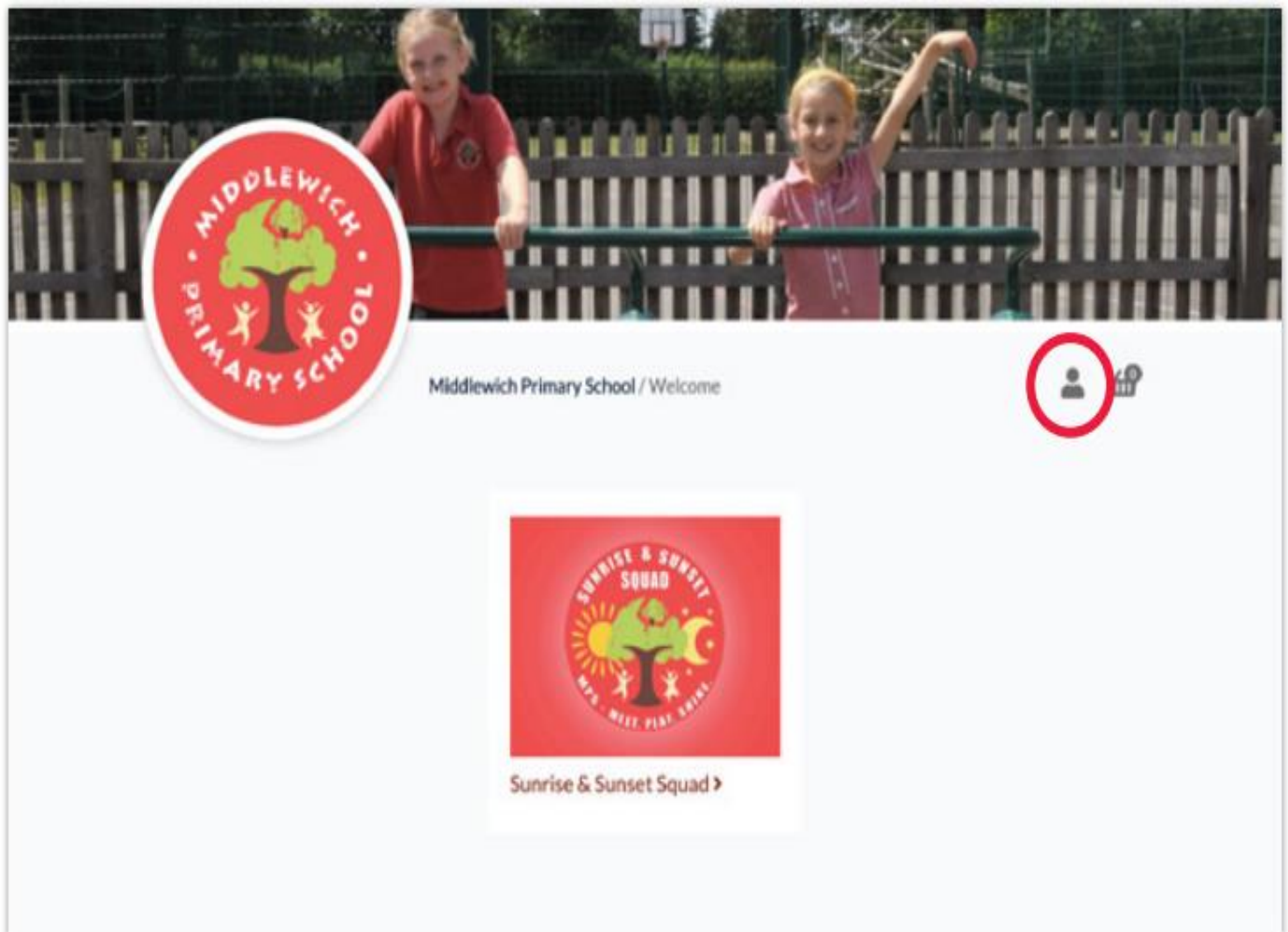




Middlewich Primary School

Hive link user guide for after-school club bookings





Navigate to the booking site at [middlewich-primary.hivelink.co.uk](https://middlewich-primary.hivelink.co.uk) on your phone, tablet, computer or any internet enabled device.

Click the account icon to **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.

# Register your account



Middlewich Primary School / Login

E-Mail Address

Password



Remember Me

[Login](#) [Forgot your Password?](#)

Not got an account yet? [Register here](#)

On the login page, click register here. Once your account is created, this is where you will be able to log into your account.

# 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 \*

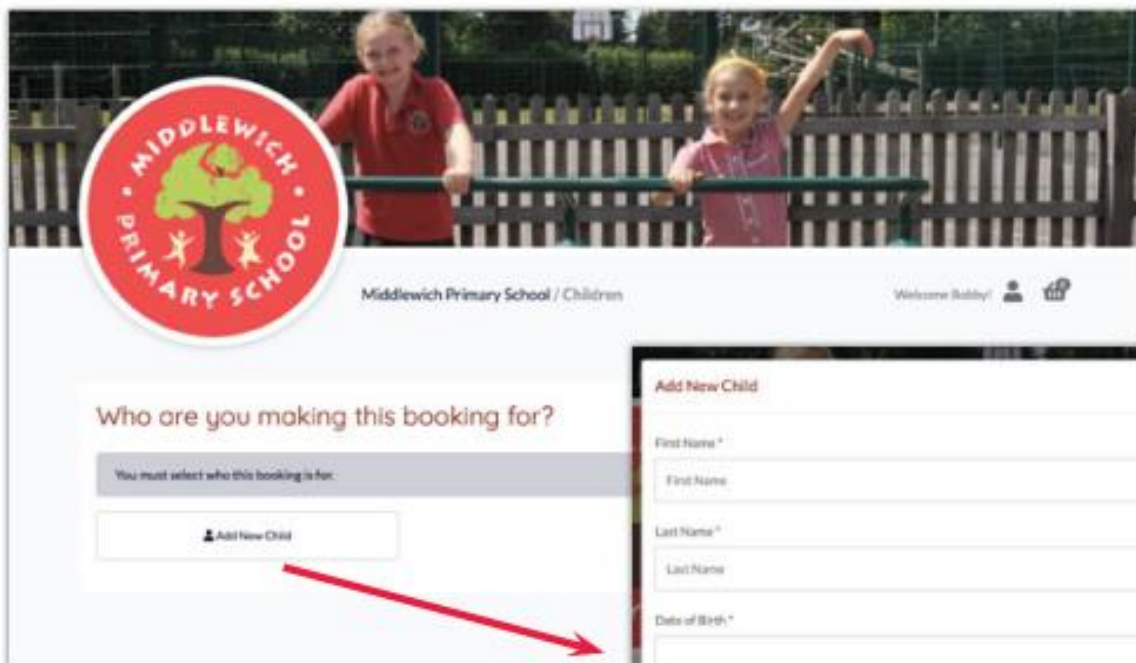
Collection PIN \*  
Please enter a 4 digit numerical PIN. We'll use this when you need someone else to collect your child from us. We will not be able to release your child to anyone other than yourself if they cannot quote the child's PIN - for this reason your child PIN should be secure and not an 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.

The first screen is **your details** (parent/carer). All fields are required, please double check the accuracy of your contact details. Click **Register** once complete.



# Child Details.



The screenshot shows the Middlewich Primary School website header with the school logo and navigation. Below the header, a form titled "Who are you making this booking for?" is displayed. A grey message box states "You must select who this booking is for." Below this, a button labeled "Add New Child" is highlighted with a red arrow pointing to the right, indicating it is the next step in the process.

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

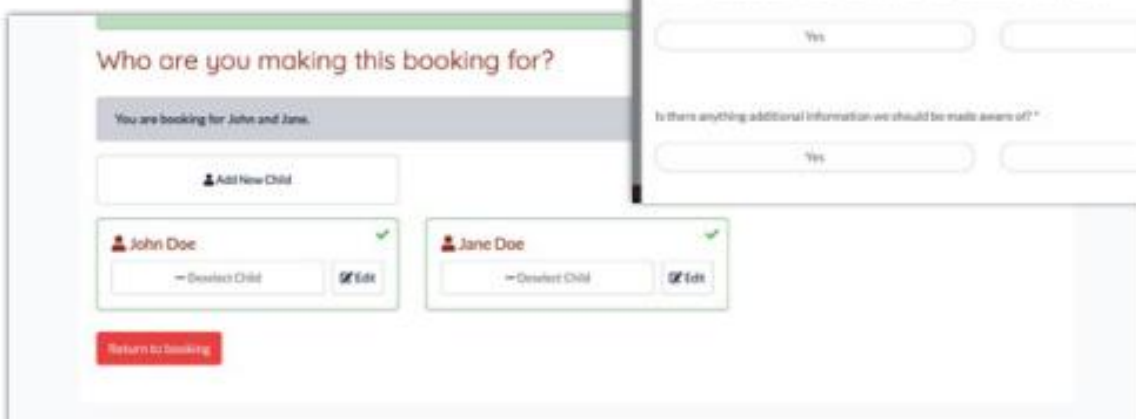
All fields are required. Please provide as much information as necessary and where applicable (dietary, allergies or medical etc)

Click **Save** once complete and repeat for siblings as required.



The "Add New Child" form is a vertical scrollable form with the following fields and options:

- First Name \***: Text input field.
- Last Name \***: Text input field.
- Date of Birth \***: Date selection field.
- Your relationship to the child \***: Text input field.
- Current Class \***: Dropdown menu with "Please choose" selected.
- Is there any dietary information we should be aware of? \***: Radio buttons for "Yes" and "No".
- Does your child have any known allergies? \***: Radio buttons for "Yes" and "No".
- Does your child require an inhaler? \***: Radio buttons for "Yes" and "No".
- Is there any medical information we need to know about your child? \***: Radio buttons for "Yes" and "No". Below this is a small text note: "This could be information about medical medication, behavioral, special education needs or disabilities."
- Is there anything additional information we should be made aware of? \***: Radio buttons for "Yes" and "No".

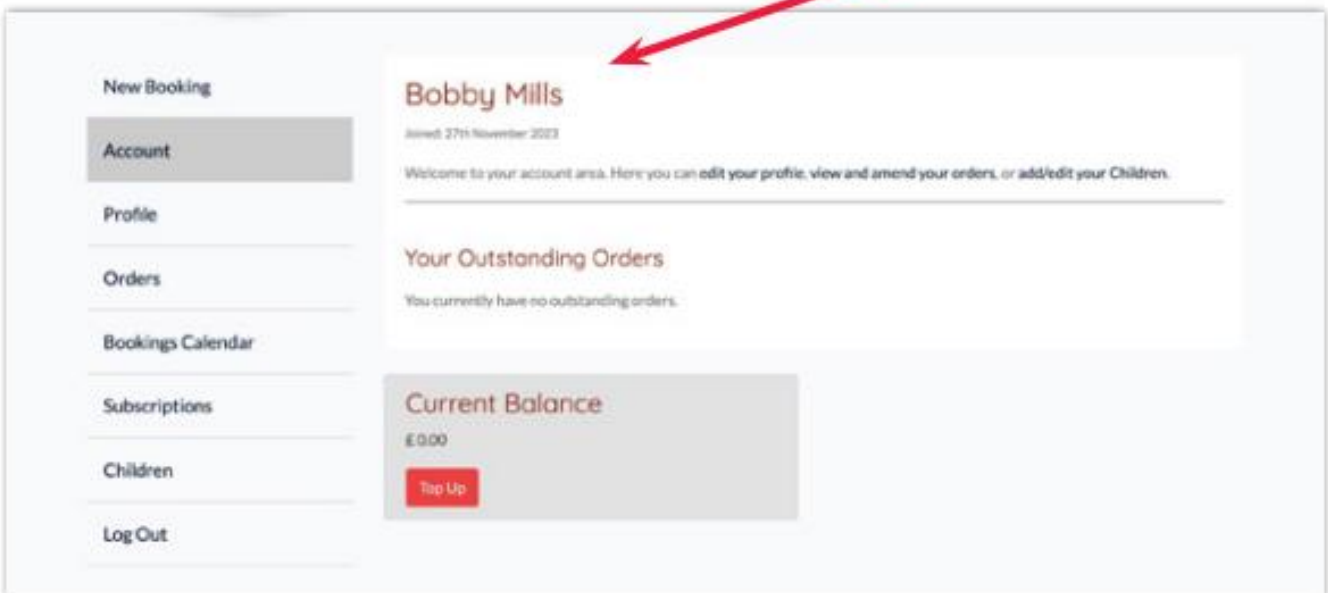


This screenshot shows the website after the "Add New Child" button has been clicked. The form title "Who are you making this booking for?" now displays "You are booking for John and Jane." Below the message box, the "Add New Child" button is still present. Below it, two child entries are listed:

- John Doe**: Includes a green checkmark, a "Select Child" button, and an "Edit" button.
- Jane Doe**: Includes a green checkmark, a "Select Child" button, and an "Edit" button.

At the bottom left, there is a red button labeled "Return to booking".

# 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.