

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

Registering a child for a club using the Parent Portal is a simple process.

## Registering a child for a club using Parent Portal:

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 screenshot shows the Parent Portal interface for Zoe Holmes at Sarsfield Secondary School. The page is divided into several sections:

- Quick Actions:** Includes a profile picture of Zoe Holmes, her name, and a 'View Student Profile' button.
- Guardians of Zoe Holmes:** Lists Martin Holmes and Sonia Holmes.
- Notices:** A list of notices regarding Zoe Holmes's profile, such as missing transportation method, religion, and hearing/vision tests.
- Previous lesson:** Shows the previous lesson as 08:00 - 08:10 on Mon, 20 Aug 2018, Year 8: Form B/G, and the teacher as Finlay Kennedy.
- Next event:** Shows the next event as 11:30 - 12:00 on Mon, 20 Aug 2018, Seated Breakfast: Sitting - KS3, in Room: HALL.
- Statistics:** Displays various statistics for Zoe Holmes:
  - Attendance (2017/2018):** 84.2% (highlighted in yellow).
  - Behaviour Points - this term:** 0.
  - House Points - this term:** 0.
  - Star - this term:** 0.
  - Worker of the week - this term:** 0.
  - Golden Tie - this term:** 0.
- Guardian Consultations:** No guardian consultations for Zoe Holmes.
- Overdue Assignments:** Quiz (No due date) in progress.
- Accounts:** Zoe Holmes: Meals, Balance: -£16.00.
- Activities:** This section is highlighted with a green box and a green arrow pointing to it. It contains two items:
  - Zoe Holmes: Clubs
  - Zoe Holmes: Trips

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. Click on the appropriate club from the **Clubs open to (Child's Name)** list to open up that club's information page.

# Clubs at Sunnyville School of Magic

## Ashley's Clubs

Ashley isn't a member of any club yet. Take a look at the clubs open to Ashley below.

## Clubs open to Ashley

### After School Club (2019/2020)

#### Timetable:

Mondays: 15:30 - 16:00 (02 Sep 2019 - 31 Aug 2020, term-time only)  
Mondays: 16:30 - 17:00 (23 Mar 2020 - 31 Aug 2020, term-time only)  
Tuesdays: 15:00 - 16:00 (02 Sep 2019 - 31 Aug 2020, term-time only)  
Wednesdays: 15:00 - 16:00 (02 Sep 2019 - 31 Aug 2020, term-time only)  
Thursdays: 15:00 - 16:00 (02 Sep 2019 - 31 Aug 2020, term-time only)  
Fridays: 15:00 - 16:00 (02 Sep 2019 - 31 Aug 2020, term-time only)

#### Membership Options:

Full Year: Free

## 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 simply click on **Register For This Club** in the top right-hand corner of the page.

[« Back](#)

## Netball (2019/2020)

### Club Details

Membership Options Full: Free

### Ashley Bell's Memberships

No memberships

### Club Timetable

#### Weekly Sessions

**Every Monday:** 15:00 - 16:00 *Scheduled*  
**Between:** 16 Sep 2019 - 31 Aug 2020 (term-time only)

**Every Friday:** 15:00 - 16:00 *Scheduled*  
**Between:** 16 Sep 2019 - 31 Aug 2020 (term-time only)

### Attachments

[Register Ashley 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 Ashley for Club

### Club Overview

|      |         |
|------|---------|
| Name | Netball |
|------|---------|

### Choose Membership

Choose a membership option\*

Full: Free

[Cancel](#)[Next »](#)

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

[« Back](#)

## Register Ashley for Club

### Club Overview

|      |         |
|------|---------|
| Name | Netball |
|------|---------|

|                            |            |
|----------------------------|------------|
| Selected membership option | Full: Free |
|----------------------------|------------|

### Select Membership Periods

Academic year\*

Mon, 16 Sep 2019 - Mon, 31 Aug 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. Simply 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.

No

Yes

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

| Ashley Bell's Memberships |   |
|---------------------------|---|
| Academic year             | <b>Dates:</b><br>16 Sep 2019 - 31 Aug 2020<br><b>Status:</b><br>Confirmed |
| Total Sessions ⓘ 100      |   |

# Paid clubs

To sign your child up for the club simply click on **Register For This Club** in the top right-hand corner of the page.

« Back

Afterschool Paid (2019/2020)

Attachments

Register Ashley for this club

Club Details

Membership OptionsDay: £5.00 per session

Ashley Bell's Memberships

No memberships

Club Timetable

Weekly Sessions

Every Monday: 16:00 - 17:00

Between: 18 Nov 2019 - 31 Aug 2020 (term-time only)

Scheduled

Every Tuesday: 16:00 - 17:00

Between: 19 Nov 2019 - 31 Aug 2020 (term-time only)

Scheduled

Every Wednesday: 16:00 - 17:00

Between: 18 Nov 2019 - 31 Aug 2020 (term-time only)

Scheduled

Every Thursday: 16:00 - 17:00

Between: 19 Nov 2019 - 31 Aug 2020 (term-time only)

Scheduled

Every Friday: 16:00 - 17:00

Between: 18 Nov 2019 - 31 Aug 2020 (term-time only)

Scheduled

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 Ashley for Club

Club Overview

NameAfterschool Paid

Choose Membership

Choose a membership option\*

Day: £5.00 per session

Cancel

Next »

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

« Back

Register Ashley for Club

Club Overview

|                            |                        |
|----------------------------|------------------------|
| Name                       | Afterschool Paid       |
| Selected membership option | Day: £5.00 per session |

Select Membership Periods

Day\*

Thu, 21 Nov 2019 ×

Mon, 25 Nov 2019 ×

Tue, 26 Nov 2019 ×

▼

Cancel

Next »

Finally, confirm your choices and click to pay.

If you click **Cancel** here, the child will be [signed up provisionally](#), but you will need to pay to have them registered

« Back

Register Alexa for Club

Club Overview

|                            |                           |
|----------------------------|---------------------------|
| Name                       | Breakfast Club            |
| Description                | Breakfast Club            |
| Selected membership option | Daily : £2.00 per session |
| Number of sessions         | 2                         |

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

☐ 06 Nov 2019 (£2.00)  
☐ 14 Nov 2019 (£2.00)

Delete selected membership dates

Make Payment

|                |       |
|----------------|-------|
| Payment amount | £4.00 |
|----------------|-------|

Cancel

Add to basket

Pay now

for the club.

Make Payment

✕

Card number

1234 1234 1234 1234

Expiration date

MM / YY

Name on card

Security code (CVV/CVC)

CVC

Cancel

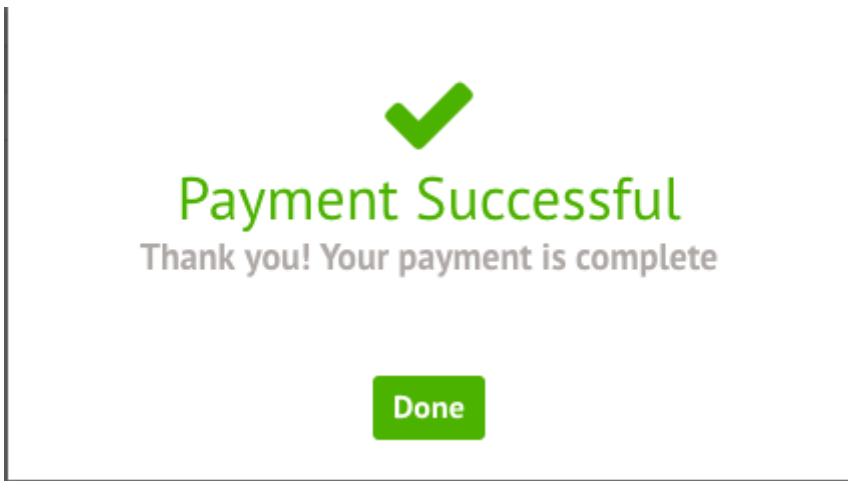
Pay £15.00

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

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. Simply 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.

No

Yes

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

| Ashley Bell's Memberships |                 |
|---------------------------|-----------------|
| Day                       | Dates:          |
|                           | 21 Nov 2019     |
|                           | 25 Nov 2019     |
|                           | 26 Nov 2019     |
|                           | Membership Fee: |
|                           | £15.00          |
|                           | Status:         |
|                           | Paid            |
| Total Sessions ⓘ 3        |                 |