	ions related to ne holiday club or ac ired at these events ne holiday clubs and ies that you and you	o the use of t ctivity provider to u for use in press, p d activity providers ur family may be el	he data in the use any ublicity to ligible for
4.16. form 4.16. form Consent Would you b photographs or on social i Yes No Would you b contact you in the future Yes No	Ask the paren and click Add C e happy for Coventry /videos of yourself a media channels? * e happy for Coventry about potential holid ? *	t these quest Child City Council and th nd your child captu City Council and th ay clubs and activit	ions related to ne holiday club or ac ired at these events ne holiday clubs and ies that you and you	o the use of t ctivity provider to u for use in press, p d activity providers ur family may be el	he data in the use any ublicity to ligible for
4.16. form 4.16. Consent Would you b photographs or on social i Yes No Would you b contact you in the future Yes No No	Ask the paren and click Add C e happy for Coventry /videos of yourself a media channels? * e happy for Coventry about potential holid ? *	t these quest <u>Child</u> / City Council and th nd your child captu / City Council and th ay clubs and activit	ions related to ne holiday club or ad ired at these events ne holiday clubs and ies that you and you	o the use of t ctivity provider to u for use in press, p d activity providers ur family may be el	he data in the use any ublicity to to igible for



4.17. If you have more children to add, click *Add Child* again and repeat the above steps (from 4.5 onwards). Once all children have been added, click *Submit*

click 'add	a child on to th d child' again to	book on the nex	s, please click 'ad t child.	a chila', complete the	e child's details and select their sessions. When you have done that	,
Vhen yo	ou have finished	d registering ever	y child you would	l like to add for this p	rovider, please click submit.	
hild(re	n)'s details *					
Add chi	ild					
_	HAE code	First name	Last name	Status	Baskings	
•	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)	
× 🗷						







5. Viewing bookings

5.1. Click Provider ad	min
COVENTRY HAAGE Holiday Activities & Food	Coventry HAF bookings We are excited to see you here! If you would like to make a booking on behalf of a parent, click supported bookings. If you would like to viewing your bookings, cancel a booking or amend your cub details, click provider admin. What would you like to do? Supported bookings
5.2. Select View or C	ancel bookings
What w Upd Upd View	would you like to do? * late club details late session details v or cancel bookings
5.3. Select the club a the bookings will	nd the session for which you wish to view the bookings and load underneath.
Provider *	
Feeding Coventry	v V
Club *	
Foleshill Gardening Sessions	۲ _*
Session *	
Apr 11 2022 9:00AM to Apr 11 2022 6	uurm • √



6. Cancelling bookings

	6.1. Follow steps 3.1 - 3.3. Click the <i>pen and paper icon</i> of the booking you wish to cancel
	Bookings *
	Child's HAF code Child's name HAF000 Amanda Aardvaarks
	6.2. Select 'Yes, please cancel this booking', note a reason for the cancellation
	and click <i>Update record</i> .
	✓ Passes for an cell this booking
	Parent request
	✓ Update Record
	6.3. Click Submit to process the cancellation and the child will no longer appear in your list of bookings. You can advise the parent the booking is cancelled (NB: They will not receive a cancellation email but will be able to see the booking has been removed when logging in to their bookings account)
	Do you want to Reason for nation cancel this booking? cancellation
	Yes, please cancel Parent request this booking
	✓ Submit
Department for Education	





7. Download Bookings

	nin
COVENTRY HALIA ACTIVITIES & Food	Coventry HAF bookings We are excited to see you here! If you would like to make a booking on behalf of a parent, click supported bookings. If you would like to viewing your bookings, cancel a booking or amend your cub details, click provider admin. What would you like to do?
7.2. Select Download	bookings
	 What would you like to do? * Update club details Update session details View or cancel bookings Register attendance Download bookings
7.3. Select the club ar There are a few o to download ever individual session basic information Details)	nd the session for which you wish to download attendance. ptions for downloading the spreadsheet. You can choose y booking you have, every booking for each club, or each . For each of these options, you can choose to download (Download Register) or all the details (Download Full
Provider *	× ./
Club *	V
Canley Easter Fun	· · ·
Session * Jul 19 2022 10:00AM to Jul 22 2022 2:30PM Download register for provider Download	full details for provider
Download register for club Download full o	details for club

Department for Education

8. Logging attendance – 1 day sessions

COVENTRY HAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	Coventry HAF bookings We are excited to see you here! If you would like to make a booking on behalf of a parent, click supported bookings. If you would like to viewing your bookings, cancel a booking or amend your cub details, click provider admin. What would you like to do? Supported bookings
8.2. Select Registe	er attendance
	 What would you like to do? * Update club details Update session details View or cancel bookings Register attendance Download bookings
8.3. Select the clu the bookings v underneath. I and click 'Subr	b and the session for which you wish to log attendance and will load underneath along with a list of check boxes Put a tick in the check box for every child that has attended mit'.
Provider * Feeding Coventry Club * Foleshill Gardening Sessions	▼ √ *

Department for Education





9. Logging attendance -1 week of sessions

9.1. Click Provider a	dmin
COVENTRY HALAS Holiday Activities & Food	Coventry HAF bookings We are excited to see you here! If you would like to make a booking on behalf of a parent, click supported bookings. If you would like to viewing your bookings, cancel a booking or amend your cub details, click provider admin. What would you like to do? Supported bookings
9.2. Select Register	attendance
	 What would you like to do? * Update club details Update session details View or cancel bookings Register attendance Download bookings
9.3. Select the club	and the session for which you wish to log.
Feeding Coventry	* 🗸
Club *	
Foleshill Gardening Sessions	√
Session *	



-	UT DOW	moda reg	gister for .	session					
Uploading attenda To register attendan "Number of days att	ance inform nce, select th tended". Add	nation e club and sess d the number of	sion, then down f days each chil	load the registe d attended the	er for it. Open t session and th	the register ar ien save the re	nd add a co egister.	lumn to the end t	titled
Select the go to Tea	ms channel l	button, and sav	e the register t	here.					
Go to Teams channe	el								
Download register f	or provider	Download full	details for provid	der					
Download register f	or club Do	ownload full deta	ails for club						
Download register f	or session	Download full o	details for sessior	n					
9.5. Oper	the do	wnloade	d register						
Paste	y 👻 nat Painter	BI	<u> </u>	~ 🖉 ~	<u>A</u> ~ =	= =	<u>←</u> Ξ →Ξ	Ce Wap le	31. Cer
Clipboard	ł		Font				Aligi	nment	
A1 .	-	x v	f _x Boo	king ID					
A	в	с	D	F	F	G	н		
1 Booking II I	Provider	Club	Soccion st		· Child HAE C	hild name			
2 77 (Contou Co		56551011 50	Sessioner		unia name	-		
			6/31/3033	6/21/2022 L	Johnny /	aron Aaro	huark		
2 //	caniey co	Canley Ea	6/21/2022	6/21/2022 H	Hafyyy A	Aaron Aaro	lvark		
3 90 0	Canley Co Canley Co	Canley Ea	6/21/2022 6/21/2022	6/21/2022 H 6/21/2022 H	Hafyyy A HAF012 A	Aaron Aaro Amanda Aa	lvark ardvaarl	(
3 90 0 4	Canley Co	Canley Ea: Canley Ea:	6/21/2022 6/21/2022	6/21/2022 H 6/21/2022 H	Hafyyy A HAF012 A	Aaron Aaro Amanda Aa	lvark ardvaarl	(
2 77 0 3 90 0 4 5	Canley Co	Canley Ea	6/21/2022	6/21/2022 F 6/21/2022 F	Hafyyy A HAF012 A	Aaron Aaro Amanda Aa	lvark ardvaarl		
2 90 0 3 90 0 4 5 9.6. In co done	lumn H,	, add the	6/21/2022 6/21/2022 number c ent.	6/21/2022 F 6/21/2022 F of days ea	Hafyyy A HAF012 A Inch child a	Aaron Aaro Amanda Aa attendec	Ivark ardvaarl	ession. One	ce
2 77 (3 90 (4 5 9.6. In co done File Home	lumn H, save th	, add the ne docum	6/21/2022 6/21/2022 number c ent.	6/21/2022 F 6/21/2022 F of days ea Formula	Hafyyy A HAF012 A Inch child a s Data	Aaron Aaro Amanda Aa attendec Revie	Ivark ardvaark I this s w \	ession. One	ce
3 90 0 4 5 9.6. In co done	lumn H, save th	, add the ne docum	6/21/2022 6/21/2022 number c ent.	6/21/2022 F 6/21/2022 F of days ea Formula	Hafyyy A HAF012 A Inch child a s Data	Aaron Aaro Amanda Aa attended Revie	Ivark ardvaark I this s w V	د ession. One /iew Deve ~ اولي Wra	ce e
3 90 (3 90 (4 90 (5 9.6. In co done File Home File Long Paste Cut Paste Copy	lumn H, save th	canley East Canley East , add the ne docum ert Pag	6/21/2022 6/21/2022 number c ent. le Layout	6/21/2022 H 6/21/2022 H of days ea Formula	Hafyyy A HAF012 A Inch child a s Data	Aaron Aaro Amanda Aa attended Revie = = = =	this s w \ = ≫ = ₹=	د ession. One /iew Dev ~ ११ Wra →= Mer	ce e
2 3 90 (4 5 9.6. In co done File Home Cut Paste ♥ Forma	lumn H, save th Inse	canley East Canley East add the ne docum ert Pag	6/21/2022 6/21/2022 number c ent. le Layout	6/21/2022 F 6/21/2022 F of days ea Formula	Hafyyy A HAF012 A Inch child a s Data	Aaron Aaro Amanda Aa attended Revie = = =	Ivark ardvaark I this s ew \ E ≫ E ₹=	vession. Onev view Dev vetation → 22 Wra → 22 Mer	e F
2 3 90 (4 5 9.6. In co done File Home ↓ Cut Paste ↓ Copy ↓ Copy ↓ Copy ↓ Copy	lumn H, save th Inse	canley East Canley	6/21/2022 6/21/2022 number c ent. le Layout	6/21/2022 F 6/21/2022 F of days ea Formula	Hafyyy A HAF012 A Inch child a s Data	Aaron Aaro Amanda Aa attended Revie = = =	Ivark ardvaark I this s w \ E ≫ E € A	د ession. One fiew Dev 2 22 Wra 2 ⊡ Mer	ce F
2 90 (3 90 (4 5 9.6. In co done File Home ↓ Cut Paste ↓ Copy ↓ Copy ↓ Copy ↓ Copy ↓ Copy ↓ Copy	lumn H, save th Inse	canley East Canley	6/21/2022 6/21/2022 number c ent. e Layout € Fon	6/21/2022 F 6/21/2022 F of days ea Formula	Hafyyy A HAF012 A Inch child a s Data	Aaron Aaro Amanda Aa attended Revie = = =	Ivark ardvaark I this s w \ E ≫ E E A	د ession. One /iew Dev ✓ ឧݤ Wra ΞΞ Mer	ce F
2 90 (3 90 (4 5 9.6. In co done File Home ↓ Cut Paste ↓ Cut Paste ↓ Cut Clipboard (5 ↓	lumn H, save th at Painter	canley East Canley	6/21/2022 6/21/2022 number c ent. e Layout € Fon fx D	6/21/2022 F 6/21/2022 F of days ea Formula	Hafyyy A HAF012 A Inch child a S Data A^ A` B	Aaron Aaro Amanda Aa attendec Revie = = = = =	Ivark ardvaark I this s w \ E ≫ E E A	د ession. One /iew Dev ✓ ឧָשָ Wra ΞΞ Mer lignment	ce F
2 90 (3 90 (4 5 9.6. In co done File Home ↓ Cut Paste ↓ Copy S Forma Clipboard (5 ↓ A Booking IL Pr	lumn H, save th save th at Painter : B rovider	canley East Canley East Canley East add the ne docum ert Pag B I B I C Club	6/21/2022 6/21/2022 number c ent. e Layout € Fon f £ Session st	6/21/2022 F 6/21/2022 F of days ea Formula	Hafyyy A HAF012 A Inch child a s Data A^ A` A` A` F Child HAF	Aaron Aaro Amanda Aa attended Revie = = = = = G Child na	Ivark ardvaark I this s w \ E ≫ E € A me	د ession. One /iew Dev → १२ Wra → १२ Wra → П Mer lignment H Attendance	ce e
2 3 90 (4 5 9.6. In co done File Home ↓ Cut Paste ↓ Cut Clipboard Clipboard (5 4 Booking IL Pr 77 Ca	at Painter	Canley East Canley East Canley East add the ne docum ert Pag B I F3 Cub Canley East	6/21/2022 6/21/2022 number c ent. le Layout ∫ Fon f_< Session st 6/21/2022	6/21/2022 F 6/21/2022 F of days ea Formula • • • • • • t E Session er 6/21/2022	Hafyyy A HAF012 A Inch child a s Data A^ A` A` A` F Child HAF Hafyyy	Aaron Aaro Amanda Aa attended Revie = = = = = G Child nat Aaron Aa	I this s w N = %	<pre>c c c c c c c c c c c c c c c c c c c</pre>	e
2 90 (3 90 (4 5 9.6. In co done File Home ↓ Cut Paste ↓ Cut Paste ↓ Cut Clipboard (5 ▼ 4 A Booking IC Pr 77 Ca 90 Ca	at Painter B rovider anley Co	Canley East Canley East Canley East Canley East Canley East Canley East Canley East Canley East Canley East Canley East	6/21/2022 6/21/2022 number c ent. e Layout ∫ f x D Session st 6/21/2022 6/21/2022	6/21/2022 F 6/21/2022 F of days ea Formula • • • • • • • • • t E Session er 6/21/2022 6/21/2022	Hafyyy A HAF012 A Inch child a s Data A^ A` A` A` F Child HAF Hafyyy HAF012	Aaron Aaro Amanda Aa attended Revie = = = = = G Child na Aaron Aa Amanda	this s	<pre>c c c c c c c c c c c c c c c c c c c</pre>	e





9.7. Return to the att	endance page on the booking system and select the button				
labelled Go to Teams channel					
Uploading attendance information To register attendance, select the club and "Number of days attended". Add the numb	session, then download the register for it. Open the register and add a column to the end titled per of days each child attended the session and then save the register.				
Select the go to Teams channel button, and	d save the register there.				
Go to Teams channel					
Download register for provider Download	d full details for provider				
Download register for club Download ful	Il details for club				
Download register for session Download	l full details for session				
9.8. In the Teams cha register	nnel click into the folder labelled attendnce and upload the				
	Documents > The Canley Community Centre				
	$ ho$ Name \sim				
	1. Grant Aid Agreement				
	10. Attendance				
	2. Evidence of Insurance				
	3. Delivery Plan and associated Risk Assess				
	4. COVID specific risk assessment				
	5. Emergency Procedures				
	6. Invoices				
	7. Statement of Expenditure				



