INSTRUCTIONS ON HOW TO MAKE A BOOKING FOR CHILDCARE SERVICES IN PARENTMAIL

Log into your account as usual. On the menu, choose 'Accounts'.

IRIS	Accounts		
ParentMail	After School Childcare Service	£0.00	· · · ·
2 Emails	528 Before School Childcare Service	20.00	>
SMS	11		
Surveys and Forms			
Events			
Parents Evenings			
) Video Appointments			
Accounts			
Payments			
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Corraine Windsor	>		

The following screen will appear. You are able to book published dates 12 weeks in advance. Those free to book will be shown in light grey. Click on the date or dates you require.

IDIC	← Accounts							
IIRIS	Balance: £0.00							î
ParentMail	After School Childcan	e Service				2	TOP UP	
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The following screen will appear:-

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Tick the time of the booking and choose pay now or pay later. Pay now is the preferred option. There is a limit to the credit available and you will only be able to book a few sessions with the pay later option.

You will be given the option to make more bookings by choosing 'Repeat' if you want the same day on each of the available weeks. If you have made all the bookings you want choose 'Continue.'

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If you have chosen 'Repeat' the following screen will appear and you will be presented with the upcoming weeks available.



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Your bookings will now show as blocked in green.

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INSTRUCTIONS ON HOW TO CANCEL A BOOKING FOR CHILDCARE SERVICES

Log into your account as usual. On the menu, choose 'Accounts'.

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Select the date you would like to cancel.

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Scroll down the list of bookings until you find the date you need to cancel and then tick the 'No choice' box.

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Purchased In Basket Unavailable BOOKING REMINDERS ENABLED			27th 28th 29th	30th	31st	1st	2nd
BOOKING REMINDERS ENABLED			Purchased	In Basket		Unavailable	
			BOOKING	REMINDERS ENAB	LED		
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