

Step by Step user guide to online booking

Step 1: Register

Go to: <https://ymcaspg.magicbooking.co.uk>

YMCA ST PAUL'S GROUP
An association of YMCAs serving young people and communities across London and beyond

HOME CONTACT US

Sign In [Forgotten password?](#)

Email Address

Password

Remember me?

Sign in

New to our service?

Create an account

1. Click the button 'Create an account'
2. Complete the form, using a valid email address as you will be asked to validate it via a link sent to that same email address. Only one account per family should be created.
3. When you click the button 'Save & Continue', an email will automatically be sent to the email address you used. Check your mail box, including your junk folder and validate your account by clicking the link in the email. If the link is not 'active', i.e. it is not clickable, simply copy and paste it in your browser address bar.

Step 2: Add your centre

1. To register at your Centre please click 'My Account' along the top tab
2. Click on 'My Centres'
A list of all YMCA St Pauls Group centres will appear. Select by clicking the centres you use.



YMCA ST PAUL'S GROUP
An association of YMCAs serving young people and communities across London and beyond

HOME BOOK MY BOOKINGS MY ACCOUNT MY CHILDREN CONTACT US

My Details My Centre(s) My Statement Linked Account(s) Right to be forgotten

Select	Centre	Details
Essex		
<input checked="" type="checkbox"/>	St. Antony's Catholic Primary School	
Kingston upon Thames		
<input checked="" type="checkbox"/>	Hawker	
<input checked="" type="checkbox"/>	King Athelstan	

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

Step 2a: Register your child/ren

1. Navigate to the menu 'My Children', then click the button 'Add Child'. Complete the first form, then save.
2. Now, click each tab (Dietary needs/Allergies, Medical Info, Disabilities/SEN, Emergency contacts, Collectors and Doctors) and complete the forms.
3. Your child/ren name will appear on your account.
4. When you register a second child, additional contacts (collectors, Emergency contact and doctor) can be reused. Simply tick the relevant check boxes at the bottom of the child's details form, so you won't need to re-enter the same information again.

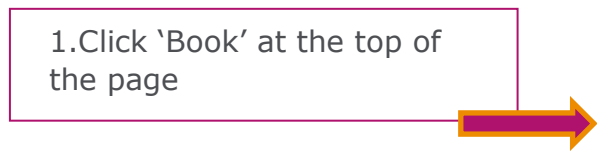
Step 3: Book Breakfast/Afterschool/Holiday Club

Once you have completed the above steps you can book activities online. The system automatically checks your child's age group and you will only be offered activities available for your child/ren selected and at the centre you are registered.

As you have complete access to manage your bookings and payments, please make sure your dates for your bookings are correct and you are booking for the academic year.

As stated in our terms and conditions;

10. All bookings for all YMCA St Pauls Group services are non-refundable or exchangeable



YMCA ST PAUL'S GROUP
 An association of YMCAs serving young people and communities across London and beyond

HOME **BOOK** MY BOOKINGS MY ACCOUNT MY CHILDREN CONTACT US

KA Afterschool Club

King Athelstan

Available from 05/09/2018 To 23/07/2019
Afterschool Club from £11.50 per session / per child
Individual Sessions

Available to children aged from: 4 to 12
YMCA Afterschool Club runs on-site at the King Athelstan Centre. With access to the main activity room, chill-out room and playground with the sports equipment, we spend the afternoon having lots of fun. Healthy snacks are planned, prepped and served with the help of the children.

Disability Details: [Read More](#)

[Book Now](#)

After School Club

South Grove Primary School

Available from 04/09/2018 To 19/07/2019
South Grove ASC from £11.25 per session / per child
Individual Sessions

Available to children aged from: 4 to 12
YMCA St Paul's Group is pleased to be working in partnership with South Grove Primary by offering an After School Club.

We provide a happy, safe and stimulating environment for your child to learn, thrive and develop. All staff are qualified and have an up-to-date DBS check. [Read More](#)

[Book Now](#)

After-school Club

St Marys Chessington

Available from 05/09/2018 To 23/07/2019
Afterschool Club from £11.50 per session / per child
Individual Sessions

Available to children aged from: 4 to 12
YMCA Afterschool Club at St Mary's Primary School runs on-site with access to the playground, computer room and occasionally sports hall. The children have a range of activities to choose from such as cooking, den building, sports, tree climbing and outdoor challenges, or play more

Breakfast Club

St Marys Chessington

Available from 05/09/2018 To 23/07/2019
Breakfast Club from £6.50 per session / per child
Individual Sessions

Available to children aged from: 4 to 12
YMCA Breakfast club at St Mary's Primary School runs from 7.45am. Children can enjoy a chance to play with friends, go over their homework and calmly settle into the school day. They will also be given a healthy breakfast to ensure they are alert and ready for the

2. A list of all the YMCA Clubs will be available for you to see.

Select the activity you want to book

KA Afterschool Club

I want to book

- Cathryn-Liz
- Dwayne
- Beyonce (Not Eligible) Details

Remember to select each child you would like to book

For

> Afterschool Club £11.50

15:30 - 18:00 - £11.50

No thanks

3. Select your child/ren
4. Select the session you want
5. Book for the academic year
6. Click 'Check Availability'

Ad-hoc days?

▶ Set days every week
Your booking will occur on the set days, every week between the selected date range

Between

From
Wednesday, 05 Sep 2018

To

Select the period you want to book

On

Monday

Tuesday

Wednesday

Thursday

Friday

Pick your chosen day. Selected days will be repeated throughout the period

[Add more dates](#) OR [Check availability](#)

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

Your basket

Activity

KA Afterschool Club

Selected Period From: 05/09/2018 To 22/07/2019

74 dates selected

Some of the requested dates are not available.

[View all dates](#)

KA Afterschool Club

2018 week 42

2018 week 43

Afterschool Club (15:30 - 18:00)

Monday 22/10/2018

Afterschool Club (15:30 - 18:00)

Wednesday 24/10/2018

2018 week 47

Afterschool Club (15:30 - 18:00)

Monday 19/11/2018

Cathryn-Liz My...

Total session cost:
£11.50

Afterschool Club (15:30 - 18:00)

Wednesday 21/11/2018

Cathryn-Liz My...

Total session cost:
£11.50

If there are any unavailable dates e.g Inset days/Bank holidays.

The dates will be shown in Red and you will not be charged.

If you have made a mistake, you can untick your child from the activity

Your selected days will appear as below

STEP 4: Booking Adhoc Days

> Afterschool Club

£11.50

15:30 - 18:00 - £11.50

No thanks

Select adhoc days

Ad-hoc days?

▶ Set days every week

Your booking will occur on the set days, every week between the selected date range

Click the first adhoc day from the calendar

Between



From
Wednesday, 05 Sep 2018



To

On



Monday



Tuesday



Wednesday



Thursday



Friday

Click add more dates

Add more dates

OR

Check availability

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

STEP 5: Complete your booking

Scroll to the bottom of the page of your bookings and click 'Checkout'

The screenshot shows the checkout process with several sections and callouts:

- Booking Summary:** Activity: KA Afterschool Club (21/09/2018 To 21/09/2018), Gross: £11.50. A 'Show Details' button is present.
- Cost Summary:** A table showing Total Booking (£11.50), Sub-Total (£11.50), and Total To Pay (£11.50). A callout box points to this section: "Booking costs are shown".
- Promotional Code:** A text input field for a code and an 'Apply' button. A callout box points to the input field: "Click here if paying by childcare voucher".
- Childcare Voucher/Tax Free Childcare:** A checkbox labeled "I'll use childcare vouchers/tax free childcare".
- Payment options:** A dropdown menu labeled "Select your payment method" with "--Select an option--". A callout box points to this dropdown: "Select your payment option. Please read our terms and conditions and go to payment".
- Terms & Conditions:** A checkbox labeled "Click here to accept YMCA SPG Terms & Conditions".
- Go to Payment:** A green button at the bottom.

After selecting the preferred payment method and verifying the total cost, you can complete the purchase by clicking "go to payment". If you have selected to pay by instalments (CCV, standing order or card), a payment plan will be automatically created for you and you'll be redirected to the recap booking page.

Step 6: View your bookings

Recap Bookings

Card Instalment

You have chosen to pay by instalments, the full payment must be received before the end of the activity/holiday booked.

Please choose your debit date from the drop down list below, the system will automatically calculate the number of payments and the amount for each of them.

Total Gross: 62.40

A first payment by card of £26.20 will be taken now the balance will be taken in instalments as per the schedule below

Total Booking	£62.40
Childcare Payment	£10.00
Card Payment	£52.40

Cost summary

Childcare Voucher/Tax Free Childcare

I'll use childcare vouchers/tax free childcare

Provider: Amount:

monthly

Maximum payment by childcare voucher/tax free childcare per month is £486

Your payment plan is based on the activities booked and their duration. If you are using monthly childcare voucher/tax free childcare payments and they do not cover the total amount due you can select an additional payment method below to make up the shortfall.

Monthly card instalments can vary when you book two different activities.

Please, use the booking reference when sending your childcare vouchers.

Select Payment Day	Amount	CCU/TFC
01/05/2018	£26.20	£0.00
09/07/2018	£26.20	£10.00

Go to 'My Bookings' along the tab bar

Click here to accept MyPlayService Terms & Conditions

Administrator Liz Ngo is connected as N Wedderburn (ID = 131474)

Help | | Available credit £0.00

[View all bookings in calendar](#)

Overall account balance -£1,460.00, including any credit

Show entries

Search:

Pay	Booked on	Booking Ref	First Date Booked	Last Date Booked	Gross	Balance	Details
	24/07/2018	PS327200/470 After School Club Cathryn-Liz Fully cancelled	03/09/2018	22/01/2019	£0.00	£0.00	<input type="button" value="View Booking"/>
<input type="checkbox"/>	18/07/2018	PS321615/200 After School Club Cathryn-Liz Fully cancelled	03/09/2018	05/07/2019	£1,460.00	-£1,460.00	<input type="button" value="View Booking"/>

A list of your bookings will show