

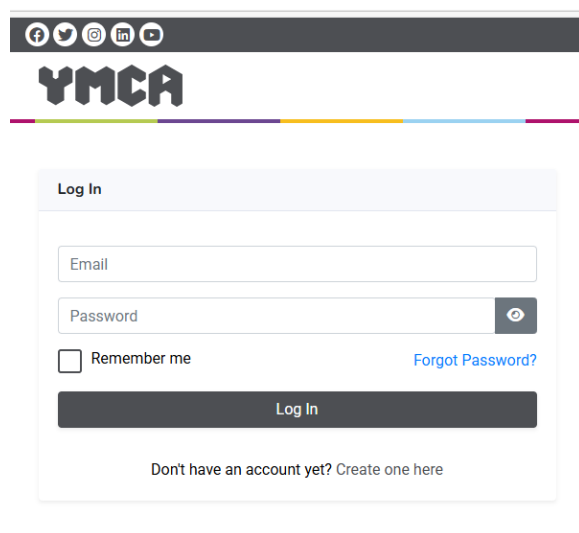
Creating an account on MagicBooking

How To Setup MagicBooking:

Please go to <https://ymcaeast Surrey.magicbooking.co.uk/>

If you do not already have an account for MagicBooking, you will need to create an account.

Please click the link on our homepage or go directly to:
<https://ymcaeast Surrey.magicbooking.co.uk/Register>



The screenshot shows the MagicBooking login interface. At the top, there is a dark grey bar with social media icons for Facebook, Twitter, Instagram, LinkedIn, and YouTube. Below this is the YMCA logo. The main content area is a light grey box titled 'Log In'. It contains an 'Email' input field, a 'Password' input field with a toggle icon, a 'Remember me' checkbox, and a 'Forgot Password?' link. A dark grey 'Log In' button is at the bottom of the form. Below the button, there is a link that says 'Don't have an account yet? Create one here'.

You must create your account with a valid email address as **you will need to validate it via a link received by email** (one account per family should be created). Fill in the registration form and follow the process on the screen.

Once you have completed the registration process, an email will automatically be sent to you. Open the email and validate your account by clicking the link.

If you do not receive an email, please check your junk folder in case it has been received there.

Once your account has been validated, you will be able to login into MagicBooking and follow the following steps.

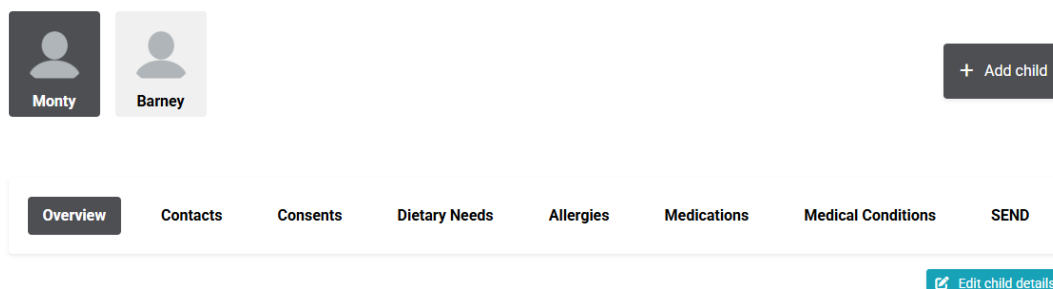
Review Your Personal Information:

Go to "My Account", review and complete missing data (address, contact details and mailing preferences).

Add Children to Your Account:

You now need to add your child's details, click "Add child". Complete the form and save.

Now click each tab (Medical Info, Disabilities, Emergency Contacts, Collectors and Doctors) and complete the forms. Only Emergency Contacts, Collectors and Doctor details are reusable if you have more than one child created.



The screenshot shows a user interface for managing child profiles. At the top, there are two profile cards for 'Monty' and 'Barney', each with a person icon. To the right is a '+ Add child' button. Below these is a horizontal navigation bar with tabs: 'Overview' (highlighted), 'Contacts', 'Consents', 'Dietary Needs', 'Allergies', 'Medications', 'Medical Conditions', and 'SEND'. At the bottom right of the navigation bar is an 'Edit child details' button with a pencil icon.

Medical information, Medication, Dietary Needs & Allergies:

Click "Add" in the relevant section to add Dietary Needs, Medical Conditions, Medications and Allergies. You can add more than one in each section if needed. Make sure you complete all details, including emergency treatment if relevant, as it is important for your child's well-being and ensures that staff are aware of any health problems or medication your child might have or need.

Disability & Special Educational Needs (SEND):

It is important for your child's well-being and safety that staff are aware of any Disabilities or Special Education Needs your child might have. Hiding such information may result in your child being turned down at the door if no resources are available to provide adequate care to him/her.

We will call you to discuss if your child is new to us so we can help to understand/ensure we have everything in place to support them.

Emergency Contacts and Collectors:

When you register, your contact details are automatically added on both the Emergency and Collectors lists, however it is advisable to add another emergency contact in case you are not reachable in the event of an emergency. At the YMCA we request 2 Emergency Contacts, you won't be able to make a booking until you have entered the requested number of contacts.

You can't use the same phone number for two emergency contacts.

Doctors:

This is the contact details of the Surgery your child is registered with.

Note: 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

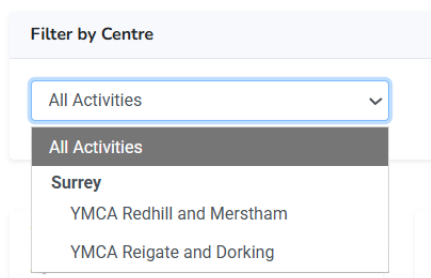
How To Book A Session:

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 the child(ren) selected.

From the home page you can see a selection of the activities running at the centre(s) you are registered with. To see all activities, click the menu 'Book Activity'.

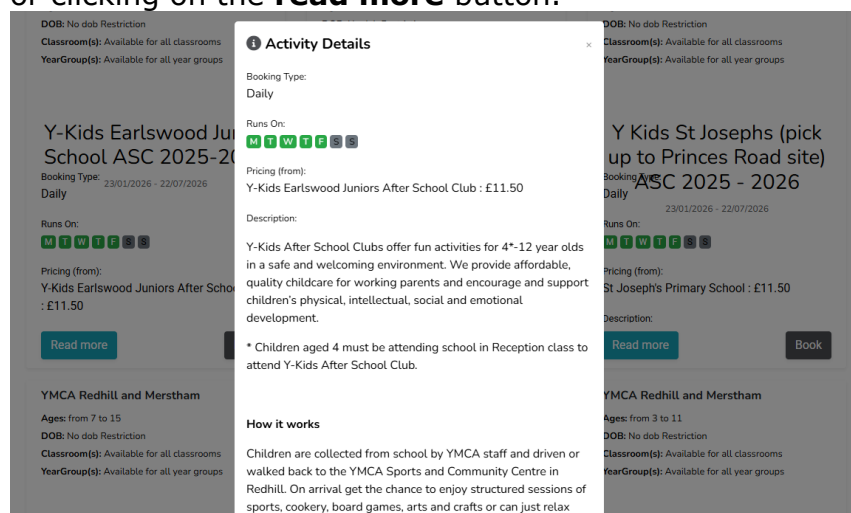
Selecting your centre

If you are registered to more than one centre, you can select which centre you would like to see activities for in the dropdown menu at the top of the page.



Viewing activity information

You can view general information of an activity by looking at the individual cards or clicking on the **read more** button.



Booking an activity

To book an activity, click 'Book' on the card of the activity you want to book. On the next page, select the child(ren) you want to book, select the sessions, the period and the days.


Further help:

For further guidance, watch the videos below from MagicBooking to help with things like weekly bookings or ad hoc/extra days:

Weekly Booking: <https://youtu.be/9MWgnAZAgRo>

Ad Hoc or Regular Booking: <https://youtu.be/wff0GqBLdiI>

MagicBooking now also has lots of information to help you under their HELP section along the main selection bar along the top of your account once you log in.

A horizontal bar composed of five colored segments: orange, light blue, magenta, lime green, and purple.

You can select the tab **HELP?** And this will take you to further videos and detailed information.

Should you have any further questions or need any other support, please contact the Y Kids team at Children@ymcaeastsurrey.org.uk