SESSION OVERVIEW

This session will provide you with an understanding of how to manage extended day and prepare your school ready to go live.

The session will either be delivered over the phone, and will last up to 3 hours, or will be delivered onsite *(depending on the option ordered)*.

AGENDA

- Initial consultation
- Logging on and navigation
- Introduction to the extended day module
- Enter session choice options
- Reports for club staff
- Recording income
- Corrections and refunds
- Moving balances and write offs
- Using childcare vouchers if applicable
- Reports
- Banking

CUSTOMISATION AND SETUP

- Creating user IDs (user names and passwords)
- Setting up Pupil Premium – if applicable
- Setting term dates
- Setting up club, session codes and prices
- Entering balances brought forward
- Set up online ordering - if applicable
- Set up cohorts – if applicable
- Setting pupil default sessions - if applicable
- Set up template location and customise letter template

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