



# Hangout Club Bookings

User Guide

All Hangout Club sessions must be pre-booked and paid for in advance.



# havannah.hivelink.co.uk

Havannah Primary School / Hangout Club / Hangout Club - Autumn Term

You need to be logged in to book on our programmes. Please [login](#) or [register an account](#) to continue.

## Hangout Club - Autumn Term

Week Commencing 4th September 2023

**Wednesday 6th September**

Full Day 07:30 - 18:00 £12.50	Before School 07:30 - 08:45 £5.00	After School 15:15 - 18:00 £8.00
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You must be logged in to place a booking.

**Thursday 7th September**

Full Day 07:30 - 18:00 £12.50	Before School 07:30 - 08:45 £5.00	After School 15:15 - 18:00 £8.00
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You must be logged in to place a booking.

**Friday 8th September**

Full Day	Before School	After School
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Total: £0.00

0 selected

Apply discounts at the checkout

Confirm Booking


Navigate to the booking site at [havannah.hivelink.co.uk](https://havannah.hivelink.co.uk) on your phone, tablet, computer or any internet enabled device. Follow the links to find the item you wish to book for.

Here you can view available dates, session times and prices. To make your selection you must first **log in or create your account**. This is a quick process and ensures that our team have all the information we need to ensure your children are safe and their needs are met whilst in our care.

All information is saved to your account for future bookings and is always available to the team working with your children.



# Parent / Carer Details.



Havannah Primary School / Register

First Name \*

Last Name \*

Email \*

Phone \*

Secondary Telephone \*

This could be work, home or an alternate mobile phone. We would use this number in the event that we can not reach you on your primary telephone number.

Alternative Contact \*

We would use this contact in the event that we could not reach you on either of your provided contact numbers.

Alternative Contact Telephone \*

All fields are required, please double check the accuracy of your contact details. Click **Register** once complete.

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# Child Details.

Havannah Primary School / Children

Welcome Bobby!

Who are you making this booking for?

You must select who this booking is for.

[Add New Child](#)

Select **Add New Child** to launch the child registration form.

All fields are required. Please provide as much information as necessary where applicable (dietary, allergies or safeguarding etc)

Click **Save** once complete and repeat for siblings as required. Then choose **Return to booking**

Add New Child

First Name \*

Last Name \*

Gender

Date of Birth

Current Year Group \*

Your relationship to the child \*

Does your child have any known allergies? \*

Is there any dietary information we should be aware of? \*

Is there anything else we need to know about your child? \*

This could be information about medical, medication, behavioural, special education needs or disabilities.

Who are you making this booking for?

You are booking for John and Jane.

[Add New Child](#)


**John Doe** ✓  
DOB: 10/06/2020  
Gender: male  
Age: 3  
[Deselect Child](#) [Edit](#)

**Jane Doe** ✓  
DOB: 09/02/2021  
Gender: male  
Age: 2  
[Deselect Child](#) [Edit](#)

[Return to booking](#)



# Build your booking.



Havannah Primary School / Hangout Club / Hangout Club - Autumn Term

Welcome Bobby!

You are booking for John and Jane. [Click here to edit](#)

## Hangout Club - Autumn Term

Week Commencing 4th September 2023

### Wednesday 6th September

Full Day 07:30 - 18:00 £12.50	Before School 07:30 - 08:45 £5.00	After School 15:15 - 18:00 £8.00
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### Thursday 7th September

Full Day 07:30 - 18:00 £12.50	Before School 07:30 - 08:45 £5.00	After School 15:15 - 18:00 £8.00
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### Friday 8th September

Full Day 07:30 - 18:00 £12.50	Before School 07:30 - 08:45 £5.00	After School 15:15 - 18:00 £8.00
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**Sub Total: £51.00**

*3 selected*

You have saved £1.53 with sibling discount!

*Apply further discounts at the checkout*

**Your price: £49.47**



**Confirm Booking**

Choose your options for the selected children. Your prices will calculate as you add to your booking - along with any available automatic discounts. Sibling discount will apply automatically when you are booking the same pattern for 2 or more siblings.

Once you have all the options required click **Confirm Booking**.



# Confirm your booking.



Havannah Primary School / Confirm Booking

Welcome Bobby!

Please check through your options below, if you need to make changes, click 'edit options' at the bottom of the booking. Once your booking is complete you will receive a full summary of your choices via email.

**Participants**

- John Doe
- Jane Doe

**Week Commencing: 4th September, 2023**

Date	AM	PM	Extra	Price
Wednesday 6th September, 2023	07:30 - 08:45	15:15 - 18:00		£10.00
Thursday 7th September, 2023	07:30 - 08:45	15:15 - 18:00		£25.00
Friday 8th September, 2023	07:30 - 08:45	15:15 - 18:00		£16.00

**Totals**


Subtotal	£51.00
Sibling Discount	£-1.53
Total	£49.47

[Edit Booking](#) [Add to Basket](#)

Review your options for the selected children. To make changes choose **Edit Booking** to return to the previous screen. If you are happy with your choices choose **Add to Basket**.



# Review your basket.



Havannah Primary School / Basket

Welcome Bobby!

### Basket

Name

Hangout Club - Autumn Term  
Participants: John Doe, Jane Doe  
[Show Booking](#)

Week Commencing: 4th September, 2023

Date	AM	PM	Extra	Price
Wednesday 6th September, 2023	07:30 - 08:45	15:15 - 18:00		£10.00
Thursday 7th September, 2023	07:30 - 08:45	15:15 - 18:00		£25.00
Friday 8th September, 2023	07:30 - 08:45	15:15 - 18:00		£16.00

Subtotal

£51.00

Sibling Discount

£-1.53

VAT

£0.00

Total

£49.47

Discount Code / Coupon:

Apply


Checkout

If you are booking other items, or an alternate pattern for another child you can navigate away from this page and make any additions to your basket.

To finalise your booking choose **Checkout**.



# Complete your booking.



Havannah Primary School / Basket / Checkout

Welcome Bobby!

Subtotal	£51.00
Sibling Discount	£-1.53
VAT	0.00
Total	£49.47

### Billing Details

First Name: Bobby

Last Name: Mills

Address Line 1: Address Line 1

Address Line 2: Address Line 2

Town / City: Town / City

County: County

Postcode: Postcode

### Payment Details

Online Payment

Pay using any UK based credit/debit card.

Secure Payments  
Powered by stripe

Card

Card number  
1234 1234 1234 1234

Expiration  
MM / YY

CVC  
CVC

Country  
United Kingdom

Postal code  
WS11 1DB

Google Pay

Back to Basket Complete Booking

To complete your booking, enter your **Billing Address** on the left (this should match the card you will be using to pay) and your card details on the right.

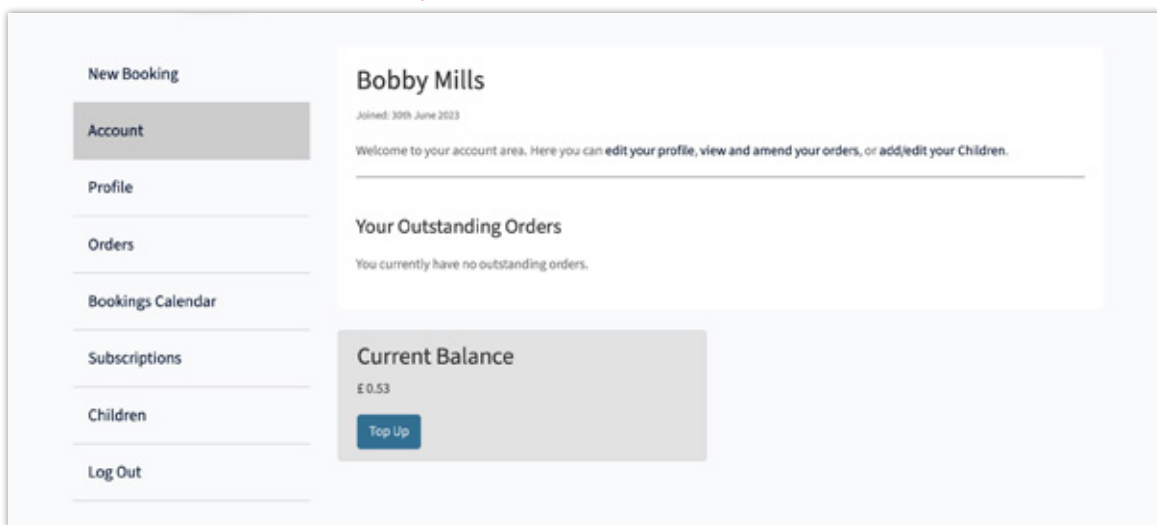
Your address will be saved to your account. We do not currently store card details.

Double check all details and click **Complete Booking**. You will be redirected to a confirmation page and will receive an email with a summary of your booking.

All done!



# Manage your Account.



From any page on the booking site, click the **account icon** to go to your account area.

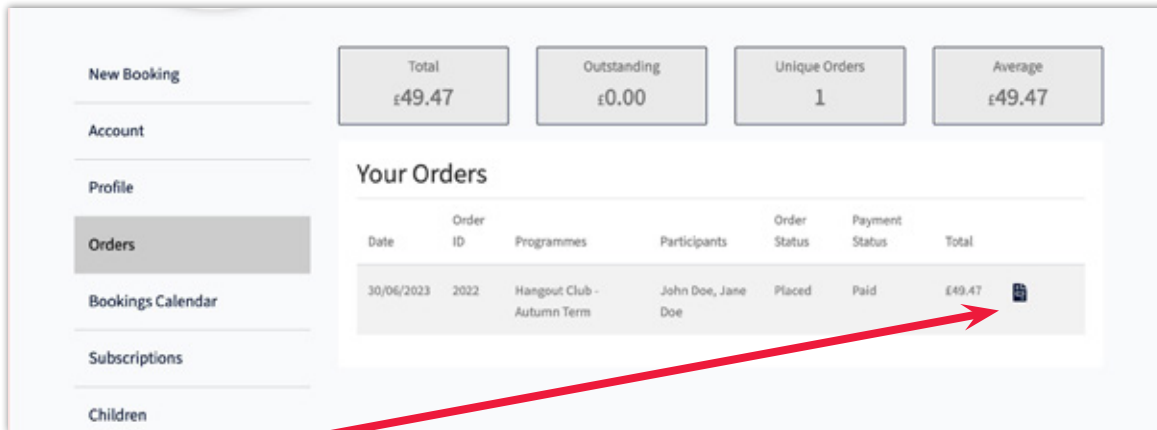
From here you can update your profile, add or edit children's details and view your past orders. The booking calendar displays all of your bookings in a calendar view.



# Making changes to bookings.

To remove sessions from an existing booking, please follow the steps below.

To add sessions to your booking, simply take out a new booking for the additional sessions required.

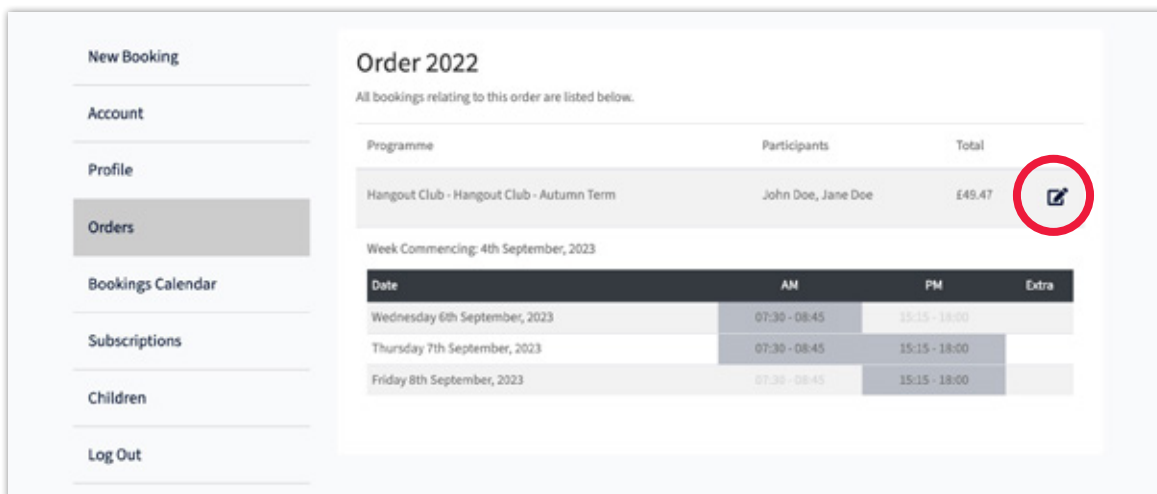


The screenshot shows a user profile page with a sidebar on the left containing links: New Booking, Account, Profile, Orders (highlighted), Bookings Calendar, Subscriptions, and Children. At the top right, there are four summary boxes: Total (£49.47), Outstanding (£0.00), Unique Orders (1), and Average (£49.47). Below these is a section titled 'Your Orders' containing a table with columns: Date, Order ID, Programmes, Participants, Order Status, Payment Status, and Total. A single order is listed with a date of 30/06/2023, Order ID 2022, Programme Hangout Club - Autumn Term, Participants John Doe, Jane Doe, Order Status Placed, Payment Status Paid, and Total £49.47. A red arrow points from the 'Orders' tab in the sidebar to the edit icon (a square with a pencil) in the Total column of the order row.

Date	Order ID	Programmes	Participants	Order Status	Payment Status	Total
30/06/2023	2022	Hangout Club - Autumn Term	John Doe, Jane Doe	Placed	Paid	£49.47

From the orders area of your profile you can choose to remove sessions from your existing orders **up to 7 days before the start of the session.**

From the orders tab within your profile area, select the order you wish to view and click the edit icon.



The screenshot shows the 'Order 2022' page. The sidebar on the left has links: New Booking, Account, Profile, Orders (highlighted), Bookings Calendar, Subscriptions, Children, and Log Out. The main content area is titled 'Order 2022' and states 'All bookings relating to this order are listed below.' It contains a table with columns: Programme, Participants, and Total. A single booking is listed with Programme Hangout Club - Hangout Club - Autumn Term, Participants John Doe, Jane Doe, and Total £49.47. A red circle highlights the edit icon (a square with a pencil) in the Total column. Below this table, it says 'Week Commencing: 4th September, 2023' and shows a detailed booking schedule table.

Programme	Participants	Total
Hangout Club - Hangout Club - Autumn Term	John Doe, Jane Doe	£49.47

Week Commencing: 4th September, 2023

Date	AM	PM	Extra
Wednesday 6th September, 2023	07:30 - 08:45	15:15 - 18:00	
Thursday 7th September, 2023	07:30 - 08:45	15:15 - 18:00	
Friday 8th September, 2023	07:30 - 08:45	15:15 - 18:00	



# Making changes to bookings.

New Booking

Account

Profile

Orders

Bookings Calendar

Subscriptions

Children

Log Out

You can remove sessions from this booking here. If you cannot choose a session to remove, then it has passed the cut off time for cancellations. Please refer to our cancellation policy for more details.

Choose sessions to cancel using the checkboxes below, then press Cancel at the bottom. You will have the opportunity to review your cancellation before it is actioned.

Day	Date	Session	Participants	Price	Cancel
Wednesday	06/09/2023	07:30 - 08:45	John Doe, Jane Doe	£10.00	<input checked="" type="checkbox"/>
Thursday	07/09/2023	07:30 - 18:00	John Doe, Jane Doe	£25.00	<input checked="" type="checkbox"/>
Friday	08/09/2023	15:15 - 18:00	John Doe, Jane Doe	£16.00	<input type="checkbox"/>
Subtotal				£51.00	
Discount				£-1.53	
Total				£49.47	

Cancel 2 sessions

NB Any discounts used on your original order will be recalculated to reflect your amended booking. This may result in the discount being no longer valid.

From the next screen select the sessions you wish to remove from your booking. Once happy with your selections, scroll down to click cancel sessions.

Review your order totals. If you are happy with the changes select confirm cancellation. The value of the sessions that have been removed from your booking will be added to your account as credit and a new email summary sent.

New Booking

Account

Profile

Orders

Bookings Calendar

Subscriptions

Children

Log Out

Confirm Amendments

Original Booking

Subtotal	£51.00
Discount	£-1.53
Total	£49.47
Amount Paid	£49.47
Outstanding	£0.00

Amended Booking

Subtotal	£16.00
Discount	£-0.48
Total	£15.52
Amount Paid	£49.47
Account Credit	£33.95

Confirm Cancellations

Please note, any cancellations will notify other users who may be on our waiting lists, and the session may not be available to rebook in the future.