

THE WEBBER Independent School



mag/cbooking PARENTMANUAL

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CREATING AN ACCOUNT

Magic Booking automatically creates you an account using the data from our School ISAMS data information system therefore if you are using the system for the first time you will need to do a password reset.

Step I - please follow the link to Magic Booking https://webberindependentschool.magicbooking.co.uk or click <u>here.</u> You should then see a page like below.

Login to start your session	The one-stop solution for schools and out-of-school clubs.
Password Log In Forract your password?	Automate bookings, payments, comms, and admin with magic booking.
ight © MyPlayService - magicbooking 2024	

Step 2 - click the blue 'Forgot your password?' button. You should then see a page like below, enter your email address to receive a link to reset your password.

Please note this must be the same email address that we hold on the School system, you will not be able to use any other email. If this needs updating, please contact the Admin Team on reception@webberindependentschool.co.uk

mag/cbooking
reception@webberindependentschool.co.uk
Submit

Step 3 - you will then receive a link to reset your password once this is complete you will have access to the system.

1

BOOKING AN ACTIVITY

Once you have created your account you will be able to book activities. This is what your home page should look like with tailored information to yourself.

					c.king@	webberindepende	ntschool.co.uk 0190857
THE WEBBE	ER ICHOOL	Home	Book Activity	Bookings	Account Child	ren Contact l	Js Help ? Logo
			Bo	ok an activity	,		
							FR
	Nice to see you		Р	After Schoo rovision - Ser 2024/25	l Befor llor Provisio	e School on 2024/25	School Trip to La Grand'Ferme Residential Centre in Normandy,
	Welcome back to The Webber Independent School			10		Ŭ	France
				Brass with M Mark Green	Ir Drum I Chris N	<it mr<br="" with="">lansbridge</it>	
Notices			You	ır Bookings			
				Booked On	Booking F	Reference	View Booking
				30/05/2024	PS4682	162/4	Go to booking
	You have no messages or tasks to complete						View all

Step I – Select the type of activity you would like to book from the square box in the top right or if you do not see it here you can click the 'Book Activity' tab along the top of the page.

Step 2 – Follow the steps on screen making sure to select the student, sessions and days of the week. Please do not skip any steps and go straight to the basket as you may skip out an important question such as a sandwich booking for After School Provision.

Before School Provision 2024/25	View Activity Details	
Book Session	Check Availability	Booking Recap
Select the Child(ren) you'd like to book		
Breakfast Club - Select your session		
Runs on	Duration	Price Select
	07:30 - 08:30	E8.00
Select the dates you'd like to book		Ad-hoc days?
From 04/09/2024 To 16/07		
Select All Monday	Tuesday Wednesd	Jay Thursday Friday
		Add Dates

Step 3- please ensure to make payment(s) at the time of booking where necessary to ensure your booking does not get cancelled by the system.

ACCEPTED OR WAITING LIST

We have enabled Waiting Lists on Magic Booking to allow for the fairest way to offer out new spaces if they become available please see below how to check if your child is accepted or on the waiting list for an extra curricular activity, trip or event.

Step I - Once you are logged in go to the 'Bookings' tab at the top of the page.



Step 2 – Scroll to the bottom, this will show you all the activities you have signed your child up for however, this does not mean they are accepted. The 'balance' column refers to any outstanding amount to pay so in the example below all money is 'cleared' meaning there is no money left to pay.

Incl	ude Archived Bookings	Showing 1	to 6 o	f total 6 entrie(s)				← Previous	Next →
Show	10 ¢ entries						Search:		
Pay	Activity	Ref		Child(ren)	First date 1	Last date 👘	Balance	View B	ooking
×	🐥 Volunteer Nursery Play Leader	P\$3679960	2		15/09/2023	15/12/2023	Cleared	ଷ	>
×	🐥 Volunteer Nursery Play Leader	PS3679950	λ.		18/09/2023	11/12/2023	Cleared	G	>
×	B Further Maths IGCSE	PS367994	5		13/09/2023	13/12/2023	Cleared	Ø	Þ
×	Junior Booster Sessions (Invitation Only)	PS366427	a.		13/09/2023	13/12/2023	Cleared	C	Þ
×	P Singing with Mrs Lesley-Green	P\$365993	8		13/09/2023	22/05/2024	Cleared	(0	Þ
×	 Junior After School Provision Senior After School Provision 	PS365803	1		07/09/2023	14/12/2023	Cleared	6	>

Step 3 - Click on the 'View Booking' button in the very right hand column to view the status of the booking.



Step 4 - If the activity is confirmed it will say 'Accepted' in green however, if you are on the Waiting List it will say 'Waiting

List' in blue.	Status	î↓	Cost	î↓	Status	$\uparrow \! \! \downarrow$	Cost	î↓
	Accepted		£0.00		Waiting List		£0.00	

CANCELLING A BOOKING

Step I - Click on 'Bookings' tab at the top of the page.

- Back to bookings

- Step 2 Find the activity you would like to cancel on the list.
- Step 3 Click on the 'View Booking' button in the very right hand column (looks like an eye).
- Step 4 Go to the 'Amend Date(s)' tab you should then see this page

Booking Details			PS4927517	E	Booking Status			
Centre The Webber School	Activity After School Provision - Senior 2024/25	Booked On 23/07/2024	Booked By Webber Reception	£	Booking Cost 0.00	Cleared		
Dates Booked	Payment	s Made E	xpected Payments	Ame	end Dates(s)	Invoic	e(s) / Credit No	te(s)
Select Dates								
Choose what you'd like to	do		Add Dates			Car	rcel Dates	
Activity *		After Sc	hool Provision - Senior 20	24/25				``
Activity Session *								Ŧ
Dates *		04/09/2	024		04/09/2	2024		
Day of the Week *		*	*	*	*	l		*
Child(ren) *		Select All	Monday	Tuesday	y Wedne	sday	Thursday	Frida

Step 5 - Make sure 'Cancel Dates' 'Day of the Week' and 'Child(ren)' are ticked, you will need to select the 'Activity Session' from the drop down menu and you can select the date ranges if applicable. Please be aware of deadlines for cancelling because if you cancel outside of the notice period you will still be charged.

View Dates

CANCELLING A BOOKING

Amend Dat	es							~	All Ac	tivity Sessi	ons
Show 10	• entries						Sea	arch:			
Select	Child	Date	ţ↓	Day	Time	Activity	↑↓	Ses	sion		
~		04/09/24		Wed	04:00 (pm)	After School Provision - Senior 2024/25		Afte	r School	Provision	
~		05/09/24		Thu	04:00 (pm)	After School Provision - Senior 2024/25		Afte	r School	Provision	
~		06/09/24		Fri	04:00 (pm)	After School Provision - Senior 2024/25		Afte	r School	Provision	
~		09/09/24		Mon	04:00 (pm)	After School Provision - Senior 2024/25		Afte	r School	Provision	
~		10/09/24		Tue	04:00 (pm)	After School Provision - Senior 2024/25		Afte	r School	Provision	
*		11/09/24		Wed	04:00 (pm)	After School Provision - Senior 2024/25		Afte	r School	Provision	
~		12/09/24		Thu	04:00 (pm)	After School Provision - Senior 2024/25		Afte	r School	Provision	
~		13/09/24		Fri	04:00 (pm)	After School Provision - Senior 2024/25		Afte	r School	Provision	
~		16/09/24		Mon	04:00 (pm)	After School Provision - Senior 2024/25		Afte	r School	Provision	
~		17/09/24		Tue	04:00 (pm)	After School Provision - Senior 2024/25		Afte	r School	Provision	

Step 6 - Click 'View Dates' you should now have a page like this.

Step 7 - Confirm you are happy with the sessions that have been ticked on the left then click 'Cancel All Dates'

Step 8 - You should then see this page where you will need to give a brief description and tick the box.

ncel Dates			
ease give a reason for y	your amendment		
Brief Reason			
I acknowledge that a	all the dates selected will be	cancelled.	

Step 9 - Click 'Submit' then a pop up will appear for you to confirm, once this is done the activity is cancelled.

AMENDING A BOOKING

Step I - Click on 'Bookings' tab at the top of the page.

- Step 2 Find the activity you would like to amend on the list.
- Step 3 Click on the 'View Booking' button in the very right hand column (looks like an eye).
- Step 4 Go to the 'Amend Date(s)' tab.

Step 5 - If you wish to amend the booking you will need to tick 'Add Dates' this includes if you would like to add an extra option for example a sandwich on a day you already have booked. You then just need to make sure you select the appropriate drop downs and ensure 'Day of the Week' and 'Child(ren)' are ticked for what you would like to book. Your page should look something like this.

Payments Made	Expect	ted Payments	Amend Da	tes(s)	Invoice(s) / Credit No	te(s)
		~				
		Add Dates			Cancel Dates	
	After School I	Provision - Senior 20	24/25			~
	16:00 - 17:00	- After School Provis	ion			٣
	Light Tea Opt	ion - Cheese				٣
	04/09/2024			15/07/2025		
	 Image: A set of the set of the	~	~	~	~	~
	Select All	Monday	Tuesday	Wednesday	Thursday	Friday
					_	
					Check A	vailability
	Payments Made	Payments Made Expect After School 16:00-17:00 Light Tea Opt 04/09/2024 Select All	Payments Made Expected Payments Image: state	Payments Made Expected Payments Amend Data Image: Constraint of the section	Payments Made Expected Payments Amend Dates(s)	Payments Made Expected Payments Amend Dates(s) Invoice(s) / Credit No Image: Construction of the second provision of the second provisio

AMENDING A BOOKING

Step 6 - Click 'Check Availability'

Step 7 - You should now see this page and you will notice 'Extra Options' are not automatically selected therefore you need to either tick 'All Extra Sessions' or individually tick the certain session you want to add that extra option too.

nend Dates					All Activity Ses	ions All Extra Opti
now 10 ≑ entries					Searc	h:
Select Child		Date 1	Day 斗	Time 斗	Activity	Session
X	ſ	04/09/24	Wed	04:00 (pm)	After School Provision - Senior 2024/25	After School Provision
		04/09/24	Wed	05:30 (pm)	Light Tea Option - Ham	Light Tea Option - Ham
		05/09/24	Thu	04:00 (pm)	After School Provision - Senior 2024/25	After School Provision
		05/09/24	Thu	05:30 (pm)	Light Tea Option - Ham	Light Tea Option - Ham
		06/09/24	Fri	04:00 (pm)	After School Provision - Senior 2024/25	After School Provision
		06/09/24	Fri	05:30 (pm)	Light Tea Option - Ham	Light Tea Option - Ham
		09/09/24	Mon	04:00 (pm)	After School Provision - Senior 2024/25	After School Provision
		09/09/24	Mon	05:30 (pm)	Light Tea Option - Ham	Light Tea Option - Ham
		10/09/24	Tue	04:00 (pm)	After School Provision - Senior 2024/25	After School Provision
		10/09/24	Tue	05:30 (pm)	Light Tea Option - Ham	Light Tea Option - Ham
nowing 1 to 10 of 398 entries					First Previous 1 2 3 4 5	40 Next Las

Step 8 - You then need to click 'Add Dates' which will bring a pop up to confirm then once you confirm this is all booked.

CHECKING PAYMENTS

There are a few different option for viewing payments so please see below how to get to these options and then what each option will show you

Step I - Once you are logged in go to the 'Bookings' tab at the top of the page.



Step 2 – Scroll to the bottom, this will show you all the activities you have signed your child up for. The 'balance' column refers to any outstanding amount to pay so in the example below all money is 'cleared' meaning there is no money left to pay.

Include Archived Bookings		Showing 1 to	o 6 of total 6 entrie(s)	← Previous Next -			
Show	10 ¢ entries					Search:	
Pay	Activity	Ref	11 Child(ren) 11	First date	Last date 📋	Balance 1	View Booking
×	👙 Volunteer Nursery Play Leader	PS3679960		15/09/2023	15/12/2023	Cleared	۲
×	👶 Volunteer Nursery Play Leader	PS3679950		18/09/2023	11/12/2023	Cleared	0
×	B Further Maths IGCSE	PS3679940		13/09/2023	13/12/2023	Cleared	0
×	Junior Booster Sessions (Invitation Only) PS3664273/		13/09/2023	13/12/2023	Cleared	۲
×	P Singing with Mrs Lesley-Green	P\$365993;		13/09/2023	22/05/2024	Cleared	۲
×	 Junior After School Provision Senior After School Provision 	PS3658037		07/09/2023	14/12/2023	Cleared	0

Step 3 – If you have any that are not 'Cleared' or you would just like to view payments of the cleared activity click on the 'View Booking' button in the very right hand column,



CHECKING PAYMENTS

You should now see a page like this and the tabs you will want to look at regarding payments is 'Payments Made' 'Expected Payments' and 'Invoice(s) / Credit Note(s)'

- Back to bookings							
Booking Details			PS4682162/	Booking Statu	IS		
Centre The Webber School	Activity Y9 & 10 Celebrating Success Trip 2024	Booked On 30/05/2024	Booked By	Booking Cost £27.00	Cleared		
Dates Booked	Payments	Made	Expected Payments	Amend Dates(s)	Invoice	(s) / Credit No	<mark>ote(s)</mark>
Dates Booked							
Show 10 🗢 entr	ies				Search:		
Date ↑↓ Da	y î↓ Time î.	Session			Child(ren) 1	Status 🕕	Cost ↑↓
02/07/2024 Tue	09:00 - 15:45	Y9 & 10 Celebra	ting Success Trip 2024(02/07/	2024-02/07/2024)	Hannah	Accepted	£27.00

'Payments Made' will show you all the transactions we have received

Dates Booked	Payments Made	Expected Payments	Amend Dates(s)	Invoice(s) / Credit Note(s)
Payments Made				
Show 10 🗢 entries				Search:
Paid On	î↓ Paid By	1↓ Amount Paid	†↓	Type ↑↓
30/05/2024	Hilary Marsden	£27.00		Credit/Debit Card
Showing 1 to 1 of 1 entrie	25			Previous 1 Next

CHECKING PAYMENTS

'Expected Payments' will show you all the transactions we are expecting and when as well as the date we received the amount if applicable so in this case the activity is all paid off.

Dates Booked		Payments Made		Expected Payments		Amend Dates(s)	h	nvoice(s) / Credit Note(s	;)
Expected Payments (Instalı	ments)							
Show 10 🗢 entries	3						Se	earch:	
Туре	ţ↑	Expected Due Date	ţ↑	Expected Amount Due	î↓	Amount Received	ţ↑	Date Received	ţ↑
Credit/Debit Card		30/05/2024		£27.00		£27.00		30/05/2024	
howing 1 to 1 of 1 en	tries							Previous 1	Next

'Invoice(s) / Credit Note(s)' will show you all the Invoices for this activity and also Credit Notes if applicable.

Dates Booked	Payments Made	Expected Payments	Amend Dates(s)	Invoice(s) / Credit Note(s)
Invoice(s) / Credit Note(s)				
Show 10 🗢 entries				Search:
Inv-Number	†⊥ Туре	1 Date Created	1 View	Download
WEB-	Invoice	30/05/2024 11:37:59	0	۵.
Showing 1 to 1 of 1 entries				Previous 1 Next

HOW TO MAKE PAYMENTS

If you have an overdue balance on your account you will be unable to book any activities until this is cleared so here is how to make a payment on your account. You will receive the below pop up if this is the case. you can also use this same method if you wish to pay off any activity.



Step I - Click on the 'Bookings' tab at the top of the page. You should then see a page like this. As you can see the highlighted bits show the amounts left to pay. If you have more than one thing with amounts outstanding and they do not equal the total overdue you can follow the steps from the previous 'Checking Payments' section above to determine what activity to make payment for.

/	Account Balance Ov	verdue Balance	Ma	ake payment(s)		Upcoming I	nstalment
	-£8.50	-£8.50	м	ake a payment		Vie	ew
ookin	ıgs					(🗰 C	Calendar Vi
Inclu	ude Archived Bookings	Showing 1 to 4 of t	total 4 entrie(s)			← Pre	vious Nex
Inclu	10 entries	Showing 1 to 4 of t	total 4 entrie(s)		Se	← Pre	vious Nex
Inclu how Pay	10 ¢ entries	Showing 1 to 4 of t	total 4 entrie(s)	First date ⊺↓	Se Last date 11	← Presearch:	vious Nex View Booking
Inclu how Pay	ude Archived Bookings 10 entries Activity After School Provision - Junior	Showing 1 to 4 of t	total 4 entrie(s)	First date 1 28/06/2024	Se Last date 11 28/06/2024	← Pre	View Booking
Inclu how Pay	ude Archived Bookings 10 entries Activity After School Provision - Junior Webber Piano Concert - Wednesday 26 June 2024	Showing 1 to 4 of t T Ref 1 PS4814993/ PS4764360/	Child(ren)	First 1 date 1 28/06/2024 2	Se Last date 11 28/06/2024 26/06/2024	← Pre earch: Balance	vious Nex View Booking
Inclu how Pay × ×	ude Archived Bookings 10 • entries Activity Activity After School Provision - Junior Webber Plano Concert – Wednesday 26 June 2024 Reception - Year 2 Awards Ceremony	Showing 1 to 4 of t 11 Ref PS4814993/ PS47643607 PS4732178/	Child(ren)	First date II 28/06/2024 26/06/2024 11/07/2024 11/07/2024	Se Last date 11 28/06/2024 26/06/2024 11/07/2024	← Pre	View Booking ©



MAKING A PAYMENT

Step 2 - Tick the activity you would like to make payment on. If you wish to make part payment on multiple activities, make sure to only tick one activity at a time unless you want to pay the full amount for all activities.

Account Balance	Overdue Balance	Make payment(s)	Upcoming Instalments					
-£8.50	-£8.50	Make a payment	View					
Bookings			🗰 Calendar View					
Include Archived Bookings	Showing 1 to 4 of total 4 entrie(s)							
Show 10 ¢ entries			Search:					
Pay Activity	î↓ Ref î↓	First La: Child(ren) î↓ date î↓ da	st View te î↓ Balance î↓ Booking					
After School Provision - Jun	ior PS4814993/214	Sophia 28/06/2024 28/	06/2024 -£8.50 Ø					

Step 3 - Once you have the activity booked the 'Make a payment' button will be enabled so this is your next step. you should then have a screen like this.

Choose an Option			
Pa	ay Next Instalment	Pay Partial A	Amount
Payment Information		Payment	
Outstanding Amount: £8.50	Next Payment due 28/06/2024 16:19: £8.50	Amount	£8.50

Step 4 - You should now be able to follow the steps online to complete this payment. You can use your bank card or any Credit you may have on your account.



THE WEBBER Independent School