

YMCA Step-By-Step Booking Guide

How to book online:

- Click on Create a New Order – at top of page
- Select either *Single booking* or *Multi-week booking*

○ **Single Booking option**

- Choose your child
- Choose your location
- Select the date you want to book,
- Click Search products
- Select the day/s you want booked
- Click Continue

○ **Multi-week booking option**

- Choose your child
- Choose your location
- Select the date you want to start your booking,
- Choose if you want to book for the whole school year or to a specific date
- Choose your order frequency – Weekly or Fortnightly booking
- Click Search

- Select the Sessions (days) you want care – Please note no dates are applied at this point, Options will differ for locations depending on if you have Morning care or After care. Click create order

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning 7am - 8.30am	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Morning 7.30am - 8.30am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Afternoon 3pm - 6pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

- Both Single or Multi Booking options

- Either click
 - Make another booking – repeat above steps
 - Go to Checkout to arrange payment

Don't forget, your booking is not complete unless you continue to the “check out.” You must either click **checkout** to proceed with payment or select **New order** to book in another child.

Checkout/ Cart

- Review your check out, if your happy please click confirm details
 - Single booking will show just the order you have created. (as per order 523025 below)
 - Multi-Week booking will show with the child's name and a bubble next to it with the number of future bookings. (as per order 522984 below)

Sibling Discount: If you are booking in two or more children please put the sibling discount promo code in the promo box – *Please note bookings will be checked to ensure you qualify*

The screenshot shows the 'Cart' page on the Greater Wellington YMCA website. The header includes the YMCA logo, 'Greater Wellington After school care', a shopping cart icon with '2 orders', and a 'Menu' button. The main content area is titled 'Cart' and includes a sub-header 'Your unconfirmed orders'. Below this, there are two order entries:

Order ID	Child Name	Price	Actions
#522984	Bob Elliott Trentham	\$ 71.50	View order Delete order
#523025	Teddy Elliott Trentham	\$ 37.50	View order Delete order

At the bottom of the cart area, there is a 'promo code' input field with a 'Check promo' button and a 'Confirm details' button.

- Please check your details. – These are **important** in the event of an emergency, please ensure we have accurate information for your child/ren and yourself.
- Confirm your details and Click choose payment
- Select your payment method. – **Important** step to confirm your child's booking in our programme!
 - **Credit card** - Credit cards will only take 1 week of payment; you must arrange further payments. Please make sure you click all the complete steps, if you exit too soon your booking will not be finalised even at this stage in the process! In February you will be able to arrange credit card payments through the database.
 - **Internet Banking/On Account** – Once you have confirmed your booking, you will be sent our bank account details. Please use your parent account code as reference for your payment.
 - **Winz Subsidy** – We will send you your form within 2 working days
 - Read the Terms and Conditions. Click to say you have read our Terms and Conditions then click I agree.
- **Your booking is complete!**
- **Please check out our 2016 Parent Handbook**