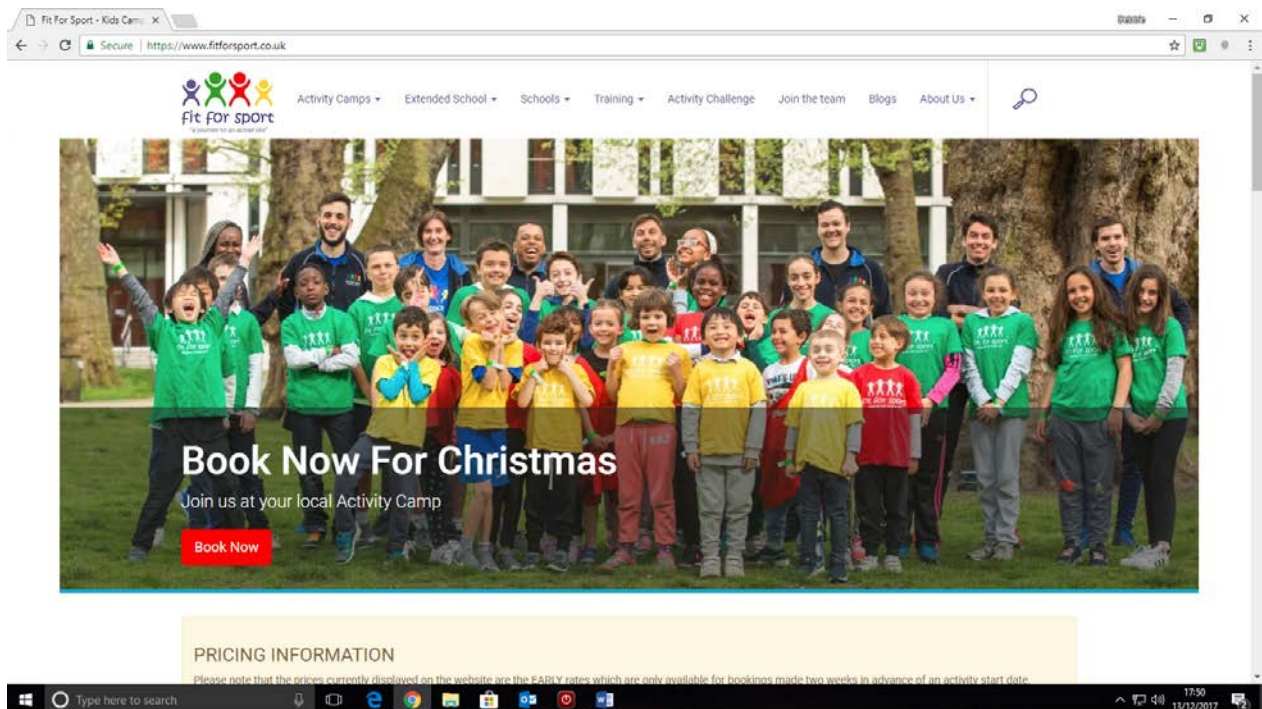


Fit For Sport – Online Booking System Step-by-Step Guide

Step 1

Visit www.fitforsport.co.uk, and click on “Book Now” Red button

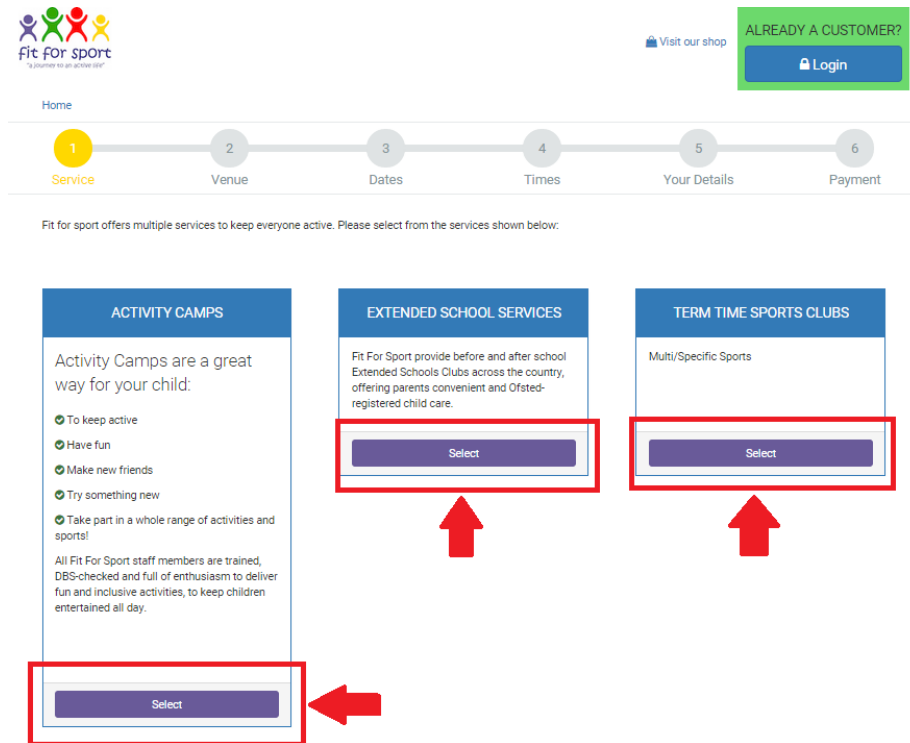


Go to the next page for Step 2



Step 2

Pick which service you would like to book. This could be **Activity Camps** or **Extended School Services** or **Term Time Sports Clubs**.



Home

1 Service 2 Venue 3 Dates 4 Times 5 Your Details 6 Payment

Fit for sport offers multiple services to keep everyone active. Please select from the services shown below:

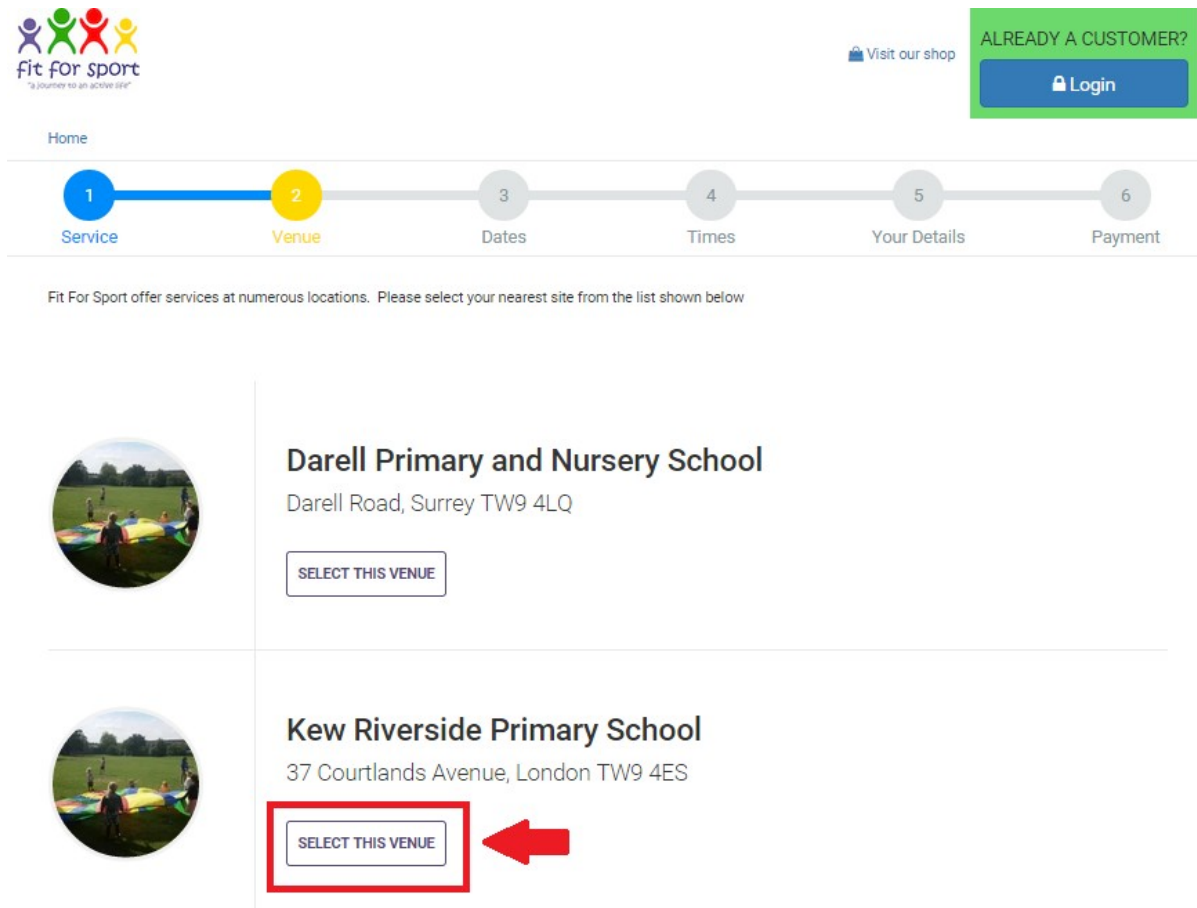
ACTIVITY CAMPS	EXTENDED SCHOOL SERVICES	TERM TIME SPORTS CLUBS
<p>Activity Camps are a great way for your child:</p> <ul style="list-style-type: none">✔ To keep active✔ Have fun✔ Make new friends✔ Try something new✔ Take part in a whole range of activities and sports! <p>All Fit For Sport staff members are trained, DBS-checked and full of enthusiasm to deliver fun and inclusive activities, to keep children entertained all day.</p>	<p>Fit For Sport provide before and after school Extended Schools Clubs across the country, offering parents convenient and Ofsted-registered child care.</p>	<p>Multi/Specific Sports</p>
Select	Select	Select

Go to the next page for Step 3



Step 3

Once you have selected which activity you would like to book onto, select the venue you would like from the list displayed



The screenshot shows the Fit For Sport website interface. At the top left is the logo. On the right, there are links for "Visit our shop" and a "Login" button for existing customers. A progress bar below the logo shows six steps: 1. Service, 2. Venue, 3. Dates, 4. Times, 5. Your Details, and 6. Payment. Step 2, "Venue", is highlighted in yellow. Below the progress bar, a message states: "Fit For Sport offer services at numerous locations. Please select your nearest site from the list shown below". Two venue options are listed:

- Darell Primary and Nursery School**
Darell Road, Surrey TW9 4LQ
- Kew Riverside Primary School**
37 Courtlands Avenue, London TW9 4ES

The "SELECT THIS VENUE" button for Kew Riverside Primary School is highlighted with a red box and a red arrow pointing to it from the right.

Go to the next page for Step 4

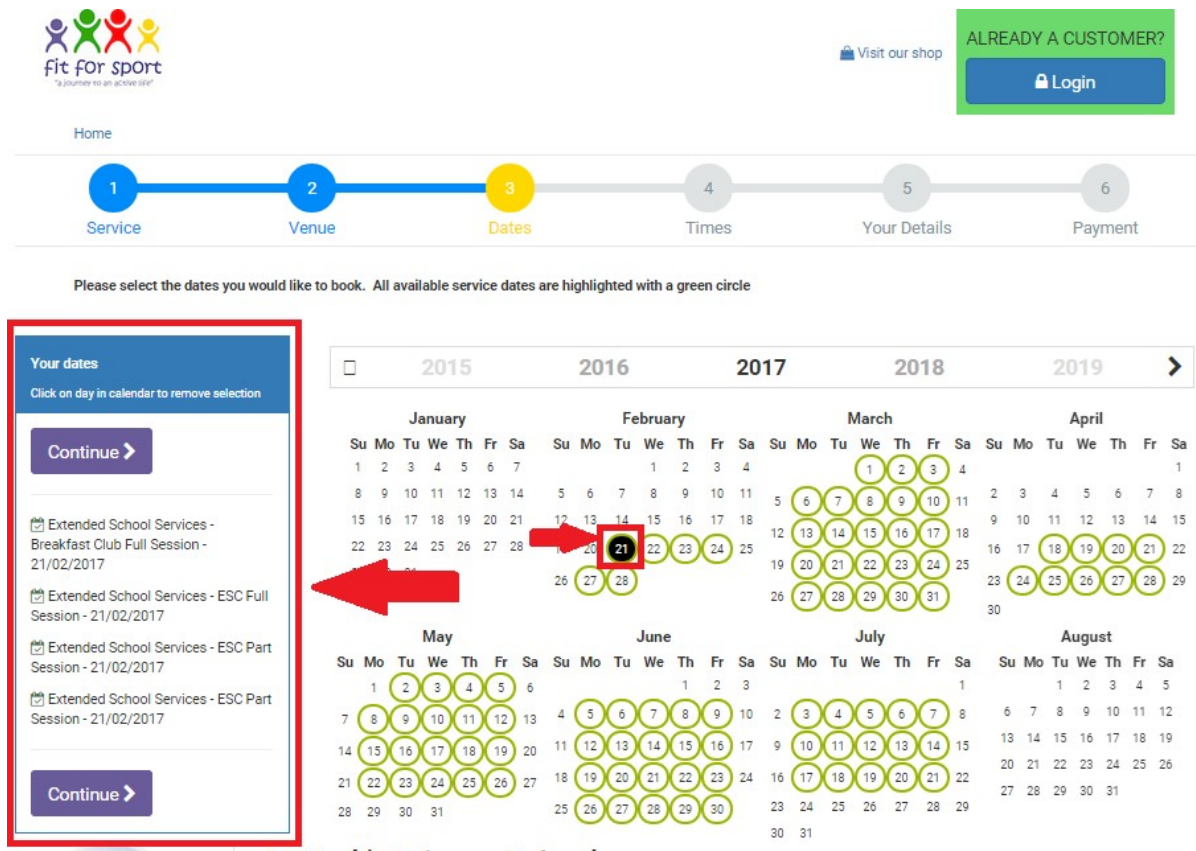


Step 4

Once you have selected your dates, the available services on those dates will show up in the left hand side of the screen as indicated below. Once you have seen the service(s) you would like to book, please press continue.

Please note, if you select multiple dates, all of the activities on those dates will show on the left hand side of the screen. If you would like to un-select a date, just click on it again, and the black dot around the date will disappear.

When you press continue, this does not make the booking, it simply confirms that you have seen the service you would like in the list, and would like to continue to the bookings page.



Home

1 Service 2 Venue 3 Dates 4 Times 5 Your Details 6 Payment

ALREADY A CUSTOMER?
Login

Visit our shop

Please select the dates you would like to book. All available service dates are highlighted with a green circle

Your dates
Click on day in calendar to remove selection

Continue >

- Extended School Services - Breakfast Club Full Session - 21/02/2017
- Extended School Services - ESC Full Session - 21/02/2017
- Extended School Services - ESC Part Session - 21/02/2017
- Extended School Services - ESC Part Session - 21/02/2017

Continue >

2015 2016 2017 2018 2019 >

January February March April

Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa

1 2 3 4 5 6 7 1 2 3 4 1 2 3 4 2 3 4 5 6 7 8

8 9 10 11 12 13 14 5 6 7 8 9 10 11 5 6 7 8 9 10 11 9 10 11 12 13 14 15

15 16 17 18 19 20 21 12 13 14 15 16 17 18 12 13 14 15 16 17 18 16 17 18 19 20 21 22

22 23 24 25 26 27 28 20 21 22 23 24 25 19 20 21 22 23 24 25 23 24 25 26 27 28 29

26 27 28 26 27 28 29 30 31 30

May June July August

Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa

1 2 3 4 5 6 1 2 3 1 1 2 3 4 5

7 8 9 10 11 12 13 4 5 6 7 8 9 10 2 3 4 5 6 7 8 6 7 8 9 10 11 12

14 15 16 17 18 19 20 11 12 13 14 15 16 17 9 10 11 12 13 14 15 13 14 15 16 17 18 19

21 22 23 24 25 26 27 18 19 20 21 22 23 24 16 17 18 19 20 21 22 20 21 22 23 24 25 26

28 29 30 31 25 26 27 28 29 30 23 24 25 26 27 28 29 27 28 29 30 31

30 31

Go to the next page for Step 5

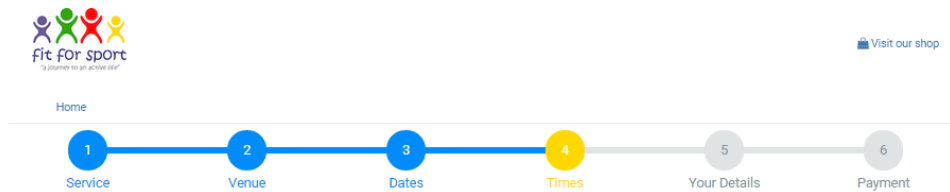


Step 5

When you have pressed continue, a calendar will display with the times and activities available. When you click "book", your selected time and activities will appear in a bar at the top of the calendar.

Please note, once you have clicked "book". This booking will be added to your account, even before you have paid. If you would like to remove this booking thereafter, please email enquiries@fitforsport.co.uk

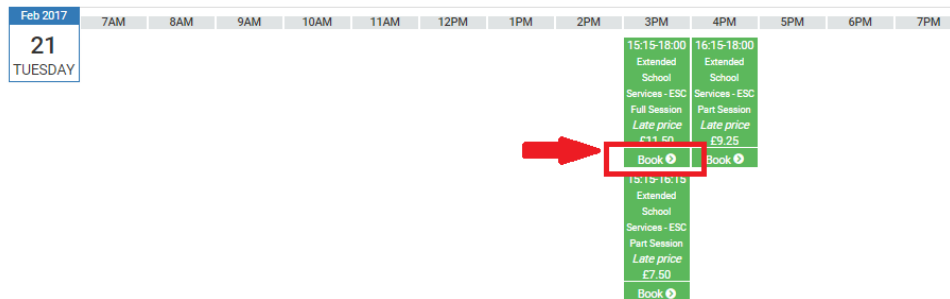
Once you have all of your selected sessions displaying in the top bar, please press the "continue" button on the right hand side of the page



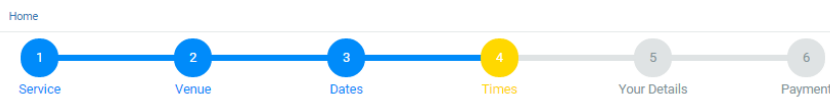
CLICK ON THE TIMES YOU WOULD LIKE TO BOOK

Available
Fully booked join waitlist

← Back



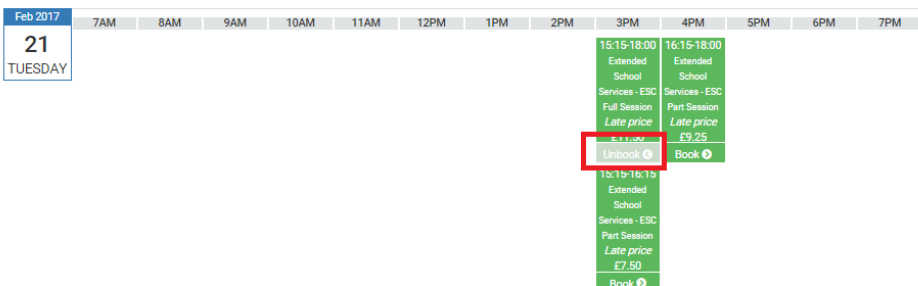
Visit our shop



YOUR SELECTED TIMES
21 Feb
15:15-18:00

← Back

Continue →



Step 6

You will then be taken to the login page where there are 2 options. **Please read these carefully.**

- If you have never used Fit For Sport before**, then you can create a new account on the left hand side of the screen.
- If you have used Fit For Sport before**, please either login or create a password as instructed on the screen



NEVER USED FIT FOR SPORT BEFORE ?

 Please signup here

USED FIT FOR SPORT BEFORE ?

if you haven't already set your password create one now, in the box below

Your email

Your password

Forgot your password? Get a new one

Log in

Or log in with your social account

G

Google

f

Facebook

Go to the next page for Step 7





Step 7

Once you have logged in, (and if applicable registered your child(ren)), your child(ren) will automatically show as booked onto the activity you have selected. If for any reason you would like to un-select them, click the green tick next to their name.

Once your child(ren) are booked on the activity you would like, click on the “book” button on the right hand side of the screen.

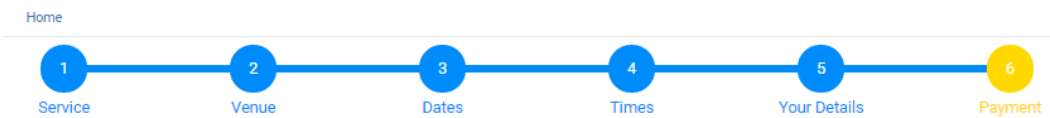
The screenshot shows the Fit for Sport website interface. At the top left is the logo. On the right is a green box with the text "ALREADY A CUSTOMER?" and a blue "Login" button. Below the logo is a "Home" link. A horizontal line separates the header from the main content. Below the line is the text "Please let us know which children you would like to book onto the events". On the left is a purple button labeled "Go back and ammend selection". On the right is a red arrow pointing to a blue "Book" button. Below this is a green box titled "Extended School Services - ESC Full Session - 21 Feb". Inside this box, the text "Late price £11.50" and "15:15-18:00" is displayed. Below this is a list of children's names: "thomas" and "Harry". Each name has a green tick icon to its left. A red arrow points to the tick for "thomas", and a red box highlights the tick for "Harry".

Go to the next page for Step 8



Step 8

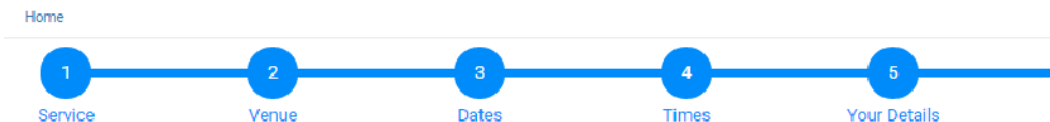
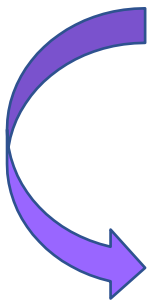
You will then be directed to a bookings page. You will first be asked if you would like to redeem any childcare vouchers. If you click "yes" you will need to enter the voucher details and then proceed to the payment page. If you click "no" you will be taken straight to the payment page, and be given options on how to pay.



A summary of your order is shown below. Please review the details and ensure they are correct before proceeding to the payment stage


YOUR ORDER DETAILS	
Extended School Services - ESC Part Session 21 February 16:15 - Darcy	£9.25
Extended School Services - Breakfast Club Full Session 01 March 07:45 - Darcy	£4.00
Extended School Services - Breakfast Club Full Session 01 March 07:45 - Thomas	£4.00
Please select any extra services	
TOTAL:	£17.25
Apply discount code	
<input type="text" value="code"/>	

PAYMENT OPTIONS
DO YOU HAVE A CHILD CARE VOUCHER YOU WOULD LIKE TO REDEEM?
<input type="button" value="Yes"/> <input type="button" value="No"/>



A summary of your order is shown below. Please review the details and ensure they are correct before proceeding to the payment stage

YOUR ORDER DETAILS	
Extended School Services - ESC Part Session 21 February 16:15 - Darcy	£9.25
Extended School Services - Breakfast Club Full Session 01 March 07:45 - Darcy	£4.00
Extended School Services - Breakfast Club Full Session 01 March 07:45 - Thomas	£4.00
Please select any extra services	
TOTAL:	£17.25
Apply discount code	
<input type="text" value="code"/>	

PAYMENT OPTIONS	
DO YOU HAVE A CHILD CARE VOUCHER YOU WOULD LIKE TO REDEEM?	
<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>	
CARD PAYMENT	
	
Pay by card	£17.25
<input type="button" value="Make payment"/>	





Step 9

When you have clicked “make payment” you will be directed to the payment screen.

A screenshot of a payment interface. On the left, a grey sidebar contains the text: 'Fit For Sport Ltd', 'Order description: Shopping Basket for Craig Jones', and 'To pay 17.25 GBP'. The main area is white and titled 'How do you want to pay?'. It lists five payment options, each with a logo and a surcharge amount: Visa (0.34 GBP), Visa Debit (0.09 GBP), Visa Electron (0.09 GBP), MasterCard (0.34 GBP), and Debit MasterCard (0.09 GBP). Each option has a right-pointing chevron. At the bottom left of the main area is a '< Cancel' button.

Go to the next page for Step 10





Step 10

Select how you would like to pay and fill in your card details and press “confirm card details”.

Fit For Sport Ltd

Order description: Shopping Basket for Craig Jones

To pay
17.59 GBP

Includes a surcharge of
0.34 GBP

Your card details

Name

Card

Expiry **CVC**

[← Back](#) [Confirm card details >](#)

Your payment is secured by sage | pay

Go to the next page for Step 11





Step 11

Review your order, and click on the “Shopping basket”, “Payment details”, “Billing address” and “Shipping address” drop down menus to see the details. When you are happy with this, click the “pay now” button at the bottom of the screen.

Fit For Sport Ltd

Order description: Shopping Basket for Craig Jones

To pay
17.59 GBP

Includes a surcharge of
0.34 GBP

Review your order

Transaction details

Description:
Shopping Basket for Craig Jones

Transaction Reference:
f558922b-65b1-42a2-b2df-cca68391dd2c

Amount:
17.59 GBP

Your Shopping Basket +

Payment Details +

Billing Address + **Shipping Address** +

◀ Back

➔ **Pay 17.59 GBP now** ▶

Go to the next page for Step 12





Step 12

Once your payment has been received, you will be directed to the payment confirmation page (below) and you will receive an email shortly confirming your booking.



[Home](#)

[Admin](#)

Thank you for booking with us you will receive a confirmation invoice via email shortly

If you have any further enquiries about the Fit For Sport online booking system, please email enquiries@fitforsport.co.uk