



Fairfield House, 104 Whitby Road, Ellesmere Port, CH65 0AB
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JANUARY 2018

Dear Parents/Carers,

GREAT NEWS from S4YC, regarding the launch of our New Bookings and Payment System which will commence on the 26th February 2018. As of this date onwards this will be the only way parents/carers can book sessions for their child to attend "Out of School Clubs", "Sports Clubs" and "Holiday Clubs".

Please note that from February 26th 2018 this will be the only method of booking and paying for all above clubs

To assist you with the switch to our online booking service S4YC will be offering 2 Workshops for Parents/Carer's. The purpose of these sessions will be to offer training so you have a clear understanding on how to use the system.

The dates and times for the workshop at your child's school will be: WHITBY HEATH

WEDNESDAY 24TH 7.45-8.45 Am

TUESDAY 23RD 3.15-5.30 Pm

As of 26th February 2018 no further paper invoices will be issued due to everything you require being available for you to see and print off via this system. It is important that all current outstanding invoices are paid in full by the 16th February 2018 to enable you to access S4YC bookings and payment system.

Information on how to register and use this new system is available overleaf or you can access an online tutorial by following the link: https://youtu.be/Gx8ol70MI_4

In the lead up to the parent workshops I would urge all parents to "Register" in preparation to have full access to the system. It is IMPORTANT that you remember your user name and password.

The new system will be hugely beneficial to all, as you will be able to make a booking instantly which will enable you to access and track all of your bookings, payments and print invoices for tax credit letters plus much more.

If you need any further support please contact Marc Sewell: marc@s4yc.co.uk / 07814 389469

I look forward to seeing you at one of the parent workshops above.

Kind regards
Kaye Forshaw
Business Manager





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To register your child/children please follow the instructions below:

1. Visit www.s4yc.co.uk
2. On the home page, scroll down to the bottom and click "Bookings"
3. If registering your child/children for the first time, complete the "**New Parent Registration**" filling in ALL details.
4. Once you have registered , you will then need to add your child/children

To make bookings

5. Once logged in, select the "Make bookings" tab at the top of the page then select your activity
6. Once you have chosen your course / school click "More Info", select the dates you require then click "Add to Cart"
7. On this next page you will be able to select your times (if applicable) then click "next"
8. Nominate the child/children you are making the booking for and click "Selected Children".
9. Click "Confirm Booking".
10. Check all details are correct then click "Add to Cart".
11. Finalise your booking using your desired method of payment. If you are paying via childcare vouchers you will also need to log onto your voucher provider's account and make the payment manually to S4YC. Voucher payments can take up to 10 days to be verified.
12. You will receive a confirmation e-mail. Should this e-mail go to your junk mail please mark it as safe for future confirmation e-mails and bookings.

Additional

13. To check that your booking has been successful click "My Bookings", you can also look at your booking in more detail by clicking the "invoice" tab to the right
14. While in the "Invoice" tab you can also cancel or amend any bookings (within the cancellation period)
15. The system will also allow you to book courses for the entire year and pay monthly, add money to your online wallet, leave notes for staff, and track usage, track times you sign in/out and much more.

FOR ALL ONLINE SUPPORT PLEASE CONTACT MARC SEWELL: marc@s4yc.co.uk / 07814 389469

