



THE WEBBER INDEPENDENT SCHOOL



mag/cbooking

PARENT MANUAL

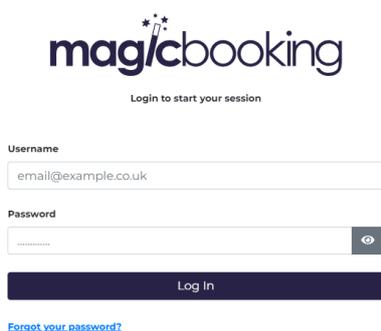
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CREATING AN ACCOUNT

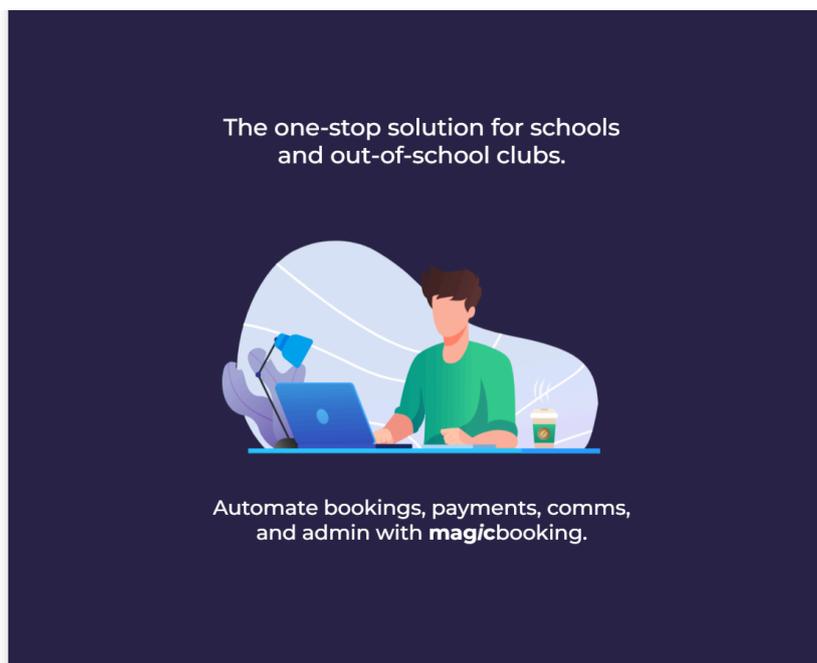
Magic Booking automatically creates you an account using the data from our School ISAMS data information system therefore if you are using the system for the first time you will need to do a password reset.

Step 1 - please follow the link to Magic Booking <https://webberindependentschool.magicbooking.co.uk> or click [here](#). You should then see a page like below.



[Forgot your password?](#)

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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



Enter email to reset password

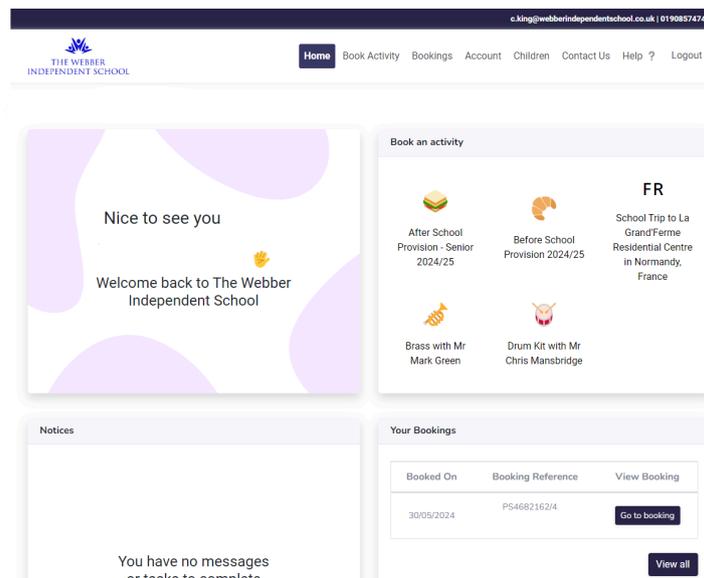
reception@webberindependentschool.co.uk

Submit

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

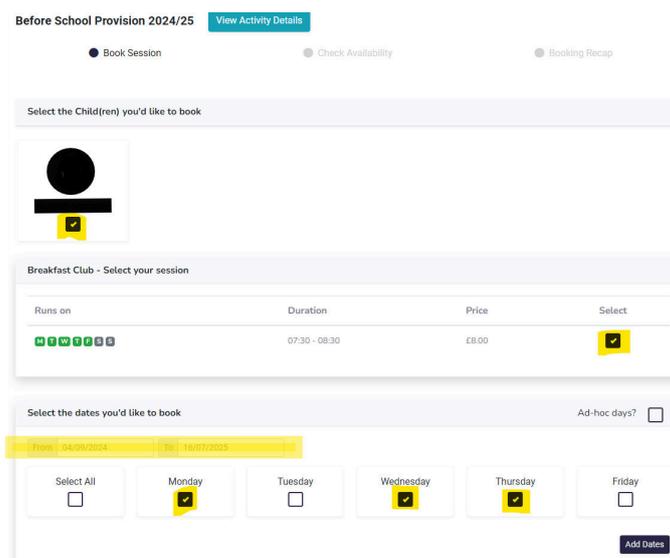
BOOKING AN ACTIVITY

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.



Step 1 – 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.



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 1 – 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.

Include Archived Bookings

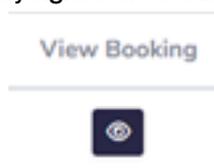
Showing 1 to 6 of total 6 entries

← Previous Next →

Show 10 entries Search:

Pay	Activity	Ref	Child(ren)	First date	Last date	Balance	View Booking
x	Volunteer Nursery Play Leader	PS3679960		15/09/2023	15/12/2023	Cleared	
x	Volunteer Nursery Play Leader	PS3679950		18/09/2023	11/12/2023	Cleared	
x	Further Maths IGCSE	PS3679940		13/09/2023	13/12/2023	Cleared	
x	Junior Booster Sessions (Invitation Only)	PS3664273		13/09/2023	13/12/2023	Cleared	
x	Singing with Mrs Lesley-Green	PS365993		13/09/2023	22/05/2024	Cleared	
x	Junior After School Provision Senior After School Provision	PS3658037		07/09/2023	14/12/2023	Cleared	

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	Cost	Status	Cost
Accepted	£0.00	Waiting List	£0.00

CANCELLING A BOOKING

Step 1 - Click on 'Bookings' tab at the top of the page.

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

← Back to bookings

Booking Details PS4927517 [REDACTED]				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 Payments Made Expected Payments **Amend Dates(s)** Invoice(s) / Credit Note(s)

Select Dates

Choose what you'd like to do

Add Dates Cancel Dates

Activity * After School Provision - Senior 2024/25

Activity Session *

Dates * 04/09/2024 04/09/2024

Day of the Week *

Select All Monday Tuesday Wednesday Thursday Friday

Child(ren) * [REDACTED]

View Dates

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.

CANCELLING A BOOKING

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

Dates Booked Payments Made Expected Payments **Amend Dates(s)** Invoice(s) / Credit Note(s)

Amend Dates All Activity Sessions

Show entries Search:

Select	Child	Date	Day	Time	Activity	Session
<input checked="" type="checkbox"/>	[REDACTED]	04/09/24	Wed	04:00 (pm)	After School Provision - Senior 2024/25	After School Provision
<input checked="" type="checkbox"/>	[REDACTED]	05/09/24	Thu	04:00 (pm)	After School Provision - Senior 2024/25	After School Provision
<input checked="" type="checkbox"/>	[REDACTED]	06/09/24	Fri	04:00 (pm)	After School Provision - Senior 2024/25	After School Provision
<input checked="" type="checkbox"/>	[REDACTED]	09/09/24	Mon	04:00 (pm)	After School Provision - Senior 2024/25	After School Provision
<input checked="" type="checkbox"/>	[REDACTED]	10/09/24	Tue	04:00 (pm)	After School Provision - Senior 2024/25	After School Provision
<input checked="" type="checkbox"/>	[REDACTED]	11/09/24	Wed	04:00 (pm)	After School Provision - Senior 2024/25	After School Provision
<input checked="" type="checkbox"/>	[REDACTED]	12/09/24	Thu	04:00 (pm)	After School Provision - Senior 2024/25	After School Provision
<input checked="" type="checkbox"/>	[REDACTED]	13/09/24	Fri	04:00 (pm)	After School Provision - Senior 2024/25	After School Provision
<input checked="" type="checkbox"/>	[REDACTED]	16/09/24	Mon	04:00 (pm)	After School Provision - Senior 2024/25	After School Provision
<input checked="" type="checkbox"/>	[REDACTED]	17/09/24	Tue	04:00 (pm)	After School Provision - Senior 2024/25	After School Provision

Showing 1 to 10 of 173 entries First Previous **1** 2 3 4 5 ... 18 Next Last

Go Back Cancel All Dates

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.

Dates Booked Payments Made Expected Payments **Amend Dates(s)** Invoice(s) / Credit Note(s)

Cancel Dates

Please give a reason for your amendment

Brief Reason

I acknowledge that all the dates selected will be cancelled.

← Back Submit

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 1 - 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.

Dates Booked Payments Made Expected Payments **Amend Dates(s)** Invoice(s) / Credit Note(s)

Select Dates

Choose what you'd like to do Add Dates Cancel Dates

Activity * After School Provision - Senior 2024/25

Activity Session * 16:00 - 17:00 - After School Provision

Extra Options Light Tea Option - Cheese

Dates * 04/09/2024 15/07/2025

Day of the Week * Select All Monday Tuesday Wednesday Thursday Friday

Child(ren) *

Check Availability

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.

Dates Booked Payments Made Expected Payments **Amend Dates(s)** Invoice(s) / Credit Note(s)

Amend Dates All Activity Sessions All Extra Options

Show entries Search:

Select	Child	Date	Day	Time	Activity	Session
<input type="checkbox"/>	[REDACTED]	04/09/24	Wed	04:00 (pm)	After School Provision - Senior 2024/25	After School Provision
<input type="checkbox"/>	[REDACTED]	04/09/24	Wed	05:30 (pm)	Light Tea Option - Ham	Light Tea Option - Ham
<input checked="" type="checkbox"/>	[REDACTED]	05/09/24	Thu	04:00 (pm)	After School Provision - Senior 2024/25	After School Provision
<input type="checkbox"/>	[REDACTED]	05/09/24	Thu	05:30 (pm)	Light Tea Option - Ham	Light Tea Option - Ham
<input checked="" type="checkbox"/>	[REDACTED]	06/09/24	Fri	04:00 (pm)	After School Provision - Senior 2024/25	After School Provision
<input type="checkbox"/>	[REDACTED]	06/09/24	Fri	05:30 (pm)	Light Tea Option - Ham	Light Tea Option - Ham
<input checked="" type="checkbox"/>	[REDACTED]	09/09/24	Mon	04:00 (pm)	After School Provision - Senior 2024/25	After School Provision
<input type="checkbox"/>	[REDACTED]	09/09/24	Mon	05:30 (pm)	Light Tea Option - Ham	Light Tea Option - Ham
<input checked="" type="checkbox"/>	[REDACTED]	10/09/24	Tue	04:00 (pm)	After School Provision - Senior 2024/25	After School Provision
<input type="checkbox"/>	[REDACTED]	10/09/24	Tue	05:30 (pm)	Light Tea Option - Ham	Light Tea Option - Ham

Showing 1 to 10 of 398 entries First Previous **1** 2 3 4 5 ... 40 Next Last

Go Back Add Dates

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

Step 1 – 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

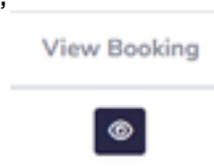
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x	Volunteer Nursery Play Leader	PS3679950		18/09/2023	11/12/2023	Cleared	
x	Further Maths IGCSE	PS3679940		13/09/2023	13/12/2023	Cleared	
x	Junior Booster Sessions (Invitation Only)	PS3664273		13/09/2023	13/12/2023	Cleared	
x	Singing with Mrs Lesley-Green	PS365993		13/09/2023	22/05/2024	Cleared	
x	Junior After School Provision Senior After School Provision	PS3658037		07/09/2023	14/12/2023	Cleared	

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/
Centre	Activity	Booked On	Booked By	
The Webber School	Y9 & 10 Celebrating Success Trip 2024	30/05/2024		

Booking Status	
Booking Cost	Cleared
£27.00	

Dates Booked **Payments Made** **Expected Payments** Amend Dates(s) **Invoice(s) / Credit Note(s)**

Dates Booked

Show entries Search:

Date	Day	Time	Session	Child(ren)	Status	Cost
02/07/2024	Tue	09:00 - 15:45	Y9 & 10 Celebrating Success Trip 2024(02/07/2024-02/07/2024)	Hannah	Accepted	£27.00

Showing 1 to 1 of 1 entries [Previous](#) **1** [Next](#)

'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 entries Search:

Paid On	Paid By	Amount Paid	Type
30/05/2024	Hilary Marsden	£27.00	Credit/Debit Card

Showing 1 to 1 of 1 entries [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) Invoice(s) / Credit Note(s)

Expected Payments (Instalments)

Show 10 entries Search:

Type	Expected Due Date	Expected Amount Due	Amount Received	Date Received
Credit/Debit Card	30/05/2024	£27.00	£27.00	30/05/2024

Showing 1 to 1 of 1 entries 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)

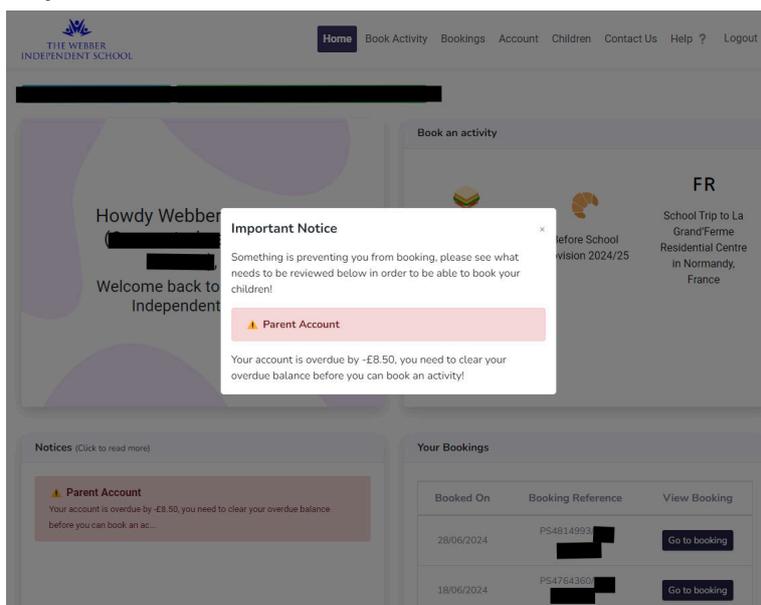
Show 10 entries Search:

Inv-Number	Type	Date Created	View	Download
WEB- [REDACTED]	Invoice	30/05/2024 11:37:59		

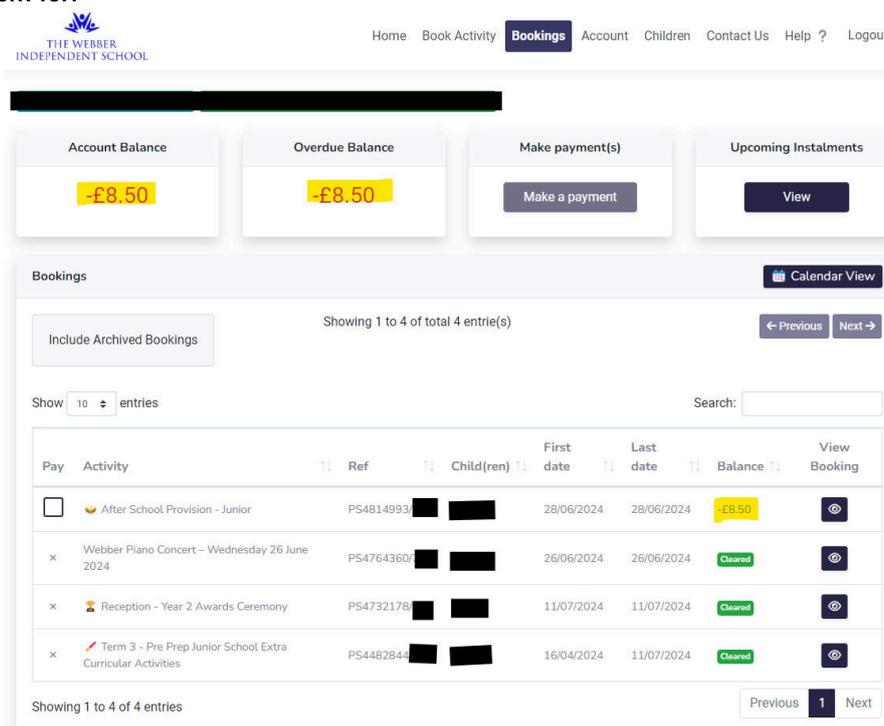
Showing 1 to 1 of 1 entries Previous 1 Next

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 1 - 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.



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

-£8.50

Overdue Balance

-£8.50

Make payment(s)

Make a payment

Upcoming Instalments

View

Bookings Calendar View

Showing 1 to 4 of total 4 entry(s) ← Previous Next →

Include Archived Bookings

Show entries Search:

Pay	Activity	Ref	Child(ren)	First date	Last date	Balance	View Booking
<input checked="" type="checkbox"/>	After School Provision - Junior	PS4814993/214	Sophia	28/06/2024	28/06/2024	-£8.50	

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

Pay Next Instalment Pay Partial Amount

Payment Information

Outstanding Amount: £8.50

Next Payment due 28/06/2024 16:19: £8.50

Payment

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.



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