

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**

Greater Wellington After school care

0 orders Menu

Create new booking

✓ Pick who & where
✓ Pick products & any addons
✓ Make payment

Create a new booking quickly and easily here.

Choose children

- Bob Elliott
- Betts Elliott
- Teddy Elliott
- Smithy Elliott

Choose location

- Silverstream
- Trentham
- Belmont
- Titahi Bay

Search availability

Pick Your Start Date

08/02/2016

Search products

- 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

Greater Wellington After school care

0 orders Menu

Create new multi-order booking

✓ Pick who & where
✓ Choose care options
✓ Confirm booking

Create a new multi-week booking quickly and easily

2016 School Starts:

1 Feb: Belmont, Trentham, Cashmere
2 Feb: Crofton Downs, Khandallah
3 Feb: Mt Cook, Silverstream, Te Aro
5 Feb: Titahi Bay

Choose children

- Bob Elliott
- Betts Elliott
- Teddy Elliott
- Smithy Elliott
- Dolly Elliott
- Jimmy Elliott
- Scott Elliott

Choose location

- Silverstream
- Trentham
- Belmont
- Titahi Bay
- Cashmere
- Crofton Downs
- Khandallah

Start & finish dates

Start Date (Inclusive)

01/02/2016

End Date (Inclusive)

Whole year Specified finish

Order Frequency

Weekly Fortnightly

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

Pick your sessions

✓ Pick who & where
✓ Choose care options
✓ Confirm booking

Choose which sessions you want to book.

	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"/>		

Create order

- 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 checkout process on the Greater Wellington YMCA website. At the top, the logo and navigation are visible. The main content area is titled 'Cart' and includes a checklist for 'Select orders', 'Choose payment', and 'Confirm details'. Below this, a section titled 'Your unconfirmed orders' lists two items:

Order ID	Child Name	Quantity	Price	Actions
#522984	Bob Elliott Trentham	40 matching orders	\$ 71.50	View order, Delete order
#523025	Teddy Elliott Trentham	1	\$ 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.

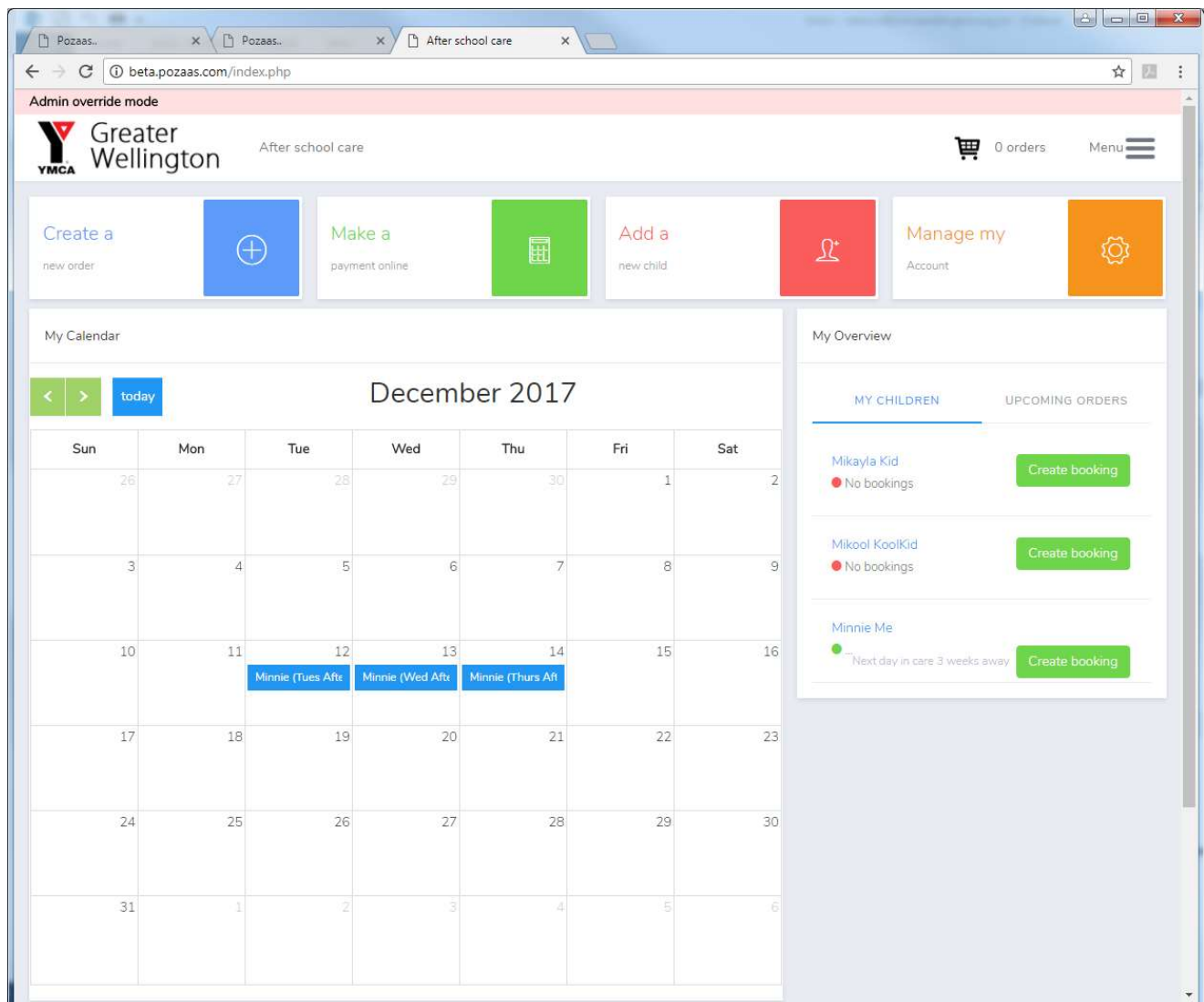
- Please check your details. – These are **important** in the event of an emergency, please ensure we have accurate information for your child/ren and yourself.
- Confirm your details and Click choose payment
- Select your payment method. – **Important** step to confirm your child's booking in our programme!
 - **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!
 - **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. It is your responsibility to ensure you get the forms to winz and sort the subsidy out. You are liable for the full amount if winz does not pay.
 - Read the Terms and Conditions. Click to say you have read our Terms and Conditions then click I agree.
- **Your booking is complete!**

How to view your booking.

Now you have booked your care in you can review this in your profile. At any time you can return to the home page by clicking on the YMCA Logo on the top left of your screen.

On the screen is a calendar and your child's name will appear on the day your child is booked into care. We can see below our child is booked in for the 12 to 14th December. If your child attends both Before- and After-care their name will appear twice. You can scroll between each calendar months by clicking on the < and > signs at the top of the calendar.

Please note if you logged into our After-school care database it will not show Holiday programme or Camp bookings. You will need to log into that database to view these.



The screenshot shows a web browser window with the URL `beta.pozas.com/index.php`. The page is titled "Admin override mode" and features the "Greater Wellington YMCA" logo and "After school care" text. A navigation bar includes "0 orders" and a "Menu" icon. Below the navigation bar are six action buttons: "Create a new order" (blue), "Make a payment online" (green), "Add a new child" (red), and "Manage my Account" (orange). The main content area is split into two sections: "My Calendar" and "My Overview".

My Calendar

December 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12 Minnie (Tues Aft)	13 Minnie (Wed Aft)	14 Minnie (Thurs Aft)	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

My Overview

MY CHILDREN UPCOMING ORDERS

- Mikayla Kid
No bookings [Create booking](#)
- Mikool KoolKid
No bookings [Create booking](#)
- Minnie Me
Next day in care 3 weeks away [Create booking](#)

How to make a change online

Log into your YMCA account. You will see a calendar on the main page. Your child's name appears each day they are booked in.

Find the week (date) that you wish to change

- Click on the child's name on any of the existing bookings for that week
- A pop up appears. You can either:
 - Manage order (to make changes) or
 - View the order
- To make a change in booking click on "Manage Order"

Add a session

- **Add a session** can only be done online with **more than 2** full working days' notice. Less than this please let either the centre know or email Rebecca. A casual fee will apply to bookings with less than 2 full working days' notice and the booking is subject to having space available at the centre for that day.
- Click on the day/session you want to add – where there are spaces available.

Cancel a session

- **Cancelations** can be done online up to 5pm the day before. Less than this, or if your child is sick, please let either the centre know or email Rebecca.
- On the day/session you want to cancel you will see a dot next to "Do not cancel" (the default setting). Click on the other button to select "cancel: sufficient notice".
- Important: Once you're done making the changes click "Save Order" at the bottom of the page.

Please note this process will only apply to the chosen week. To make changes for the term you will need to do a change for each week.