

## Signing my child up for a Club on the Parent Portal or Parent App

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Gwyn Mabo  
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Follow the instructions below to register a child for a club using the Parent Portal or Parent App.

If you are unable to sign up, please contact your school. They will need to follow [these instructions](#).

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.

### School Clubs

Abbie is Registered For These Clubs (2021/2022)	
Woodwind Club (2021/2022)	Number of sessions: 14 Club membership dates: 06 Sep 2021 - 17 Dec 2021
Abbie Can be Registered For These Clubs (2021/2022)	
A new free club (2021/2022)	Membership options: Daily; Free Timetable: Mondays: 09:00 - 10:00 (14 Jan 2022 - 31 Aug 2022, term-time only) Tuesdays: 09:00 - 10:00 (14 Jan 2022 - 31 Aug 2022, term-time only) Wednesdays: 09:00 - 10:00 (14 Jan 2022 - 31 Aug 2022, term-time only) Thursdays: 09:00 - 10:00 (14 Jan 2022 - 31 Aug 2022, term-time only) Fridays: 09:00 - 10:00 (14 Jan 2022 - 31 Aug 2022, term-time only)
Woodwind Club (2021/2022)	Membership options: Termly Memberships: Free Timetable: Thursdays: 15:35 - 16:30 (06 Sep 2021 - 31 Aug 2022, term-time only)
Abbie was Registered For These Clubs (2020/2021)	
Chess (2020/2021)	Number of sessions: 1 Club membership dates: 14 Dec 2020
Abbie was Registered For These Clubs (2019/2020)	
Chess (2019/2020)	Number of sessions: 28 Club membership dates: 01 Sep 2019 - 31 Dec 2019, 01 Jan 2020 - 30 Apr 2020

## 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.

« Back      **Sams Cool Club (2020/2021)**

Attachments

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**Registration Information**

Registration status: Anna is not registered for this club yet. Click "Register for this club" button to register.

**Anna's Memberships**

No memberships

**Available Membership Options**

Weekly Sign-up      Availability: 03 Aug 2020, 11:28 - ongoing  
Fee: Free

**Club Timetable**

Weekly Sessions

Every Monday: 07:00 - 08:00	Scheduled
Between: 28 Sep 2020 - 31 Aug 2021 (term-time only)	
Every Wednesday: 07:00 - 08:00	Scheduled
Between: 02 Sep 2020 - 31 Aug 2021 (term-time only)	
Every Friday: 07:00 - 08:00	Scheduled
Between: 28 Sep 2020 - 31 Aug 2021 (term-time only)	

Register Anna for this club

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.

« Back      **Register Anna for Club**

**Club Overview**

Name: Sams Cool Club

**Choose Membership**

Choose a membership option\*      Weekly Sign-up: Free

Cancel      **Next »**

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



« Back **Register Anna for Club**

**Club Overview**

Name	Sams Cool Club
Selected membership option	Weekly Sign-up: Free

**Select Membership Periods**

Calendar week\* Mon, 07 Sep 2020 - Sun, 13 Sep 2020 Mon, 21 Sep 2020 - Sun, 27 Sep 2020

Cancel **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.

**Confirm Consent for Ann...**

Consent is required for Sams Cool Club (2020/2021). Please confirm you give your consent for Anna Miller to take part.

Cancel **Yes**

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

**Anna's Memberships**

Calendar week	Status:
	Confirmed
	Dates:
	07 Sep 2020 - 13 Sep 2020
	21 Sep 2020 - 27 Sep 2020
	Total sessions:
	2

### 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.

« Back **Tennis Club (2020/2021)**

**Registration Information**

Registration status Helen is not registered for this club yet. Click "Register for this club" button to register.

**Helen's Memberships**

No memberships

**Available Membership Options**

Termly Membership	Availability:
	01 Sep 2020, 14:13 - 31 Aug 2021, 14:13
	Fee:
	£100.00 per period (Term)

**Club Timetable**

Weekly Sessions

Every Tuesday: 15:00 - 16:00 Scheduled

Between: 16 Sep 2020 - 31 Aug 2021 (term-time only)

Attachments

**Register Helen for this club**

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.

« Back **Register Helen for Club**

**Club Overview**

Name	Tennis Club
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**Choose Membership**

Choose a membership option\* Termly Membership: £100.00 per period (Term)

Cancel **Next »**

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



[« Back](#) **Register Helen for Club**

Club Overview	
Name	Tennis Club
Selected membership option	Termly Membership: £100.00 per period (Term)

Select Membership Periods	
Term*	<input type="radio"/> Wed, 16 Sep 2020 - Thu, 31 Dec 2020 <input type="radio"/> Fri, 01 Jan 2021 - Fri, 30 Apr 2021

[Cancel](#) [Next »](#)

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	<input type="checkbox"/> 16 Sep 2020 - 31 Dec 2020 (£100.00) <input type="checkbox"/> 01 Jan 2021 - 30 Apr 2021 (£100.00)
<a href="#">Delete selected membership dates</a>	

Make Payment	
Payment amount	£200.00

[Cancel](#) [Add to basket](#) [Pay now](#)

**Make Payment** ✕

Card number

Expiration date

Name on card

Security code (CVV/CVC)

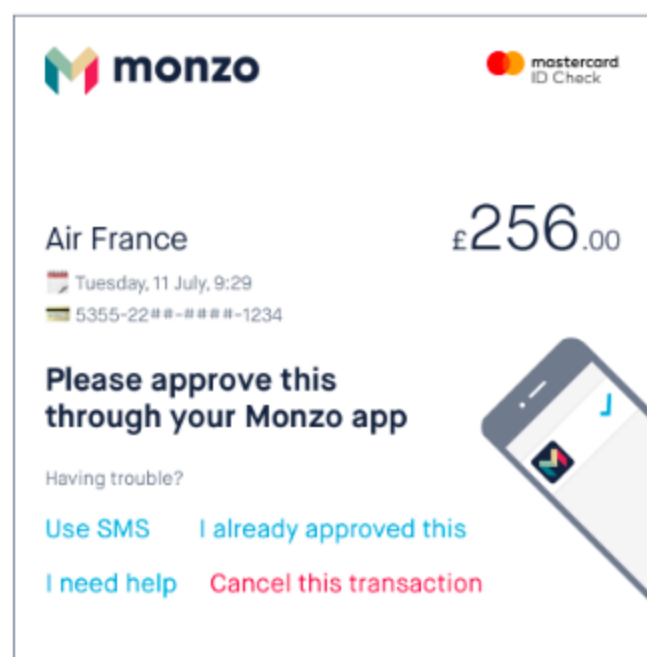
[Cancel](#) [Pay £15.00](#)

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](#).

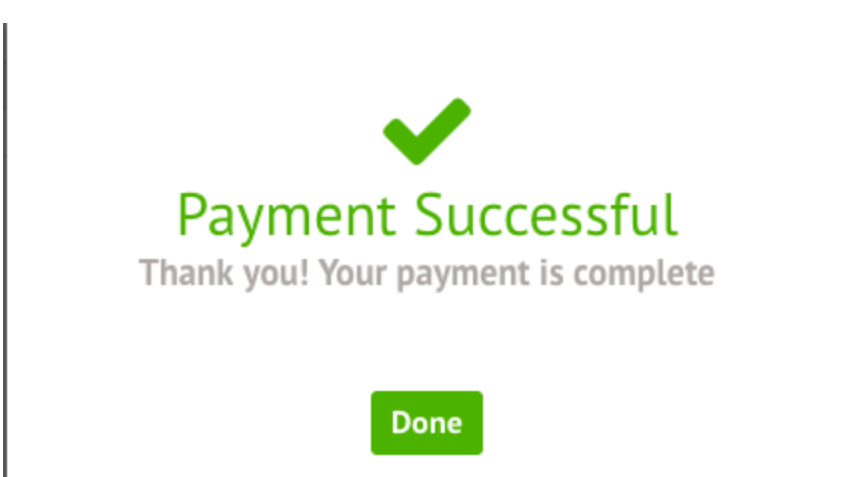
If authentication is needed for the payment, you will be prompted to authenticate the payment using the method of authentication your bank supports. This could be:

- 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.

### Confirm Consent for Zoe...

Consent is required for Football Club (2018/2019). Please confirm you give your consent for Zoe Holmes to take part.

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

Registration Information	
Registration status	<b>Congratulations, Helen is registered for Tennis Club! Check the details below. Contact the school's office if you have any questions or requests.</b>
Total number of sessions Helen is registered for	32

Helen's Memberships	
Term	<b>Status:</b> Paid <b>Membership Fee:</b> £200.00 <b>Dates:</b> 16 Sep 2020 - 31 Dec 2020 01 Jan 2021 - 30 Apr 2021 <b>Total sessions:</b> 32

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