



THE DELL
Out of school club

KidsClubHQ

Parents' Guide for the Kids Club HQ Booking System

The Dell are working with Kids Club HQ to provide you with a new booking system for their clubs.

This guide is an introduction on how to get going with the system when it goes live.

We're sure you're going to love the new system which will save you loads of time making new bookings.

- Only add your information and the information for your children once
- Automatically receive emails listing the days and sessions your children are booked in for
- Log in to view all your previous bookings
- Available from any computer with internet access

To get set up with the new system and to ensure that your child is registered for the appropriate days, it's important that you go through the following process as soon as possible.

Requesting a contract

There are several steps involved but it is quite a simple process and this document should help you to get through it in a breeze.

You will have been given a link by your club to get started setting up a new contract. Please click this link now then follow the steps in this document.

The steps involved are:

1. Create an account
2. Request your contract
3. Add your children
4. Choose your days and sessions
5. Add contacts and collection passwords
6. Medical information
7. Terms and conditions and consents

Step 1. Create an account

To get started, go to the following link:



THE DELL
Out of school club

KidsClubHQ

<https://thedellhertford.kidsclubhq.co.uk/rdr?u=home>

When the page loads, there will be a login form shown. Since you do not yet have a login account, click the link labelled '**Not got a login yet? Register Here**' below the log in form.

Please fill in the registration form, ensuring you use a password that is secure and that you will remember, then click the **Register** button:

Please use the form below to create your account.

Registration

Full name:

E-Mail:

Password:

Already registered? [Log In Here](#)

Congratulations! You have just registered your login details.

[Step 2. Request your contract](#)

Once you have registered, you will see a page with 2 tabs in the top navigation:

- **My Bookings** and
- **My Contracts**.

You're interested in the **My Contracts** tab, as below:



THE DELL
Out of school club

KidsClubHQ

My Bookings

My Contracts

My Contracts

You have not yet requested a contract.

Request a New Contract for... ▾

Start a New Contract for... ▾

To start setting up your new contract, click the [Start a New Contract for... ▾](#) button and then select the club that you use from the list that appears.

Step 3. Add your children

The first step in the process is to add your children to the system. You will initially see a form to complete for your first child like this:

Please specify the details for the first child you would like to book for then click the 'Add Child

Child Name (*)	<input type="text" value="Jack Jones"/>
Birth (*)	<input type="text" value="17"/> ▾ <input type="text" value="Aug"/> ▾ <input type="text" value="2010"/> ▾
Address (*)	<input type="button" value="Add Address"/>
	<input type="button" value="Add Child"/>

Fill in the name and date of birth for your child then click [Add Address](#). This will show you a form where you should add the address for the child you are adding:



THE DELL
Out of school club

KidsClubHQ

Address Choice ✕

Address 1 (*):

Address 2:

Town/City (*):

Post Code (*):

Click to save the address for the child.

Once the child's details have been specified, click .

You will then see a list of children with just this child in it and a tick to the left to indicate that this child is selected for the contract:

Please select the children you would like to book for.

You can add more children using the "Add Child" button or edit details using the "edit" button for the child

Name	Birth	
<input checked="" type="checkbox"/> Jack Jones	17/08/2010	<input type="button" value="Edit"/> <input type="button" value="✕"/>

If you would like more children, click the button and go through the above process for each child you would like to add.



THE DELL
Out of school club

KidsClubHQ

Once all the children you would like to include in the contract have been added, click

Next

to go to the next step.

Step 4. Choose your days and sessions

You will see a page similar to the following:

Please add the details for the children you would like to book for on the left hand side. Click on the plus button (+) to choose the session you would like to book for each of the days you need

	Mon	Tue	Wed	Thu	Fri
Jack Jones					

When would you like your child to start at the club?:
3 Apr 2017

Please select at least one session before continuing.

For each day you would like your child to attend the club, click the button to show the available sessions for that day. If there is only 1 session available that day, it will be selected by default.

If you are requesting a contract for multiple children, add the sessions for the appropriate days for each child.

Once you have selected the days and sessions you require, the page will look something like this:

Please add the details for the children you would like to book for on the left hand side. Click on the plus button (+) to choose the session you would like to book for each of the days you need

	Mon	Tue	Wed	Thu	Fri
Jack Jones		15:15 - 18:00		15:15 - 18:00	

When would you like your child to start at the club?:
3 Apr 2017

Click **Book** to continue to the next step.

Step 5. Add contacts and collection passwords



Parents, Carers and Emergency Contacts

When this page first shows, there are some warning messages in orange about missing information:

Parents/Carers and Emergency Contacts

Please ensure that Jack Jones has at least 2 emergency contacts

Person	Contact Details	For Children		
		Child	Relationship	Emergency Contact
Martin Jones Missing Information	Add Martin Jones@gmail.com	Jack Jones	Parent	1st Emergency Contact Edit Remove


[Add Parent / Carer / Emergency Contact](#)

Child Collection Passwords

Would you like to use a password for collection of your children? Yes No

[Back](#) [Next](#)

Some required information is missing, please check the information provided.

To fill in the missing information, click the  button to the right of the contact in the list. This will allow you to edit the details for this contact:

Edit Contact

Name (*): Please enter at least one phone number (*):

Email: Phone:

Address: 21 Acacia Avenue, Fiction Town, TO9 4RT [Change](#) Work Phone:

Mobile:

Relationship to Child

Child	Relationship	Is Emergency Contact
<input checked="" type="checkbox"/> Jack Jones	Parent	1st Emergency Contact

[Cancel](#) [Save](#)

Please ensure that you populate the required details which include:


- Name




THE DELL
Out of school club

KidsClubHQ

- At least one of: Phone, Work Phone, Mobile
- Select the child(ren) that this is a contact for, the relationship and which emergency contact they are

You will need to add several contacts as defined by the club you use (usually 3). You can add additional contacts by clicking the  button.

If you added a contact in error, you can remove them by clicking the  button to the right of the contacts name.

Child Collection Passwords

Some clubs have the option for you to specify a collection password for your child(ren). This password can be used by staff to help ensure that the person collecting your child is the person who should be collecting them as they must know the collection password.


If you would like to specify a collection password for your child(ren), select **Yes** to the right of the question, “Would you like to use a password for collection of your children?”.

This will give you the option to add a password for each of your children:

Child Collection Passwords

Would you like to use a password for collection of your children? Yes No

Please specify the collection password for your child below

Child	Collection Password
Jack Jones	

Click the  button to the right of the child’s name to add a collection password:

Set collection password for Jack Jones ✕

Collection password (*):



THE DELL
Out of school club

KidsClubHQ

Click **Set Collection Password** to save it. This will then show in the list like this:

Child Collection Passwords	
Please specify the collection password for your child below	
Child	Collection Password Show Passwords
Jack Jones	***** Change

To view the collection passwords for your children, click **Show Passwords**.

To change a collection password, click **Change**.

Once the contacts and collection passwords (if necessary) have been set, click **Next** to go to the next step.

Step 6. Supply medical Information

In this step, you can add any medical conditions, dietary requirements, Special Educational Needs (SEN) and doctor information for your children:

Medical Information

If your child(ren) has any medical conditions or allergies, you can add them in this section.

Medical Information
Please add any medical conditions, allergies or disabilities that we should be aware of for the children you are booking for
Jack Jones
No medical conditions, allergies or disabilities
Add Medical Condition, Allergy or Disability

Click the **Add Medical Condition, Allergy or Disability** button to add information, this will show the following form:



Edit Allergy, Medical Condition or Disability ✕

Allergy, disability or condition (*):

Symptoms of the allergy or condition:

Treatment required (if applicable). Please list the names of any medication required:

Does your child require medication to be administered by our staff:

Does this condition restrict your child from any of our activities? Please list them if yes:

Click the button to add the condition, a summary will then be shown in the list:

Medical Information			
Please add any medical conditions, allergies or disabilities that we should be aware of for the children you are booking for			
Jack Jones			
Condition, allergy or disability	Medication	Symptoms	Restrictions on activities
Eczema		Itching and inflamed skin around elbows.	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
<input type="button" value="Add Medical Condition, Allergy or Disability"/>			

Dietary Requirements

If your child(ren) has any dietary requirements, select **Yes** to the right of the question “Does your child have any dietary requirements?”:



THE DELL
Out of school club

KidsClubHQ

Dietary Requirements

Does your child have any dietary requirements? Yes No

Please add the dietary requirements for your child below

Child	Dietary Requirements
Jack Jones	None Add Dietary Requirements

Click [Add Dietary Requirements](#) to add dietary requirements:

Set Dietary Requirements for Jack Jones ✕

Dietary requirements (*):

Vegetarian

[Cancel](#) [Save](#)

Click [Save](#) and the requirement is added to the list:

Dietary Requirements

Does your child have any dietary requirements? Yes No

Please add the dietary requirements for your child below

Child	Dietary Requirements
Jack Jones	Vegetarian Edit Dietary Requirements Remove

Doctors

Doctor information for each of your children is required and can be added in the Doctors section:



THE DELL
Out of school club

KidsClubHQ

Doctors

Please add the doctor(s) for the children you are booking for using the button below

[+ Add Doctor](#)

Click on [+ Add Doctor](#) to add the details for a doctor and select which children the doctor is for.

Add Doctor ✕

Select the children that this is the doctor for:

Jack Jones

Name (*):

Phone (*):

Address 1 (*):

Address 2:

Town/City (*):

Post Code (*):

[Cancel](#) [Save](#)

Please note: if the doctor covers more than 1 of your children, please make sure that you select all children this doctor covers by ticking the box to the left of the child's name at the top of this form.

Click [Save](#) to add the doctor and a summary is shown in the list:



THE DELL
Out of school club

KidsClubHQ

Doctors	
Doctor	Actions
Dr Smith For children: Jack Jones	0145 845461 Edit Remove
Add Doctor	

Once the medical information, dietary requirements and doctors have been added, click

[Next](#)

to go to the next step.

Step 7. Terms & conditions and other consents

There will usually be a set of terms and conditions that you must read and agree to before you complete your contract request. These are shown at this stage.

There may also be some other consents that the club has which you can opt in or out of here.

Consents	
<h3>Terms & Conditions of Booking</h3> <ol style="list-style-type: none">1. Condition 12. Condition 23. Condition 24. Etc... <p><input checked="" type="checkbox"/> I agree to all the terms and conditions read above</p> <p>There may be times when photographs are taken of children for publicity reasons or for evidence of their day. If you do not wish photographs to be taken of your child, please tick this box</p> <p><input type="checkbox"/> I do not wish for my child to be included in photos</p>	
Back	Next

Once you have agreed to the terms and conditions and any other consents, click

[Next](#)

The End.

That's it!



THE DELL
Out of school club

KidsClubHQ

Thank you!

An email has been sent to you containing the details of the sessions you requested. We will be in contact once we have reviewed your request.

[View your contracts](#) ↗

The contract request has now been sent to the club administrators. They will review your request and notify you when it has been approved.