

Booking Clubs

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Please note, if full payment is not made by Monday 12th September at 2:00pm, your child will be removed from the club

If you pay by childcare voucher please contact the office with your provider information. Please use the pay later option to book your club (detail page 11-16)

- Login to Parentmail
- Choose the payments tab

The screenshot displays the IRIS ParentMail application interface. The top left corner features the IRIS logo and the text 'ParentMail'. A dark blue sidebar on the left contains a list of navigation options: Parents Evenings, Video Appointments, Accounts, Payments (highlighted with a green circle), Absence, Starred, Unread, Archived, Announcements, Manage Organisation, Settings, Help, and Logout. The main content area on the right is titled 'Emails' and currently shows 'No items found'. At the bottom of the sidebar, the version number 'Version: 3.9.90' is displayed.

- Choose the shop icon at the bottom of the page

IRIS
ParentMail

Parents Evenings
Video Appointments
Accounts
Payments
Absence
Starred
Unread
Archived
Announcements
Manage Organisation
Settings
Help
Logout

Version: 3.9.90

To Pay

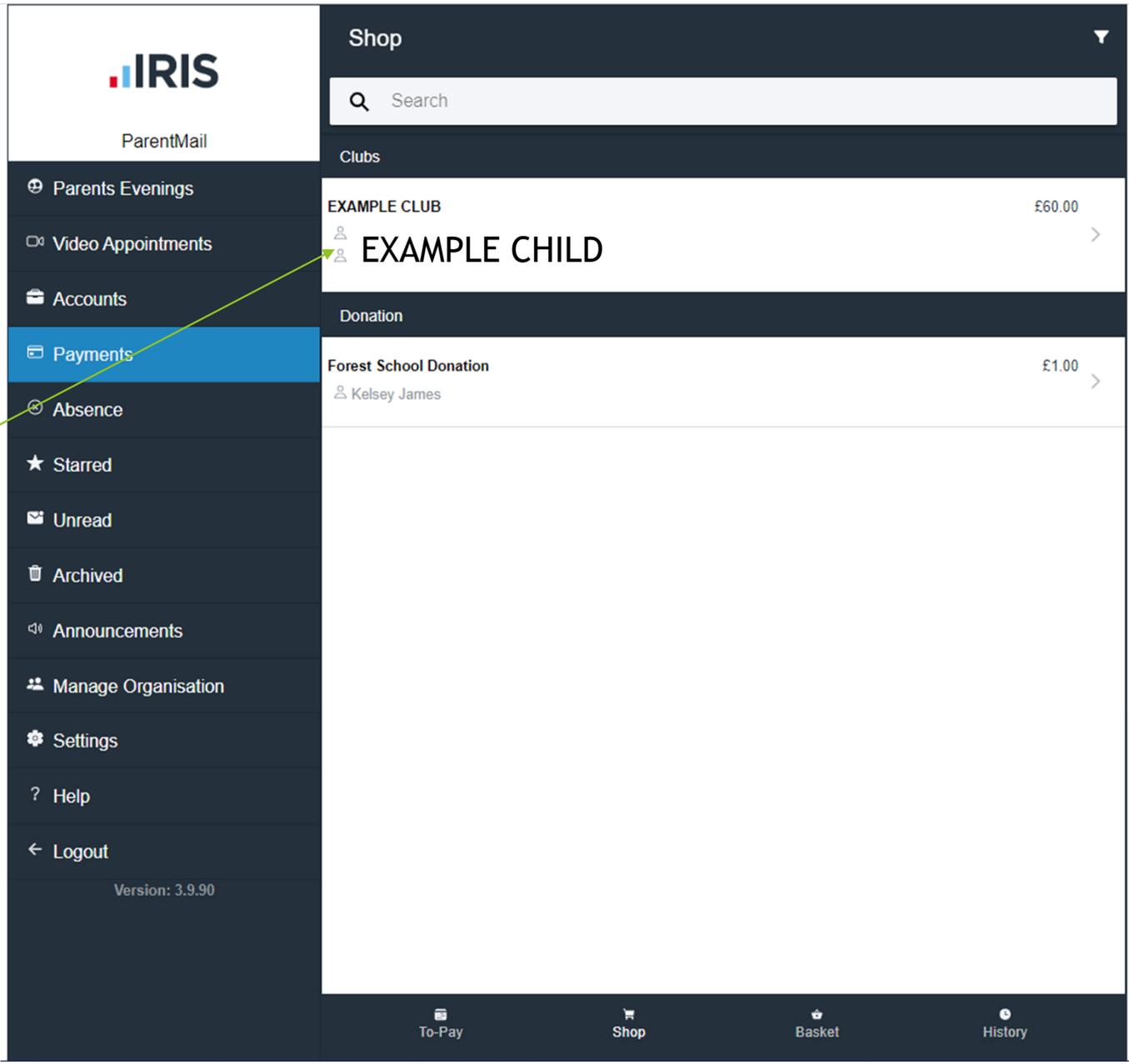
Overdue Items
No items found

Upcoming Items
No items found

Part Paid Items
No items found

To-Pay Shop Basket History

- A list of clubs will show in the shop
- Click on the club you wish to book



2 Options for Payment

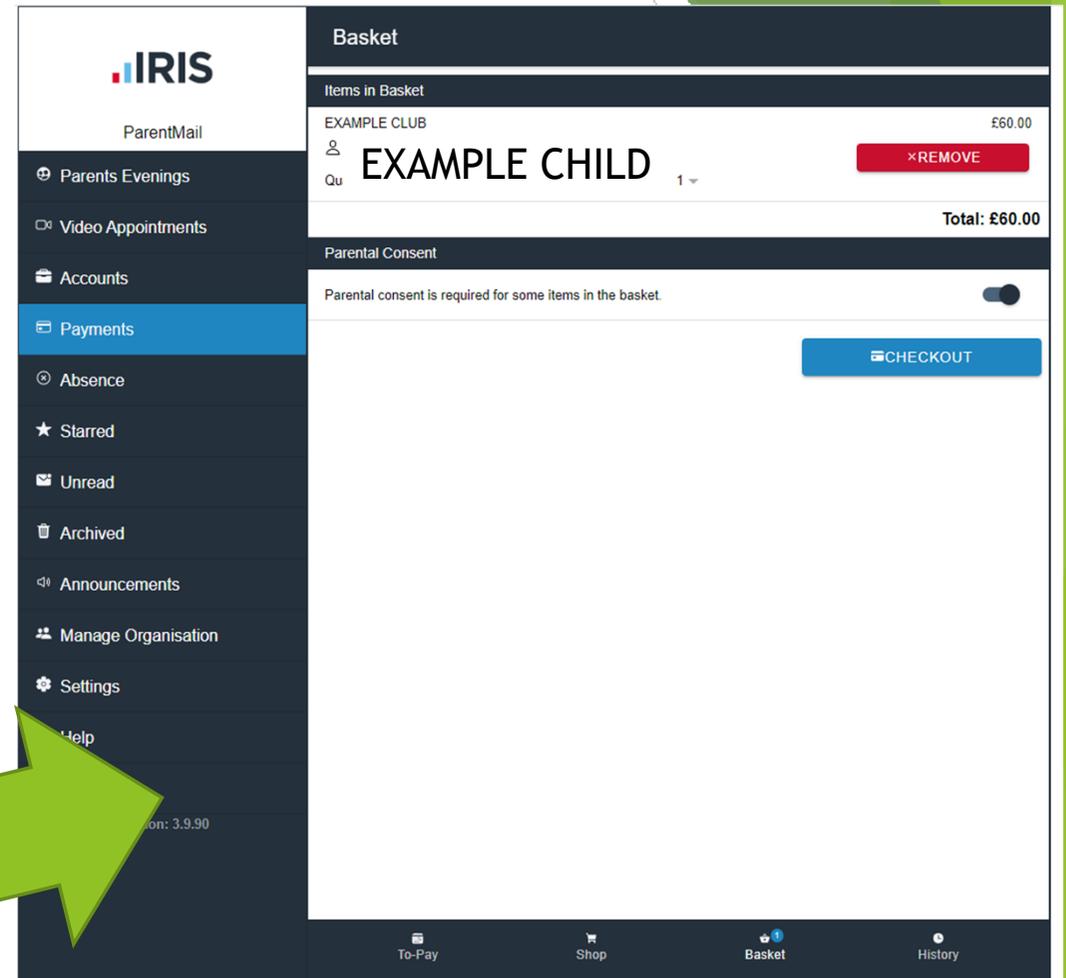
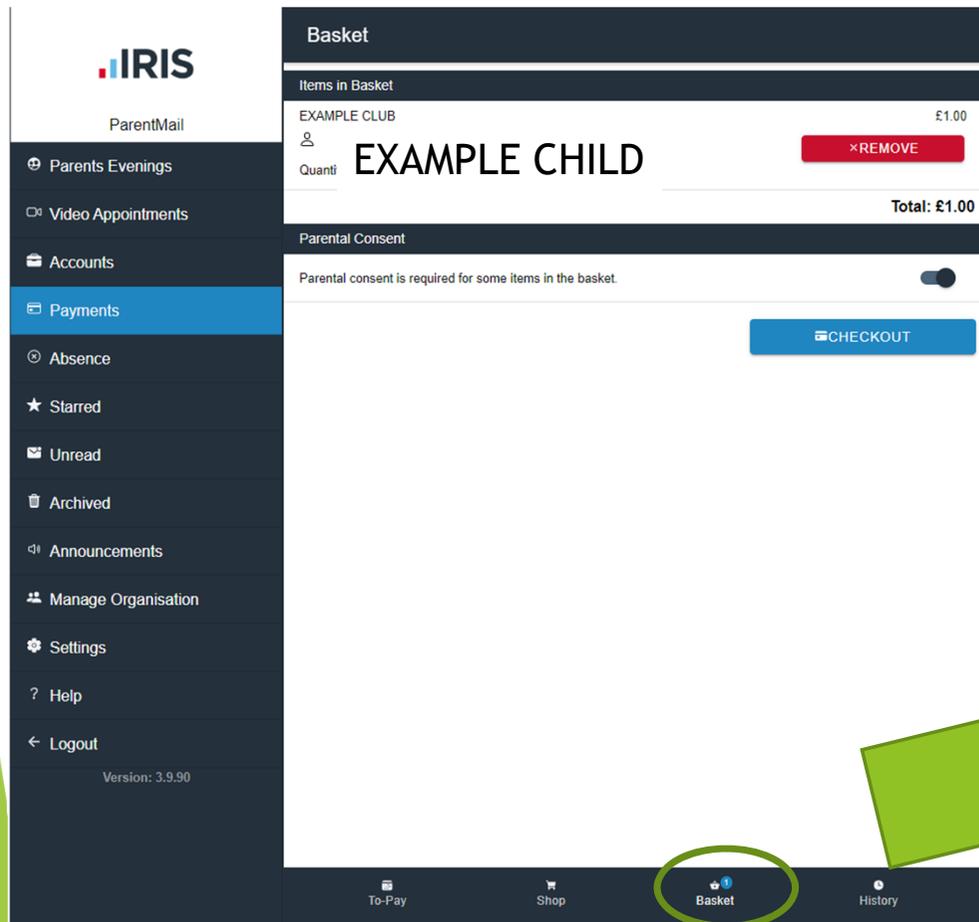
- ▶ You will then have the option to pay the full amount now, or to pay a custom amount (the lowest amount being £1.00) so you can pay the remainder by the due date Monday 12th September at 2:00pm
- ▶ If you have not paid the full amount by the above date and time, your child will be removed from the club
- ▶ If you wish to pay by childcare voucher, please email the office office@bessemergrange.southwark.sch.uk with details of which provider you use.

To Pay Now

- ▶ To pay the full amount, choose add to basket.

The screenshot displays the IRIS ParentMail app interface. On the left is a dark sidebar menu with the following items: Parents Evenings, Video Appointments, Accounts, Payments (highlighted in blue), Absence, Starred, Unread, Archived, Announcements, Manage Organisation, Settings, Help, and Logout. The main content area is titled 'Item Detail' and shows a total of £60.00. Below this, it identifies the item as 'EXAMPLE CLUB' from 'Bessemer Grange Primary School'. A 'FULL DESCRIPTION' button is visible. The 'Purchase Details' section shows the item is for 'EXAMPLE CHILD' with a quantity of 1. There is an option to 'Pay a custom amount'. An 'Optional Donation' section contains a message: 'Your school has enabled donations against this item. Should you wish to pay more than the original item amount shown please enter your ADDITIONAL payment amount in the box below.' Below this is an 'Amount' input field with the example 'e.g. 20.00'. At the bottom of the main area, there are two buttons: 'ADD TO BASKET' (circled in green) and 'PAY NOW'. The bottom navigation bar includes icons for 'To-Pay', 'Shop', 'Basket', and 'History'. The version number '3.9.90' is displayed at the bottom of the sidebar.

- ▶ The club will then appear in your basket.
- ▶ Click the basket icon at the bottom of the page to open the basket



- ▶ You will need to click the Parental consent toggle before you can checkout
- ▶ Then press the checkout button

The screenshot displays the IRIS ParentMail app interface. On the left is a dark sidebar menu with the following items: Parents Evenings, Video Appointments, Accounts, Payments (highlighted in blue), Absence, Starred, Unread, Archived, Announcements, Manage Organisation, Settings, Help, and Logout. At the bottom of the sidebar, it says 'Version: 3.9.90'. The main content area is titled 'Basket' and shows 'Items in Basket' with one item: 'EXAMPLE CLUB' for £60.00, associated with 'EXAMPLE CHILD' (quantity 1). A red 'REMOVE' button is next to the item. Below the item list, a 'Parental Consent' section contains a message: 'Parental consent is required for some items in the basket.' This message and its associated toggle switch are circled in green. A blue 'CHECKOUT' button is located at the bottom right of the basket area.

- ▶ You can pay with the options displayed here
- ▶ Choose your payment method
- ▶ This will take you to a payment window

IRIS
ParentMail

- Parents Evenings
- Video Appointments
- Accounts
- Payments**
- Absence
- Starred
- Unread
- Archived
- Announcements
- Manage Organisation
- Settings
- Help
- Logout

Version: 3.9.90

Checkout

Payment Methods

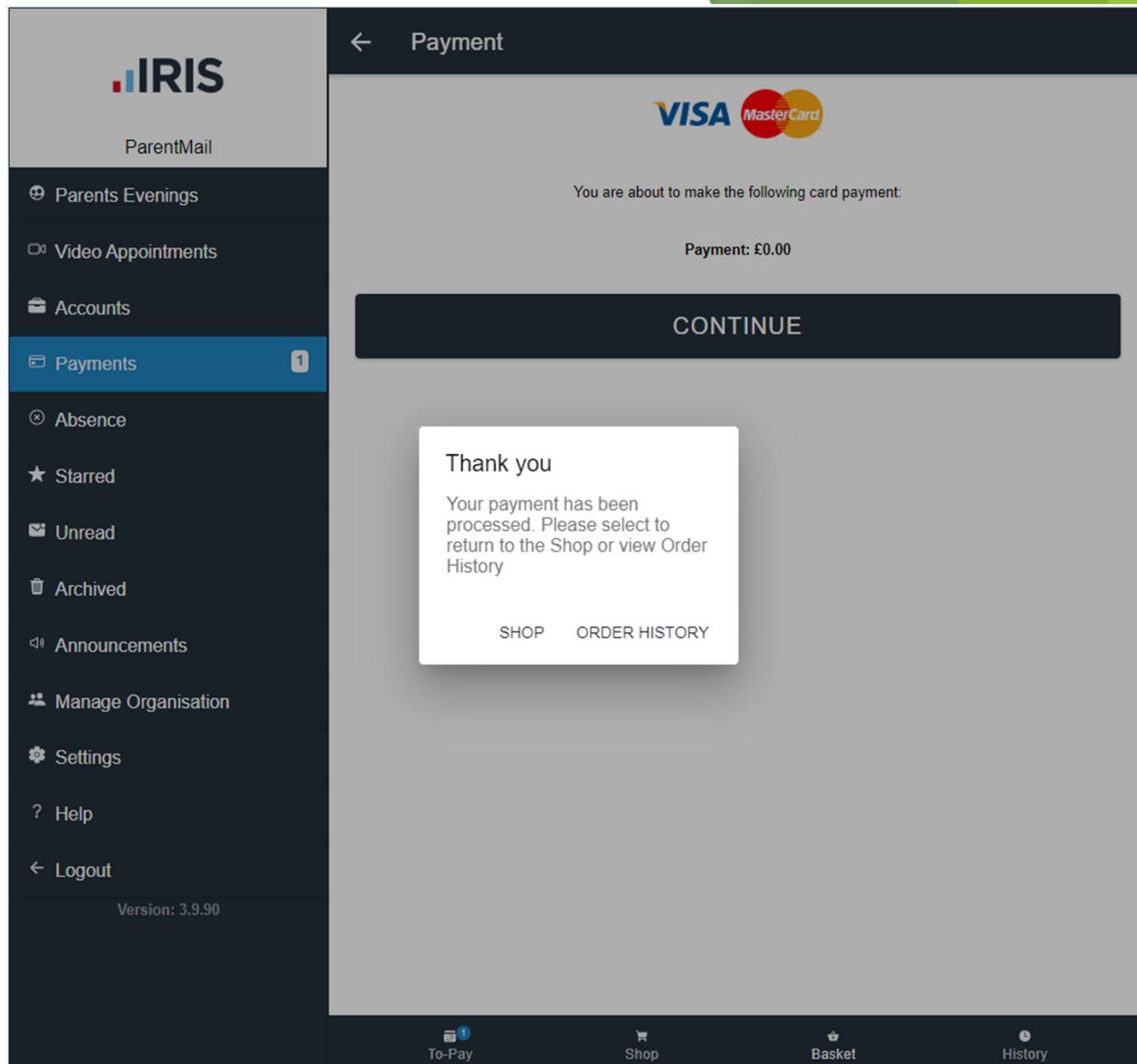
- PayPal
- VISA MasterCard
- PayCash

Your Items

1 x EXAMPLE CLUB	£60.00
Total: £60.00	

To-Pay Shop **Basket** History

- ▶ Once you have completed the process. A thank you message should show and you will be able to view your booking in the order history section

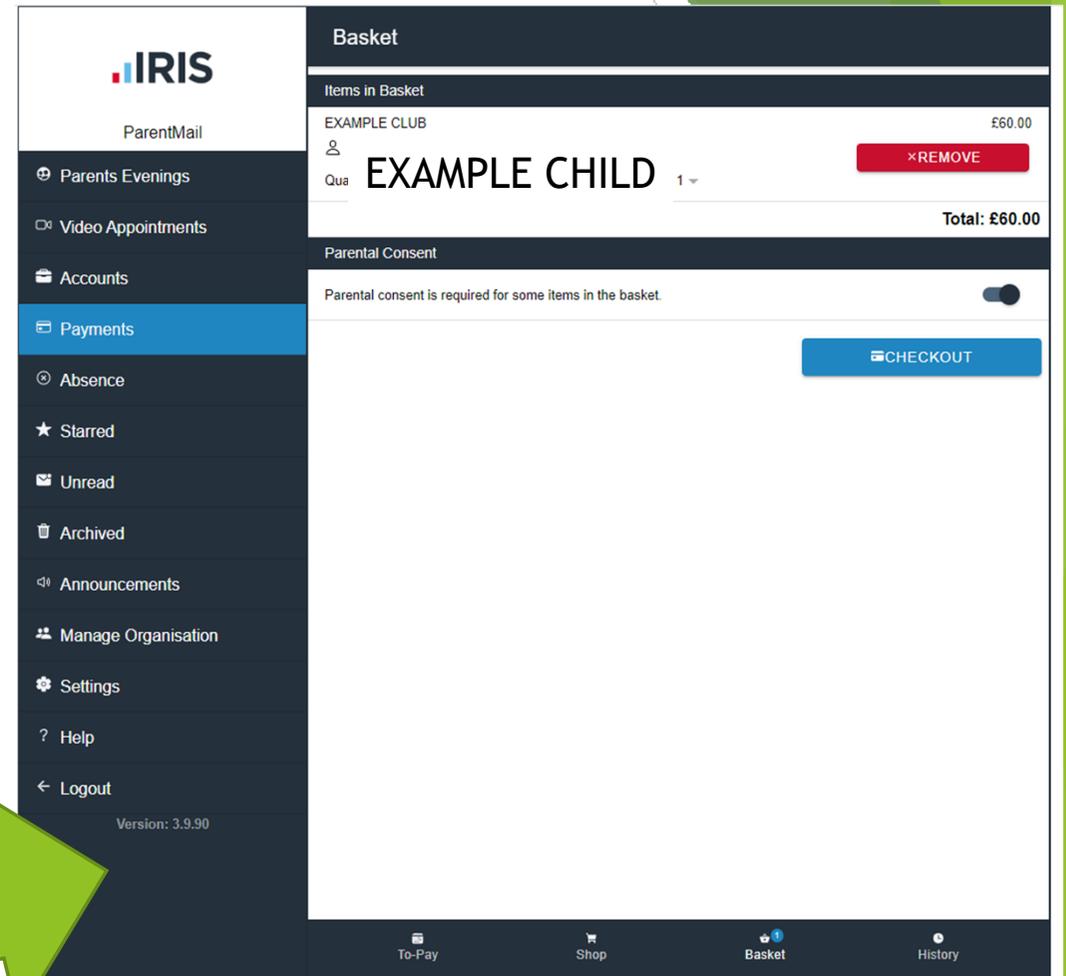
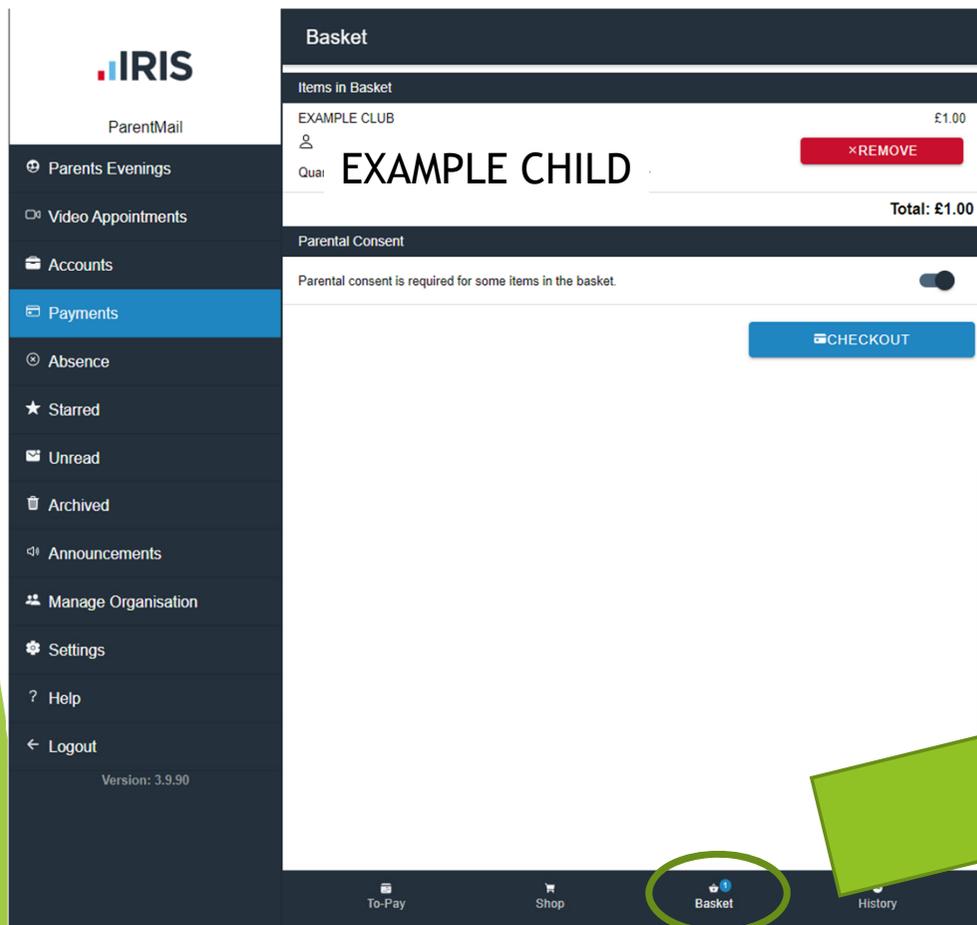


To Pay Later

- ▶ To pay (at least) a £1.00 deposit to secure your child's place tick the pay a custom amount box
- ▶ Type in the amount you would like to pay

The screenshot displays the IRIS ParentMail app interface. On the left is a dark navigation menu with the following items: Parents Evenings, Video Appointments, Accounts, Payments (highlighted in blue), Absence, Starred, Unread, Archived, Announcements, Manage Organisation, Settings, Help, and Logout. At the bottom of the menu, it says 'Version: 3.9.90'. The main content area is titled 'Item Detail' and shows a red bar at the top with 'Total: £1.00'. Below this, it lists 'EXAMPLE CLUB' (Bessemer Grange Primary School) and 'EXAMPLE' with a 'FULL DESCRIPTION' button. The 'Purchase Details' section shows 'Purchase For' as 'EXAMPLE CHILD' (quantity 1) and 'Price: £60.00'. The 'Pay a custom amount' option is checked and circled in green, with an 'Amount: 1.00' field below it. An 'Optional Donation' section follows, with a note that donations require full payment. At the bottom of the main area are 'ADD TO BASKET' and 'PAY NOW' buttons. The bottom navigation bar contains icons for 'To-Pay', 'Shop', 'Basket', and 'History'.

- ▶ Choose add to basket
- ▶ The club will then appear in your basket.
- ▶ Click the basket icon at the bottom of the page to open the basket



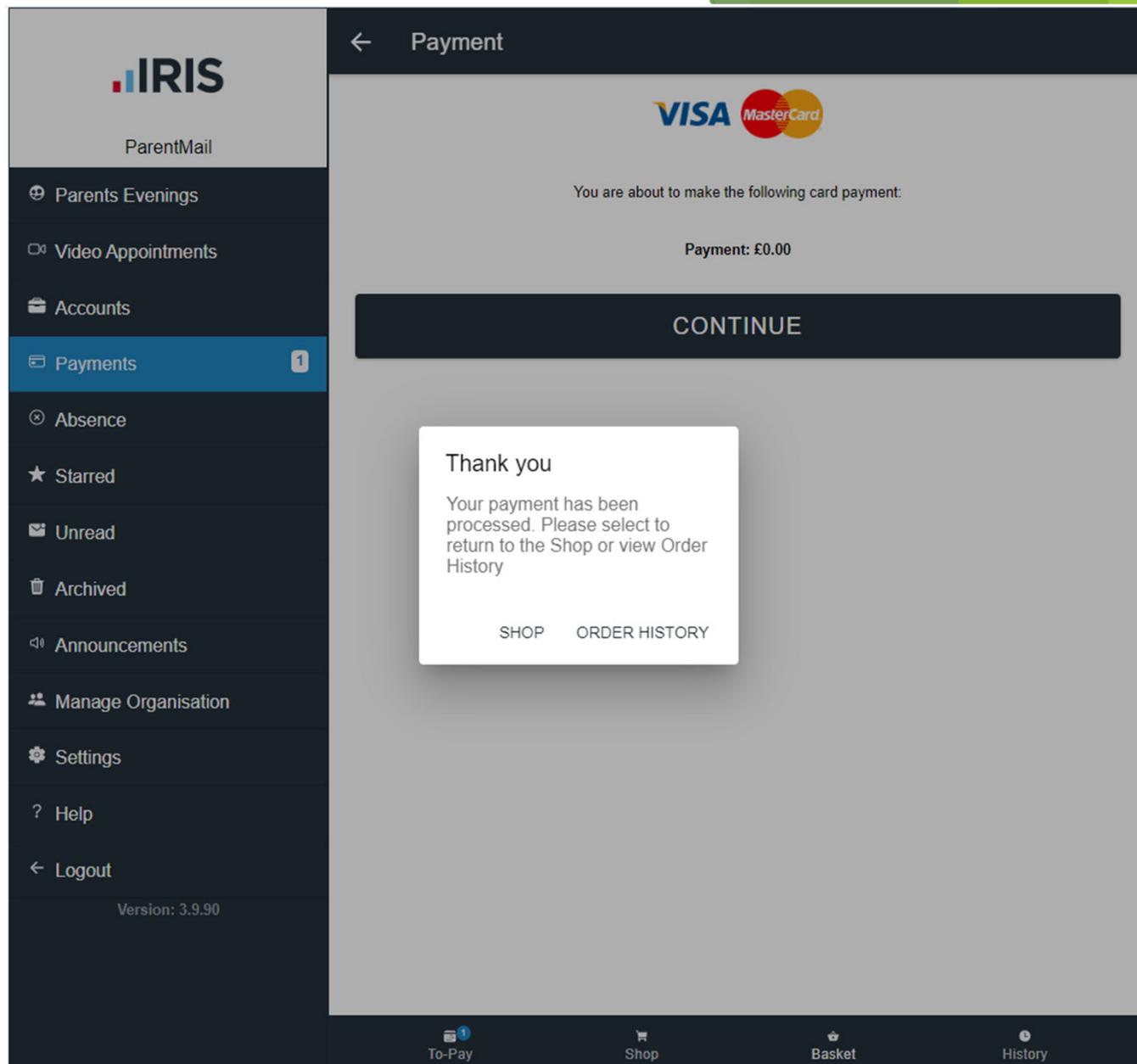
- ▶ You will need to click the Parental consent toggle before you can checkout
- ▶ Then press the checkout button

The screenshot displays the IRIS ParentMail app interface. On the left is a dark sidebar menu with the following items: Parents Evenings, Video Appointments, Accounts, Payments (highlighted in blue), Absence, Starred, Unread, Archived, Announcements, Manage Organisation, Settings, Help, and Logout. At the bottom of the sidebar, it says 'Version: 3.9.90'. The main content area is titled 'Basket' and shows 'Items in Basket' with one item: 'EXAMPLE CLUB' for £60.00, associated with 'EXAMPLE CHILD'. A red 'REMOVE' button is next to the item. The total is £60.00. Below the basket, there is a 'Parental Consent' section with a message 'Parental consent is required for some items in the basket.' and a toggle switch that is currently turned off. A blue 'CHECKOUT' button is located at the bottom right of the basket area.

- ▶ You can pay with the options displayed here
- ▶ Choose your payment method
- ▶ This will take you to a payment window

The screenshot displays the IRIS ParentMail app interface. On the left is a dark sidebar with the IRIS logo and 'ParentMail' text. Below this are menu items: Parents Evenings, Video Appointments, Accounts, Payments (highlighted in blue), Absence, Starred, Unread, Archived, Announcements, Manage Organisation, Settings, Help, and Logout. At the bottom of the sidebar is 'Version: 3.9.90'. The main content area is titled 'Checkout' and features a 'Payment Methods' section with three options: PayPal, VISA/MasterCard, and PayCash. Below this is a 'Your Items' section showing '1 x EXAMPLE CLUB' with a price of £60.00 and a total of £60.00. The bottom navigation bar contains icons for 'To-Pay', 'Shop', 'Basket', and 'History'.

- ▶ Once you have completed the process. A thank you message should show and you will be able to view your booking in the order history section



- ▶ You will then have a notification on the To-Pay icon
- ▶ If you click on the icon it will show the amount you have outstanding
- ▶ You can click on the amount you have outstanding to pay your balance
- ▶ The checkout process is the same as above

The screenshot displays the IRIS ParentMail mobile application interface. On the left is a dark sidebar menu with the following items: Parents Evenings, Video Appointments, Accounts, Payments (highlighted in blue with a '1' notification badge), Absence, Starred, Unread, Archived, Announcements, Manage Organisation, Settings, Help, and Logout. At the bottom of the sidebar is the text 'Version: 3.9.90'. The main content area is titled 'To Pay' and contains three sections: 'Overdue Items' (No items found), 'Upcoming Items' (No items found), and 'Part Paid Items'. Below these sections, the user's account information is shown: 'EXAMPLE CLUB' with a balance of '£59.00' and a right-pointing arrow, and 'EXAMPLE CHILD' with a person icon. At the bottom of the screen is a dark navigation bar with four icons: 'To-Pay' (with a '1' notification badge), 'Shop', 'Basket', and 'History'.

- ▶ Once a club is at capacity it will show as sold out or out of stock

The screenshot shows the IRIS mobile application interface. The top left features the IRIS logo and 'ParentMail'. A dark sidebar on the left contains navigation options: Parents Evenings, Video Appointments, Accounts, Payments (highlighted with a notification badge), Absence, Starred, Unread, Archived, Announcements, Manage Organisation, Settings, Help, and Logout. The main content area is titled 'Shop' and includes a search bar. Under the 'Clubs' section, two items are listed: 'EXAMPLE CLUB' for 'EXAMPLE CHILD' with a red 'SOLD OUT' label, and another 'EXAMPLE CLUB' for 'EXAMPLE CHILD' priced at £59.00. A 'Donation' section below shows 'Forest School Donation' for 'Kelsey James' at £1.00. The bottom navigation bar includes icons for To-Pay, Shop, Basket, and History. The version number '3.9.90' is visible at the bottom left.

The screenshot shows the 'Item Detail' page in the IRIS mobile application. The top left has the IRIS logo and 'ParentMail'. The sidebar on the left is identical to the previous screenshot. The main content area shows 'EXAMPLE CLUB' for 'Bessemer Grange Primary School' with 'EXAMPLE' as the item name. A red bar at the top indicates a 'Total: £60.00'. A 'FULL DESCRIPTION' button is visible. The 'Purchase Details' section shows 'Purchase For' and 'Quantity' set to 'EXAMPLE CHILD' with a quantity of '1'. There is an option to 'Pay a custom amount'. An 'Optional D' section is partially visible. A white dialog box with the title 'Error' is overlaid on the screen, containing the text 'This product is now out of stock.' and an 'OK' button. At the bottom, there are 'ADD TO BASKET' and 'PAY NOW' buttons. The bottom navigation bar and version number '3.9.90' are also present.

- ▶ If the club is full, you can still click on it as if you were going to book.
- ▶ It will then give you the option to be added to the waiting list
- ▶ If a child leaves the club, children will be added to the club from the waiting list on a first come first served basis.

The screenshot displays the IRIS ParentMail app interface. On the left is a dark sidebar menu with the following items: Parents Evenings, Video Appointments, Accounts, Payments (highlighted in blue with a '1' notification badge), Absence, Starred, Unread, Archived, Announcements, Manage Organisation, Settings, Help, and Logout. At the bottom of the sidebar, it says 'Version: 3.9.90'. The main content area is titled 'Item Detail' and shows 'EXAMPLE CLUB' for 'Bessemer Grange Primary School'. Below this is an 'EXAMPLE' item. A 'FULL DESCRIPTION' button is visible. The 'Purchase Details' section shows 'Purchase For' as 'EXAMPLE CHILD' and a price of '£60.00'. A message states 'Item Out Of Stock' and 'Unfortunately the item you have selected is not currently available. If you would like to be added to the waiting list, click the button below and your school will contact you should more become available.' A dark button labeled 'ADD TO WAITING LIST' is present. At the bottom of the app, there is a navigation bar with icons for 'To-Pay', 'Shop', 'Basket', and 'History'.