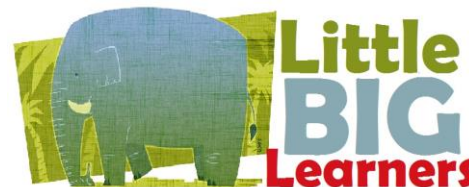


Little Big Learners Ad-hock Bookings



The system can be used on most devices with internet connection.

1. Please visit our website and select '**How to Book**' at the top.
2. Select '**My Bookings**' at the top of your dashboard once logged in.
3. Select 'Start a New Booking for' and select the club you require.

BOOKING CHOICES:

Please see our website for more information about each venue and club available.

4. Once sessions are selected click on the '**Book**' button.
5. Here you will be required to provide a minimum of two emergency contacts for each child. Click on '**edit**' to add details to your personal information. Click on '**Add Parent / Carer / Emergency Contact**' button to add another person.
6. Add a collection password for each child. This is useful if you envisage any other adult collecting your child in the future. This will allow staff to ensure permission is granted for collections that are not as expected.
9. On the next page please add:
 - '**Any Medical Condition, Allergy or Disability**'
 - '**Any Dietary Requirements**'
 - '**Add Doctor Details**'
10. Agree to our terms and conditions (link provided). Here you will also be able to give any extra permissions for your bookings.
11. Select your method of payment. Any additional details that you need to pay will be displayed here. Eg. Bank Details or Childcare Vouchers Reference Number. You must click through to the final page to confirm your booking. A booking confirmation will be sent to your email account and payment will be required via the method you have selected.
12. Once payment has been received an email will be sent as confirmation that your booking is complete. It can take up to 5 working days for the payment to be recognised and linked to your booking.
13. To amend any bookings, or process cancellations, these must be emailed to **littlebiglearners@gmail.com** with a minimum of 24 hours notice before the session is due to start. Please take care making your bookings to ensure the sessions required are accurate. We completely understand that circumstances do change and accept that errors may occur in the early stages of using the system.