

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"/>	<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"/>	<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"/>	<input type="checkbox"/>	<input 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 features the YMCA logo, 'Greater Wellington', 'After school care', a shopping cart icon with '2 orders', and a 'Menu' icon. The main content area is titled 'Cart' and includes a sub-header 'Take these through the checkout to confirm your booking'. Below this is a section for 'Your unconfirmed orders' with two rows of order details. Each row includes a checkbox, order number, child name, location, price, and buttons for 'View order' and 'Delete order'. At the bottom, there is a 'promo code' input field with a 'Check promo' button and a 'Confirm details' button.

Order ID	Child Name	Location	Price	Actions
#522984	Bob Elliott	Trentham	\$ 71.50	<input checked="" type="checkbox"/> View order Delete order
#523025	Teddy Elliott	Trentham	\$ 37.50	<input checked="" type="checkbox"/> View order Delete order

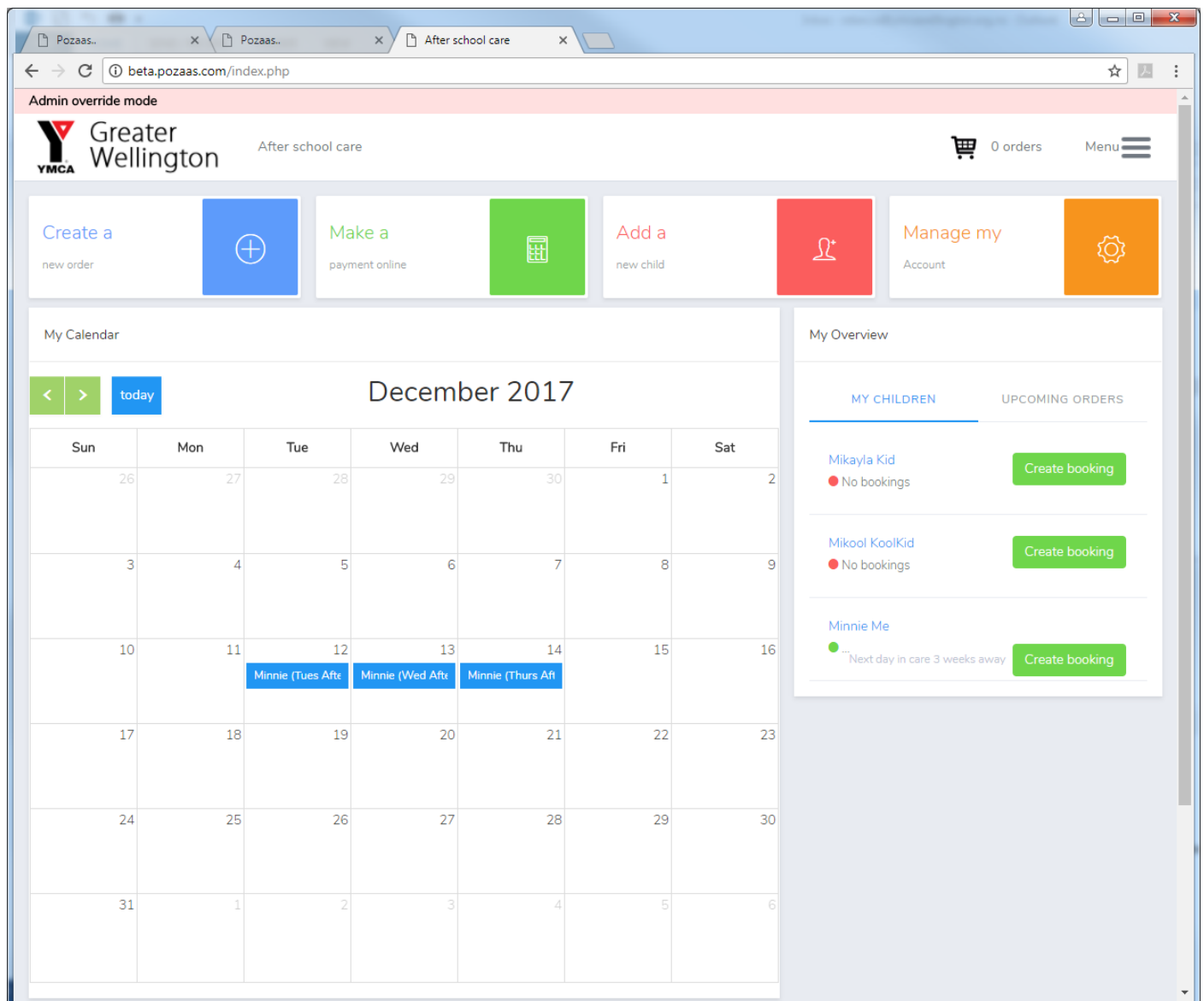
- Please check your details. – These are **important** in the event of an emergency, please ensure we have accurate information for your child/ren and yourself.
- Confirm your details and Click choose payment
- Select your payment method. – **Important** step to confirm your child's booking in our programme!
 - **Direct Debit** – Direct Debit is the only method of payment we offer.
 - **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. You will be required to complete a direct debit for the balance to be paid by you. Please note this does include if no winz is paid the full amount will be debited.
 - 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 "Greater Wellington After school care" and includes a navigation bar with a shopping cart icon showing "0 orders" and a menu icon. Below the navigation bar are six main 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 columns. The left column, "My Calendar", displays a calendar for December 2017. The right column, "My Overview", lists children and their booking status.

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.