

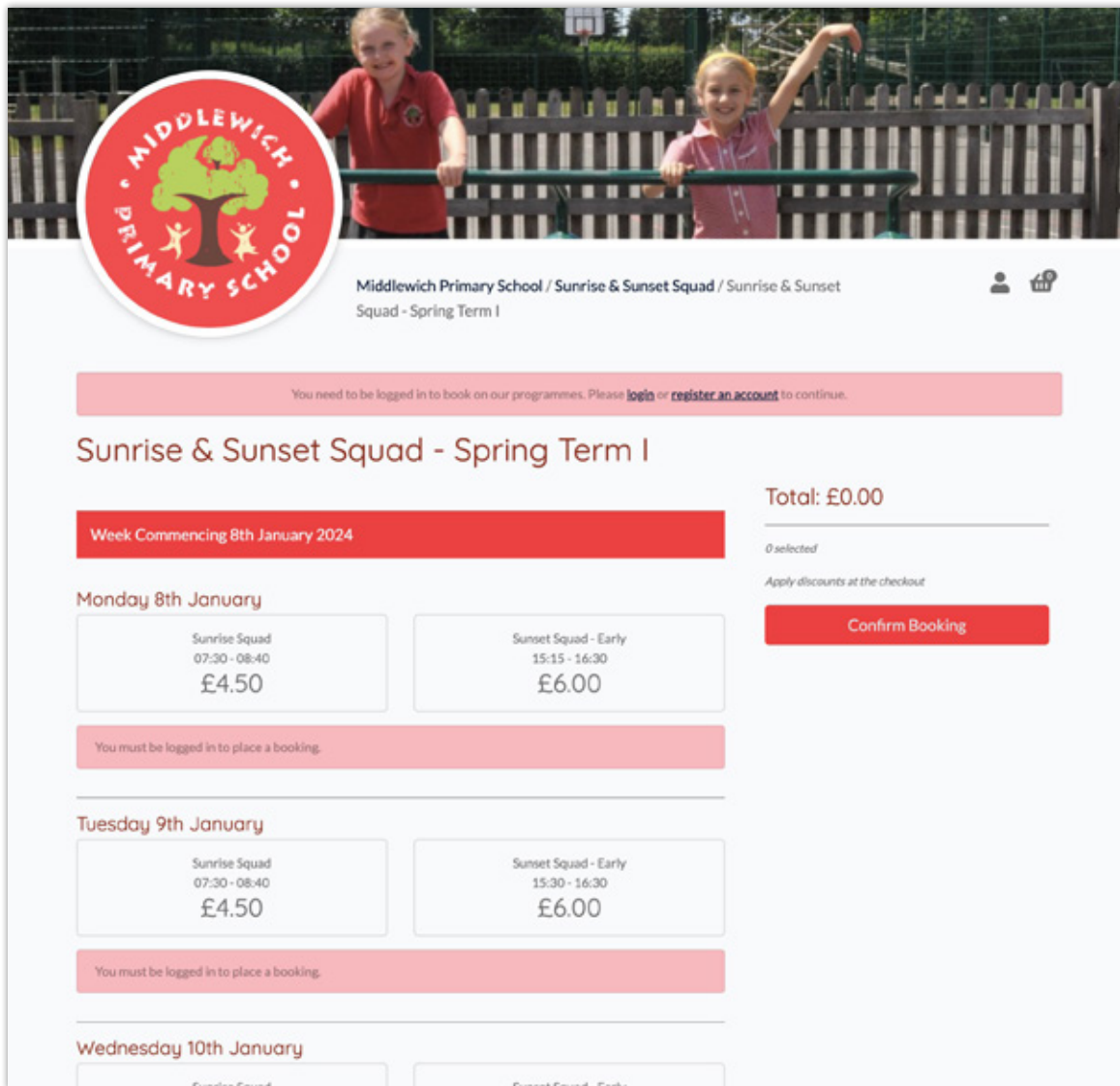


Sunshine & Sunset Squad Bookings

User Guide

All before & after school sessions must be pre-booked and paid for in advance.

middlewich-primary.hivelink.co.uk



Middlewich Primary School / Sunrise & Sunset Squad / Sunrise & Sunset Squad - Spring Term I

You need to be logged in to book on our programmes. Please [login](#) or [register an account](#) to continue.

Sunrise & Sunset Squad - Spring Term I

Week Commencing 8th January 2024

Monday 8th January

Sunrise Squad 07:30 - 08:40 £4.50	Sunset Squad - Early 15:15 - 16:30 £6.00
---	--

You must be logged in to place a booking.

Tuesday 9th January

Sunrise Squad 07:30 - 08:40 £4.50	Sunset Squad - Early 15:30 - 16:30 £6.00
---	--

You must be logged in to place a booking.

Wednesday 10th January

Sunrise Squad	Sunset Squad - Early
---------------	----------------------

Total: £0.00

0 selected

Apply discounts at the checkout



[Confirm Booking](#)

Navigate to the booking site at middlewich-primary.hivelink.co.uk on your phone, tablet, computer or any internet enabled device. Follow the links to find the item you wish to book for.

Here you can view available dates, session times and prices. To make your selection you must first **log in** or **create your account**. This is a quick process and ensures that our team have all the information we need to ensure your children are safe and their needs are met whilst in our care.

All information is saved to your account for future bookings and is always available to the team working with your children.

Parent / Carer Details.



Middlewich Primary School / Register 👤 📋

First Name *

Last Name *

Email *

Phone *

Alternate Contact Name *
We would contact this person in the event of not being able to reach you.

Alternate Contact Number *

Collection PIN *
Please enter a 4 digit numerical PIN. We'll use this when you need someone else to collect your child from us. We will not be able to release your child to anyone other than yourself if they can not quote the children's PIN - For this reason your child PIN should be secure and not an obvious date or sequence of numbers.

Please list all the people who may collect your child
Please ensure each person who may collect your child knows your collection PIN.

All fields are required, please double check the accuracy of your contact details. Click **Register** once complete.

Child Details.



Who are you making this booking for?

You must select who this booking is for.

 Add New Child



Add New Child

First Name *

Last Name *

Date of Birth *

Your relationship to the child *

Current Class *

Please choose

Is there any dietary information we should be aware of? *

Yes No

Does your child have any known allergies? *

Yes No

Does your child require an inhaler? *

Yes No

Is there any medical information we need to know about your child? *

This could be information about medical, medication, behavioural, special education needs or disabilities.

Yes No

Is there anything additional information we should be made aware of? *

Yes No


Select **Add New Child** to launch the child registration form.



All fields are required. Please provide as much information as necessary and where applicable (dietary, allergies or medical etc)



Click **Save** once complete and repeat for siblings as required. Then choose **Return to booking**

Who are you making this booking for?

You are booking for John and Jane.

 Add New Child

 John Doe 

 Jane Doe 



Build your booking.

The screenshot shows a booking page for Middlewich Primary School. At the top left is the school's logo, a red circle with a tree and the text 'MIDDLEWICH PRIMARY SCHOOL'. To the right of the logo is a photo of two children in school uniforms. Below the photo, the text reads 'Middlewich Primary School / Sunrise & Sunset Squad / Sunrise & Sunset Squad - Spring Term I'. On the far right, it says 'Welcome Bobby!' with a user icon and a shopping cart icon.

A yellow banner in the middle of the page states: 'You are booking for John. [Click here to edit](#)'.

The main heading is 'Sunrise & Sunset Squad - Spring Term I'. To the right of this heading, the total price is 'Total: £25.50'. Below the total, it says '4 selected' and 'Apply discounts at the checkout'. A red 'Confirm Booking' button is located to the right of the booking options.

The booking options are organized by day:

- Week Commencing 8th January 2024**
- Monday 8th January**
 - Sunrise Squad 07:30 - 08:40: £4.50
 - Sunset Squad - Early 15:15 - 16:30: £6.00
 - Sunset Squad - Late 16:30 - 18:00: £4.50
- Tuesday 9th January**
 - Sunrise Squad 07:30 - 08:40: £4.50
 - Sunset Squad - Early 15:30 - 16:30: £6.00
 - Sunset Squad - Late 16:30 - 18:00: £4.50
- Wednesday 10th January**
 - Sunrise Squad 07:30 - 08:40: £4.50
 - Sunset Squad - Early 15:15 - 16:30: £6.00

Choose your options for the selected children. Your prices will calculate as you add to your booking - along with any available automatic discounts. To book for a late afternoon in Sunset Squad, you must first choose the 15:15 - 16:30 session, before adding the extra session (until 18:00) to your booking.

Once you have all the options required click **Confirm Booking**.

Confirm your booking.

Middlewich Primary School / Confirm Booking

Welcome Bobby!

Please check through your options below, if you need to make changes, click 'edit options' at the bottom of the booking. Once your booking is complete you will receive a full summary of your choices via email.

Participants

- John Doe

Week Commencing: 8th January, 2024

Date	AM W/A	AM	PM	PM W/A	Extra	Price
Monday 8th January, 2024	-	07:30 - 08:40	15:15 - 16:30	16:30 - 18:00		£15.00
Tuesday 9th January, 2024	-	07:30 - 08:40	15:30 - 16:30	16:30 - 18:00		£10.50
Wednesday 10th January, 2024	-	07:30 - 08:40	15:15 - 16:30	16:30 - 18:00		
Thursday 11th January, 2024	-	07:30 - 08:40	15:15 - 16:30	16:30 - 18:00		
Friday 12th January, 2024	-	07:30 - 08:40	15:15 - 16:30	16:30 - 18:00		

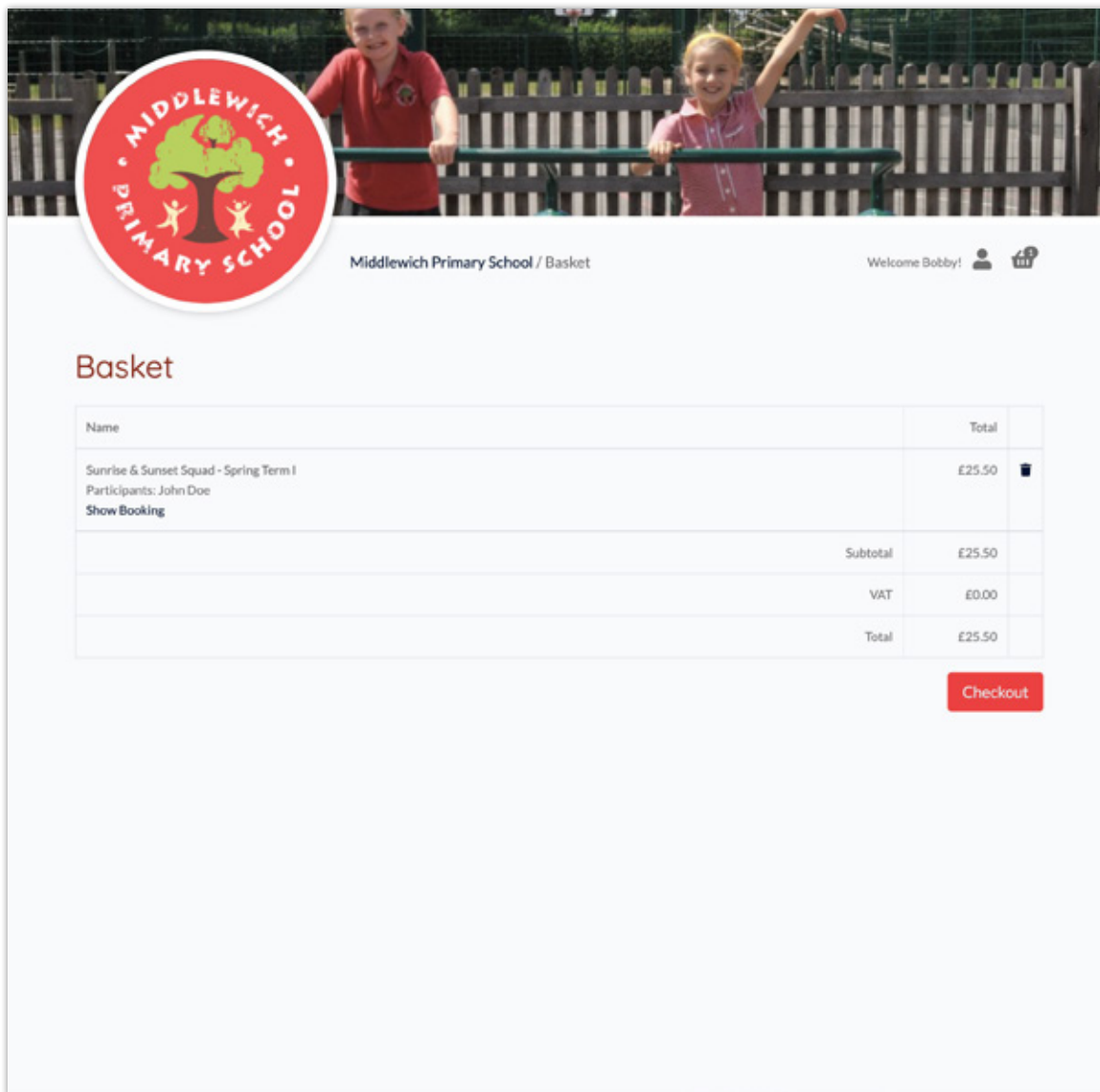
Totals

Subtotal	£25.50
Total	£25.50

[Edit Booking](#) [Add to Basket](#)

Review your options for the selected children. To make changes choose **Edit Booking** to return to the previous screen. If you are happy with your choices choose **Add to Basket**.

Review your basket.



Middlewich Primary School / Basket

Welcome Bobby!

Basket

Name	Total	
Sunrise & Sunset Squad - Spring Term I Participants: John Doe Show Booking	£25.50	
	Subtotal	£25.50
	VAT	£0.00
	Total	£25.50

[Checkout](#)

If you are booking other items, or an alternate pattern for another child you can navigate away from this page and make any additions to your basket.

To finalise your booking choose **Checkout**.

Complete your booking.

Subtotal	£25.50
VAT	0.00
Total	£25.50

Billing Details

First Name:

Last Name:

Address Line 1:

Address Line 2:

Town / City:

County:

Postcode:

Payment Details

Online Payment

Pay using any UK based credit/debit card.

Secure Payments
Powered by **stripe**

Card

Secure, 1-click checkout with Link

Card number:

Expiration: CVC:

Country: Postal code:

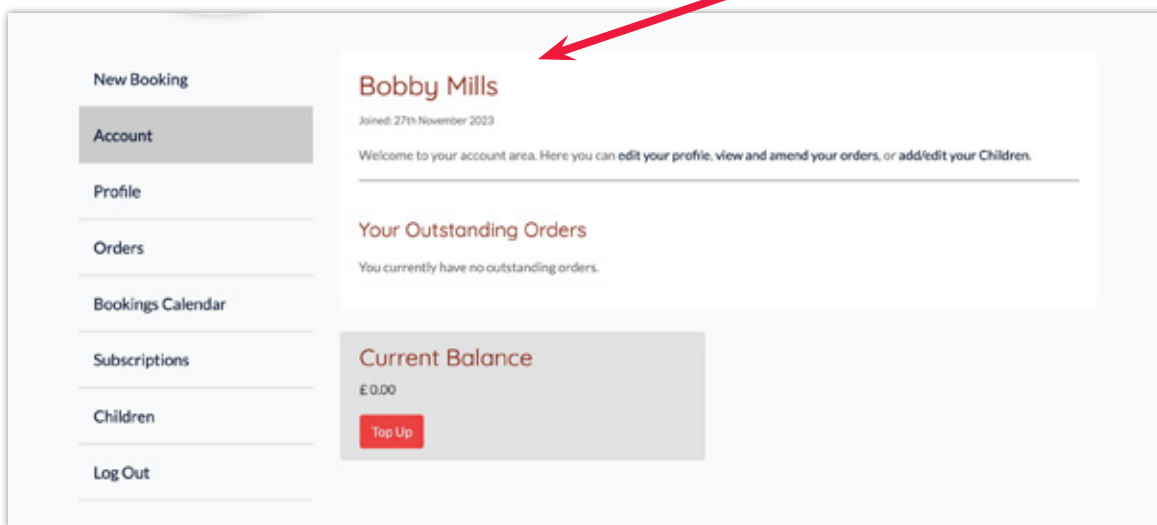
To complete your booking, enter your **Billing Address** on the left (this should match the card you will be using to pay) and your card details on the right.

Your address will be saved to your account. We do not currently store card details.

Double check all details and click **Complete Booking**. You will be redirected to a confirmation page and will receive an email with a summary of your booking.

All done!

Manage your Account.



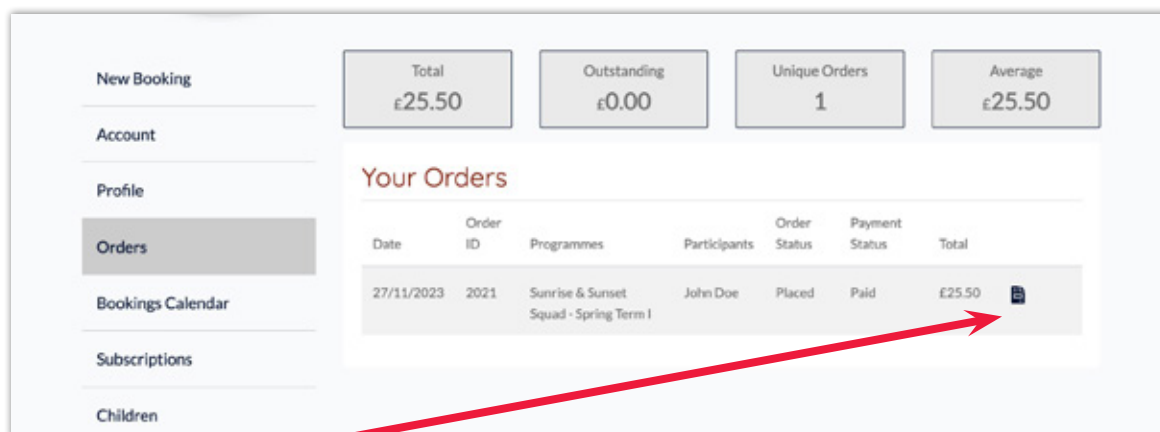
From any page on the booking site, click the **account icon** to go to your account area.

From here you can update your profile, add or edit children's details and view your past orders. The booking calendar displays all of your bookings in a calendar view.

Making changes to bookings.

To remove sessions from an existing booking, please follow the steps below.

To add sessions to your booking, simply take out a new booking for the additional sessions required.

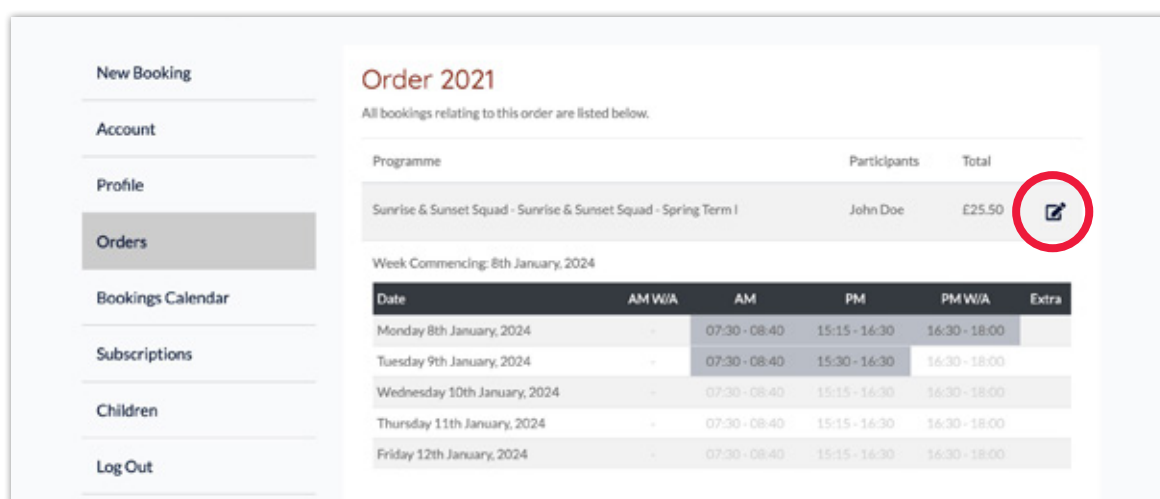


The screenshot shows a user profile page with a sidebar on the left containing navigation links: New Booking, Account, Profile, Orders (highlighted), Bookings Calendar, Subscriptions, and Children. The main content area displays summary statistics: Total €25.50, Outstanding €0.00, Unique Orders 1, and Average €25.50. Below this is a section titled 'Your Orders' with a table listing orders. A red arrow points from the 'Orders' sidebar link to an edit icon (a square with a pencil) in the 'Total' column of the first order row.

Date	Order ID	Programmes	Participants	Order Status	Payment Status	Total
27/11/2023	2021	Sunrise & Sunset Squad - Spring Term I	John Doe	Placed	Paid	€25.50

From the orders area of your profile you can choose to remove sessions from your existing orders **up to 2 days before the start of the session.**

From the orders tab within your profile area, select the order you wish to view and click the edit icon.



The screenshot shows the 'Order 2021' details page. The sidebar on the left includes: New Booking, Account, Profile, Orders (highlighted), Bookings Calendar, Subscriptions, Children, and Log Out. The main content area shows the order title 'Order 2021' and a sub-header 'All bookings relating to this order are listed below.' Below this is a table with columns for Programme, Participants, and Total. A red circle highlights an edit icon (a square with a pencil) in the 'Total' column. Underneath is a section 'Week Commencing: 8th January, 2024' with a table showing session details for each day of the week.

Programme	Participants	Total
Sunrise & Sunset Squad - Sunrise & Sunset Squad - Spring Term I	John Doe	€25.50

Week Commencing: 8th January, 2024

Date	AM W/A	AM	PM	PM W/A	Extra
Monday 8th January, 2024	-	07:30 - 08:40	15:15 - 16:30	16:30 - 18:00	
Tuesday 9th January, 2024	-	07:30 - 08:40	15:30 - 16:30	16:30 - 18:00	
Wednesday 10th January, 2024	-	07:30 - 08:40	15:15 - 16:30	16:30 - 18:00	
Thursday 11th January, 2024	-	07:30 - 08:40	15:15 - 16:30	16:30 - 18:00	
Friday 12th January, 2024	-	07:30 - 08:40	15:15 - 16:30	16:30 - 18:00	

Making changes to bookings.

The screenshot shows a user interface for managing bookings. On the left is a navigation menu with options: Profile, Orders (highlighted), Bookings Calendar, Subscriptions, Children, and Log Out. The main area displays a table of sessions with columns for Day, Date, Session, Participants, Price, and Cancel. Three sessions are listed for Monday, 08/01/2024, and two for Tuesday, 09/01/2024. The first three sessions have a red checkmark in the Cancel column, while the last two have an empty box. Below the table is a summary table showing Subtotal (£25.50), Discount (£0.00), and Total (£25.50). A red button labeled 'Cancel 3 sessions' is positioned below the summary. A note at the bottom states: 'NB Any discounts used on your original order will be recalculated to reflect your amended booking. This may result in the discount being no longer valid.'

Day	Date	Session	Participants	Price	Cancel
Monday	08/01/2024	07:30 - 08:40	John Doe	£4.50	<input checked="" type="checkbox"/>
Monday	08/01/2024	15:15 - 16:30	John Doe	£6.00	<input checked="" type="checkbox"/>
Monday	08/01/2024	16:30 - 18:00	John Doe	£4.50	<input checked="" type="checkbox"/>
Tuesday	09/01/2024	07:30 - 08:40	John Doe	£4.50	<input type="checkbox"/>
Tuesday	09/01/2024	15:30 - 16:30	John Doe	£6.00	<input type="checkbox"/>

Subtotal	£25.50
Discount	£0.00
Total	£25.50

[Cancel 3 sessions](#)

NB Any discounts used on your original order will be recalculated to reflect your amended booking. This may result in the discount being no longer valid.

From the next screen select the sessions you wish to remove from your booking. Once happy with your selections, scroll down to click **cancel sessions**.

Review your order totals. If you are happy with the changes select confirm cancellation. The value of the sessions that have been removed from your booking will be added to your account as credit and a new email summary sent.

The screenshot shows a 'Confirm Amendments' screen. On the left is a navigation menu with options: New Booking, Account, Profile, Orders (highlighted), Bookings Calendar, Subscriptions, Children, and Log Out. The main area features a comparison table between 'Original Booking' and 'Amended Booking'. The original booking has a subtotal of £25.50, discount of £0.00, and total of £25.50. The amended booking has a subtotal of £10.50, discount of £0.00, and total of £10.50. The amount paid remains £25.50, and the outstanding amount is £0.00. A green box highlights 'Account Credit' of £15.00. A red button labeled 'Confirm Cancellations' is at the bottom right. A note at the bottom states: 'Please note, any cancellations will notify other users who may be on our waiting lists, and the session may not be available to rebook in the future.'

Original Booking		Amended Booking	
Subtotal	£25.50	Subtotal	£10.50
Discount	£0.00	Discount	£0.00
Total	£25.50	Total	£10.50
Amount Paid	£25.50	Amount Paid	£25.50
Outstanding	£0.00	Account Credit	£15.00

[Confirm Cancellations](#)

Please note, any cancellations will notify other users who may be on our waiting lists, and the session may not be available to rebook in the future.