

How to register at Ghyllside

To access the parent dashboard to register / book go to:

<https://ghyllside.childcare-online-booking.co.uk/>

Ghyllside Out of School Club

Childcare online Booking (CoB)

Childcare online Booking (CoB) for Ghyllside Out of School Club

Parents and primary carers can register or log in to access the online booking system for all clubs.

For all other enquiries please contact Ghyllside Out of School Club on 07890786801 or email ywilliamson@ghyllside.cumbria.sch.uk.

Log in

Please enter your user account details below to access the Ghyllside Out of School Club online booking system. If you cannot remember your password, please enter your email address in the username and click reset.

Username	<input type="text" value="Enter username..."/>	*
Password	<input type="password" value="Enter password..."/>	*
<input type="button" value="Log In"/> <input type="button" value="Reset"/>		

Register

Please complete the registration form below to access the Ghyllside Out of School Club online booking system. Once you have registered the system will automatically log you on and send you an email with your user account details.

First Name	<input type="text" value="Enter first name..."/>	*
Surname	<input type="text" value="Enter last name..."/>	*
Email address	<input type="text" value="Enter email..."/>	*
Secondary email address (optional)	<input type="text" value="Enter 2nd email..."/>	
Telephone no.(Primary)	<input type="text" value="Enter home number..."/>	*
Telephone no.(Secondary)	<input type="text" value="Enter work number..."/>	*
<input type="button" value="Next"/>		

Step 1 - Register

The registration form (<https://ghyllside.childcare-online-booking.co.uk/>) below to access the Ghyllside online booking system. Once you have registered the system will automatically log you on and send you an email with your user account details.

Register

Please complete the registration form below to access the Ghyllside Out of School Club online booking system. Once you have registered the system will automatically log you on and send you an email with your user account details.

First Name	<input type="text" value="Enter first name..."/>	*
Surname	<input type="text" value="Enter last name..."/>	*
Email address	<input type="text" value="Enter email..."/>	*
Secondary email address (optional)	<input type="text" value="Enter 2nd email..."/>	
Telephone no.(Primary)	<input type="text" value="Enter home number..."/>	*
Telephone no.(Secondary)	<input type="text" value="Enter work number..."/>	*
<input type="button" value="Next"/>		

[Privacy Policy](#)

[Terms and Conditions / Refund Policy](#)

Your account details (parent / primary carer)

The next screen completes your registration details, by requesting your billing address and password. **Please note:** These details will also become the **first emergency contact**, so you don't need to enter your details again.

Your account details (parent / primary carer)

It is very important we have up to date details for you in case of an emergency.

Please check the details below are correct before confirming any booking(s).

If you don't have a work / mobile telephone number, please enter "n/a". You can use the comments box to record any or rotas - that you think would be relevant.

Contact details

First name:	<input type="text" value="Fred"/>	*
Last name:	<input type="text" value="Smith"/>	*
Telephone no. (Primary):	<input type="text" value="07765333444"/>	*
Telephone no. (Secondary):	<input type="text" value="07654122344"/>	*
Email:	<input type="text" value="fred@smith.co.uk"/>	*
Secondary Email Address (optional):	<input type="text" value="Enter text..."/>	

Billing Address

Step 2 - Your emergency contacts

Don't enter your details again.

Two emergency contacts, in case we can't reach you, when your children are with us to comply with Ofsted and Safe Keeping requirements.

When you initially register, your details are added as the first contact, but we need one more; please complete your secondary contact details, typically your partner or a family member.

You can add more contacts via the dashboard, after you have set-up your initial two contacts.

Your emergency contacts

We require two emergency contacts, in case we can't reach you, when your children are with us to comply with Ofsted and Safe Keeping requirements.

When you initially register, **your details are added as the first contact**, but we need one more; please complete your secondary contact details, typically your partner or a family member.

You can add more contacts via the dashboard, after you have set-up your initial two contacts.

Contact details

First name:	<input type="text" value="Enter text..."/>	*
Last name:	<input type="text" value="Enter text..."/>	*
Home Telephone No.:	<input type="text" value="Enter text..."/>	*
Work Telephone No.:	<input type="text" value="Enter text..."/>	
Email Address:	<input type="text" value="Enter text..."/>	

Address

Address:	<input type="text" value="Enter text..."/>	*
	<input type="text" value="Enter text..."/>	

Step 3 - Your child's details

It is very important we have up to date details for your children who wish to attend activities provided by Ghyllside.

We do require important and up to date information on your child, please go through this section carefully and accurately.

Your child's details

It is very important we have up to date details for your children who wish to attend activities

Please check the details below are correct, before confirming any booking(s).

Main details:

First name: *

Last name: *

Date of birth: *

Year Group

Gender: *

Enter the name the child prefers to be called by

Preferred name

Emergency Contact(s)

Primary Contact: *

Second Contact: *

Are there any orders excluding any person from collecting your child?

Forbidden Collectors

Enter a password that must be known by anyone collecting your child

Collection password

Who has the main parental responsibility?

Your child registration should now be complete.

Step 4 – Your Dashboard

Once you have completed your registration your dashboard will load. From here you can make a booking, add additional children, add/amend emergency contacts and add/amend Authorised collector(s) details. You may need to scroll down the screen to see Child / Children details and Authorised collector(s).

Ghyllside Out of School Club Childcare online Booking (CoB)

Your dashboard

Welcome to your dashboard, which provides an overview of the information held on Childcare online Booking (CoB) and any activities you have previously booked for your child / children.

Please read our [Payment Policy](#).

Bookings

The following list is a summary of the sessions booked for your child / children **over the next fortnight**, with the option to add further bookings, using the "Book now!" button.

If you wish to see all your booked sessions - both past and present - view **your booked sessions** in the summary.

Date	Session	Time	Child
No records found			
			Book now!

Account statement

Current balance: **£ -62.50** [[view statement](#)]

Please note: the amount due is made up of payments, fees and bookings; including bookings on account. If your balance is in debit, it will be based on any outstanding fees on your account, unpaid bookings (where we are waiting for voucher payments, etc). If your account is in credit, it will match the amount of the current credit on your account.

Account fees

The following is a list of outstanding fees on your account, e.g. late collection, admin surcharge for late bookings etc. These will be automatically added to your basket when you next book.

Date	Description	Child	Amount
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User account details

It is very important we have up to date details for you in case of an emergency. Please click "Edit" below and ensure all details are correct before attempting to make any booking(s).

Name: Andy Carne
Telephone no. 07745122541
(home):
Email: andy@ayrmer.co.uk

It is essential that you ensure your e-mail address above is correct. Your user account details and bookings will be sent to this address. If you have checked the e-mail address and you are still not receiving e-mails, ensure you have added "jayneewin@gmail.com" to your e-mail spam filter's whitelist.

[Edit](#)

Emergency contacts

The following list represents the emergency contacts that can be assigned to child / children. By default the account holder (parent / primary carer) will be the primary contact associated with each child.

Name	Telephone No.	
Andy Carne	07745122541	Edit
Jim Carne	01454 744512	Edit

We require two emergency contacts, in case we can't reach the first emergency contact.

[Add](#)

Step 5 – Making a booking

Click the Booking option from the menu or Book Now from the dashboard screen.

You will then see the options to filter the activities (sessions) available, select Child/Children, Location, Club and then the relevant term.

Hint: if no sessions are available try changing the Club and Terms / Holiday.

If you have more than one child you may want to book them individually, by default the system will show you sessions for both children.

Tick the sessions you want

Click on the sessions you require, and a **green tick** will appear. Once you've completed your selection add them to the basket by click the **Add to basket** button.

Bookings

Activities (sessions)

Child/Children:

Location:

Club:

Term / Holiday:

Please select the sessions you wish to book, before clicking "Add to Basket"

Week commencing 20th March Add to basket

Session	Mon 20th	Tue 21st	Wed 22nd	Thur 23rd	Fri 24th
There are no activities (sessions) this week or that your child meets the criteria (age, year group, etc).					

Week commencing 27th March Add to basket

Session	Mon 27th	Tue 28th	Wed 29th	Thur 30th	Fri 31st
Breakfast Club	08:00 - 08:45 <input checked="" type="checkbox"/>	08:00 - 08:45 <input checked="" type="checkbox"/>	08:00 - 08:45	08:00 - 08:45	08:00 - 08:45
After School Club	15:20 - 18:00	15:20 - 18:00	15:20 - 18:00	15:20 - 18:00	15:20 - 18:00

Basket

No. of items: 1

Total: £ 3.50

Empty basket
View basket

Instructions

Welcome to our on line booking system.

Before making a booking please ensure that you have read our terms and conditions which can be found at **Terms and Conditions / Refund Policy**

To book a session you must first select your child's name, venue location, club and the period you wish to view from the drop down menus.

The booking form will display a list of available sessions.

To book sessions simply tick the box.

Once you have selected all the sessions you wish to book, please click the "add to basket" button to save the bookings.

Step 6 – Your Basket

Please ensure you review the contents of your basket before confirming your order, then select your preferred payment option. Once you have paid your booking is complete and an email will be sent.

Your basket

Please ensure you review the contents of your basket before confirming your order.

Basket contents

Item	Child	Date & time	Session	Total
✘ 1	Fred Carne	20/03 @ 07:30	Breakfast Club [Drop Off: 07:30 - Pick Up: 08:45] [+Add Notes]	7.00
✘ 2	Fred Carne	22/03 @ 07:30	Breakfast Club [Drop Off: 07:30 - Pick Up: 08:45] [+Add Notes]	7.00
✘ 3	Fred Carne	20/03 @ 15:20	After School Early [Drop Off: 15:20 - Pick Up: 17:30] [+Add Notes]	11.00
Total				£ 25.00

Payment Options

Please select your chosen payment method, using the options below, if the default method is not appropriate.

Payment method:

Basket

No. of items: 3

Total: £ 25.00

Empty basket
Return to bookings

Instructions

If you would like to change, delete or make further bookings, please click "return to bookings" where you can add extra sessions and/or make bookings for additional children.

Once you have reviewed your basket, please select your payment method.

Please note that all online payments are processed securely via PayPal.

Step 7 – Managing your bookings

Use the Summary option on the menu to check your bookings, if you can't see your booking in the Summary contact the club. You can also Cancel sessions from the Summary, **if no cancellation button is next** to your booking, then the club maybe restricting cancellations, or you have passed the cut-off date.

If you would like a copy of a payment invoice, then go to your Statement and click the link to download a copy.

Ghyllside Out of School Club
Childcare online Booking (CoB)

Your booked sessions

The following list is a summary of the bookings for your child / children in the next 3 months as well as the last twelve months.

[3 months and more](#) [next 3 months](#) [last 3 months](#) [3 - 6 months](#) [6 - 9 months](#) [9 - 12 months](#)

Child: Fred Carne		Week commencing: 20th March		
Date	Session	Drop Off time	Pick Up time	Cost
Wed 22nd Mar 23	Breakfast Club @ Ghyllside [+Add Notes]	08:00	08:45	3.50
Total				3.50