**Parental Booking Guide:**

When enrichment opportunities arise whereby limited spaces are allocated for a club, parents must follow the steps outlined below.

-Parents will be in receipt of an email sent from the 'EvolveClubs' platform. Please note that this email on some devices may appear in 'Junk'.

-The email sent will provide parents with an invitation to click a link, subsequently taking parents to an information page, as shown below.

-The information page will include a 'Summary', 'Further Details' and a 'Booking Information' section to inform parents of key details.

-To Book onto the club, parents simply the click the green 'Book' tab. This will automatically add their child to the booking register.

-For clubs with limited spaces, pupils that exceed the space available for the club will be placed automatically onto a waiting list, which will automatically add their student to the register when a space becomes available.

