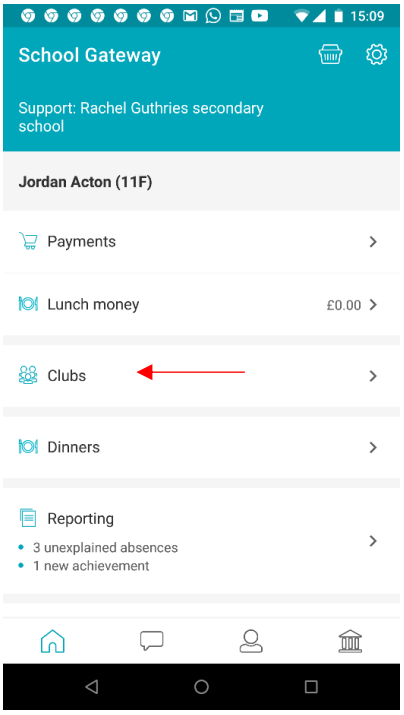
Schoolgateway

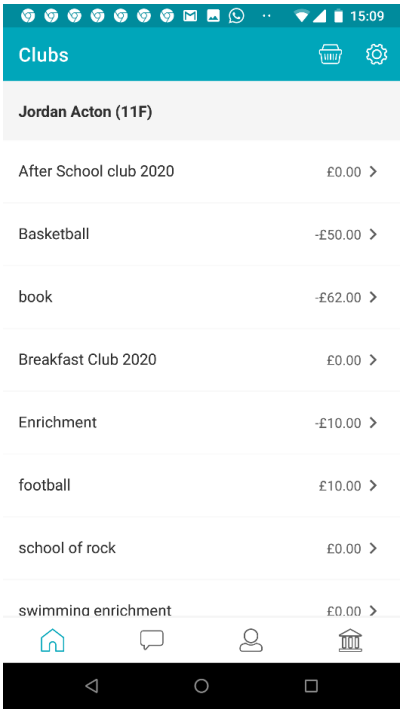
School Gateway

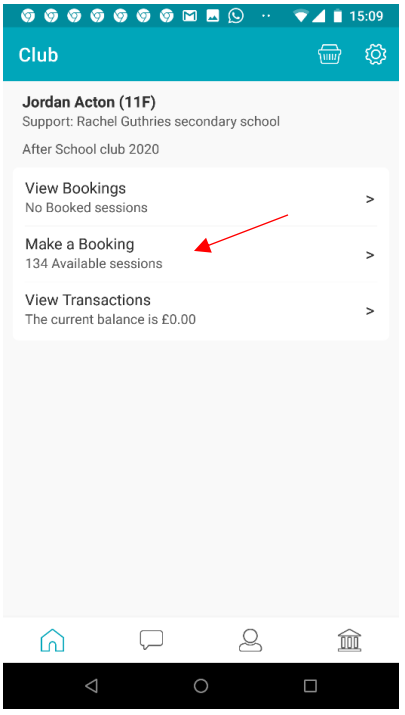
Clubs guide

How to book and pay for a club session/s

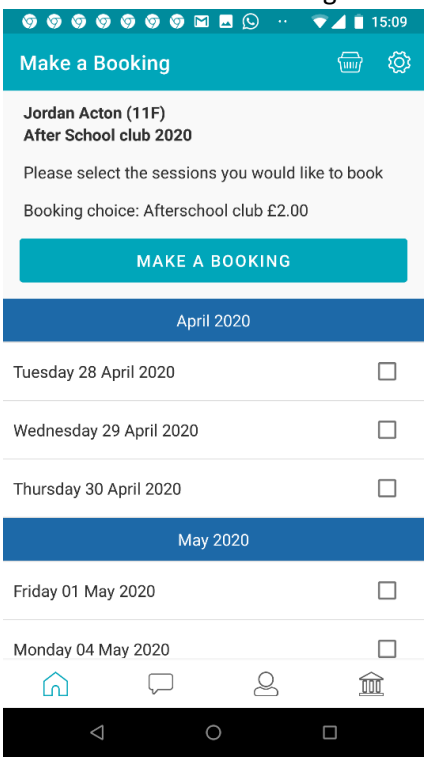
- To book a club session you must go to the clubs tab first and book the session before paying. **Paying for a club without selecting any sessions will not secure a booking.**
- If you have payed on a club but not booked the session please go to the clubs tab and select the required club and book the session using the credit you have already applied.
- Please contact the school if you are having any issues



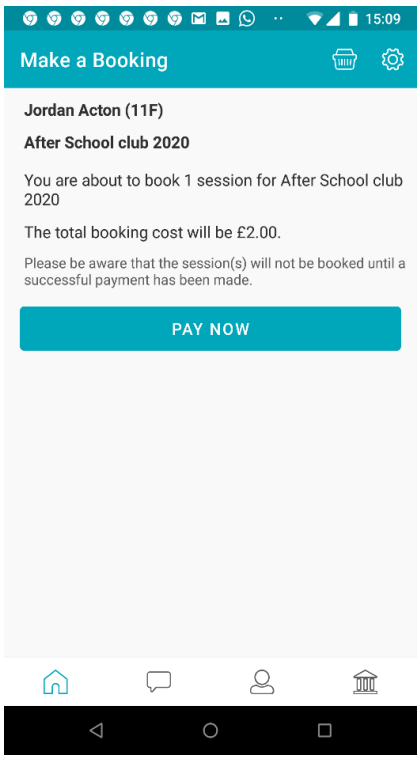




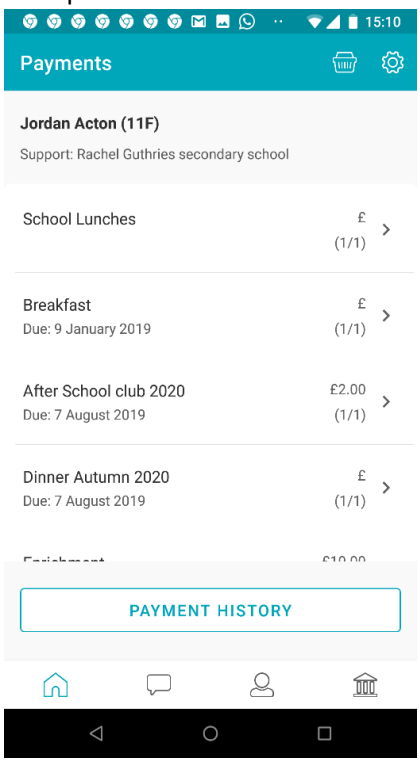
- Select the required dates and click on make a booking



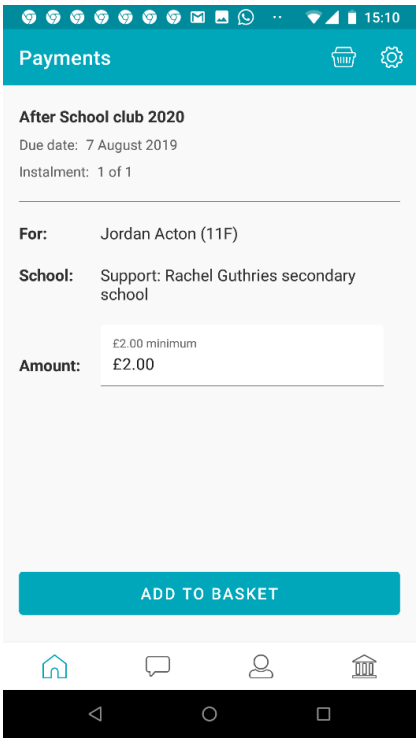
- Click on Pay Now



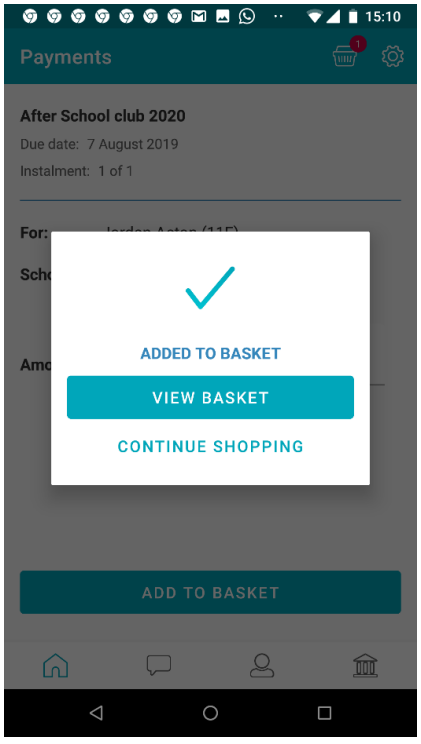
- Click on the Club Payment option



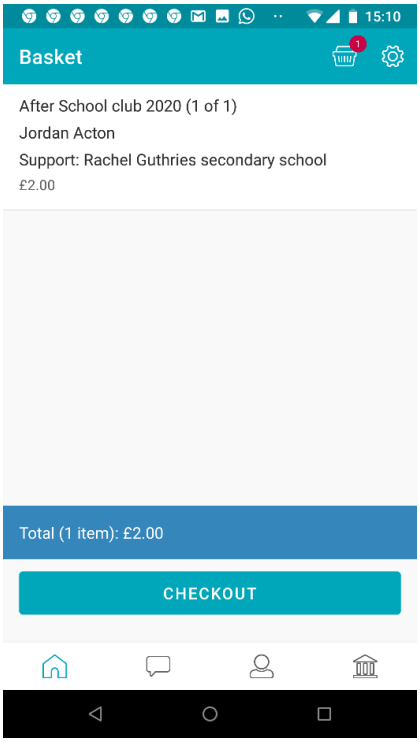
- Click Add To Basket



- Click on View Basket to checkout or Continue Shopping to add more items



- Click on checkout
  Select the required payment method and make the payment

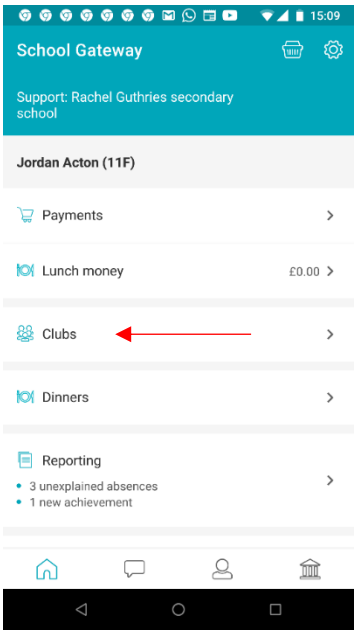


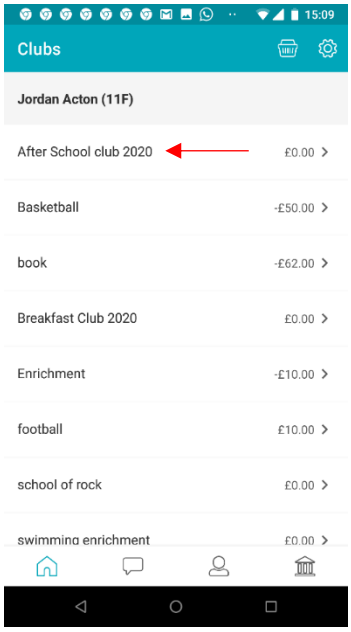
Cancel/amend a Club Booking

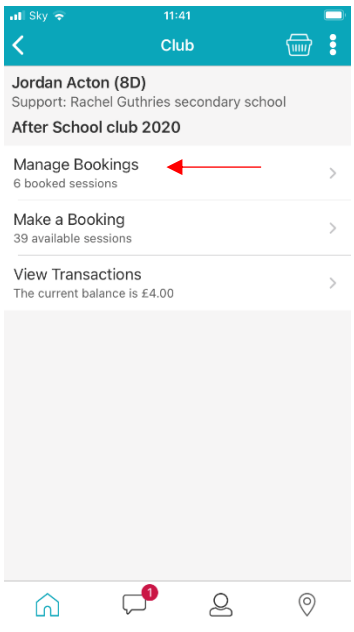
When a booking is cancelled a credit will be applied to the balance to reverse the charge that was created when the booking was made. When a booking is changed a credit will be applied to the balance to reverse the charge that was created when the booking was made, and a new charge will be applied.

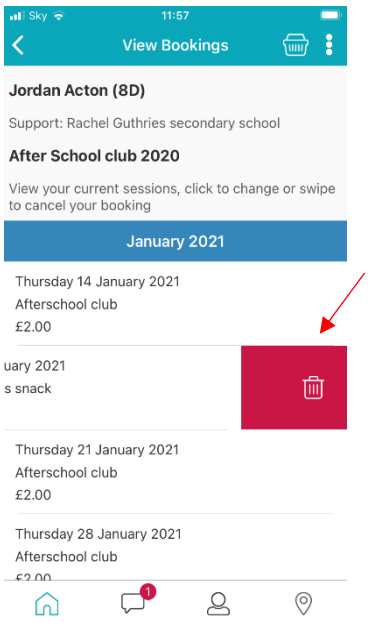
To Cancel or amend a Club booking on the app

- Click on Clubs
- Click on the club you want to cancel the session on
- Click on Manage Bookings
- Find the date you want to cancel and swipe from right to left
- Click on the bin icon to delete and click on Yes to confirm

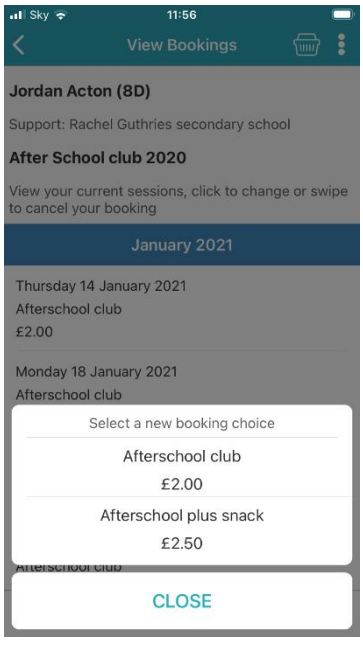


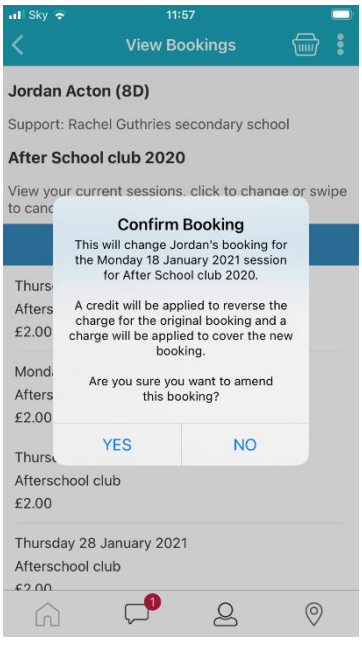






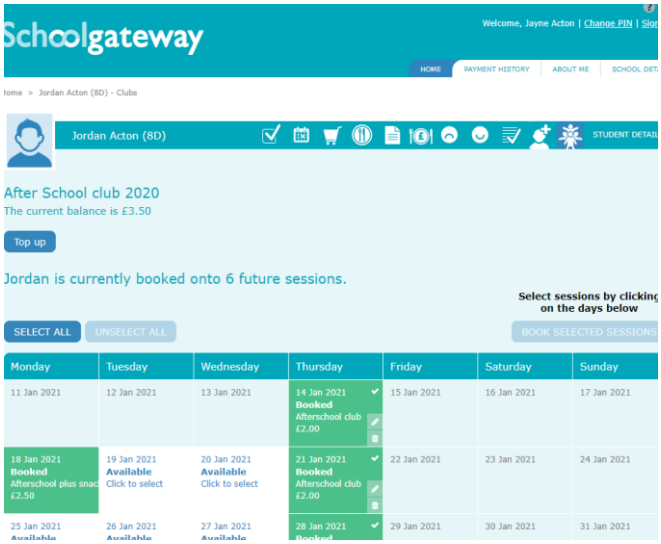
- Or if you want to change the booking choice (if the club has more than one booking choice) you can click on the session and you will be given the option to select an alternative booking choice.
- Once selected click Yes to confirm the booking
- The booking choice will then update

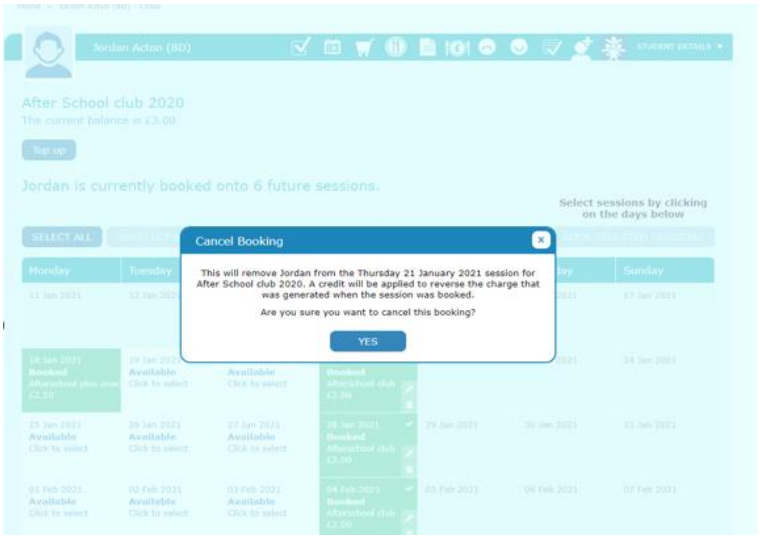




To cancel a Club booking on the web version of School Gateway

- Click on the Club you want to cancel the session on
- Find the session on the calendar you want to cancel
- You will then see two icons on the session, a Bin and a Pencil, to cancel the session please click on the Bin icon and click yes to confirm





- To change the booking choice (if the club has more than one booking choice) you can click on the Pencil and you will be given the option to select an alternative booking choice.
- Once selected, click Yes to confirm the booking.