



Hangout Club Bookings

User Guide

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

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 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.

Child Details.



Who are you making this booking for?

You must select who this booking is for.

 Add New Child



Add New Child

First Name *

First Name

Last Name *

Last Name

Gender

Male

Female

Date of Birth

Current Year Group *

Please choose

Your relationship to the child *

Does your child have any known allergies? *

Yes

No

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

Yes

No

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

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

Yes

No

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**

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

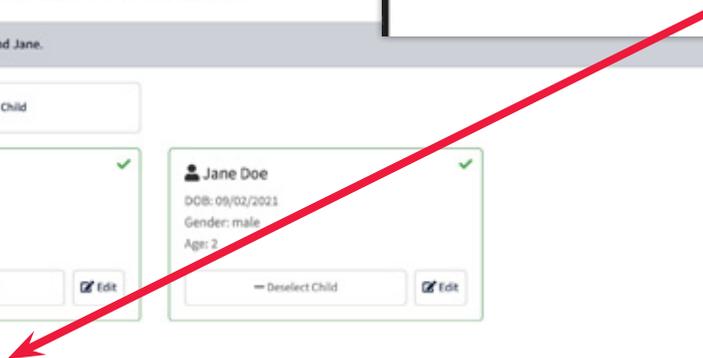
Gender: male

Age: 2

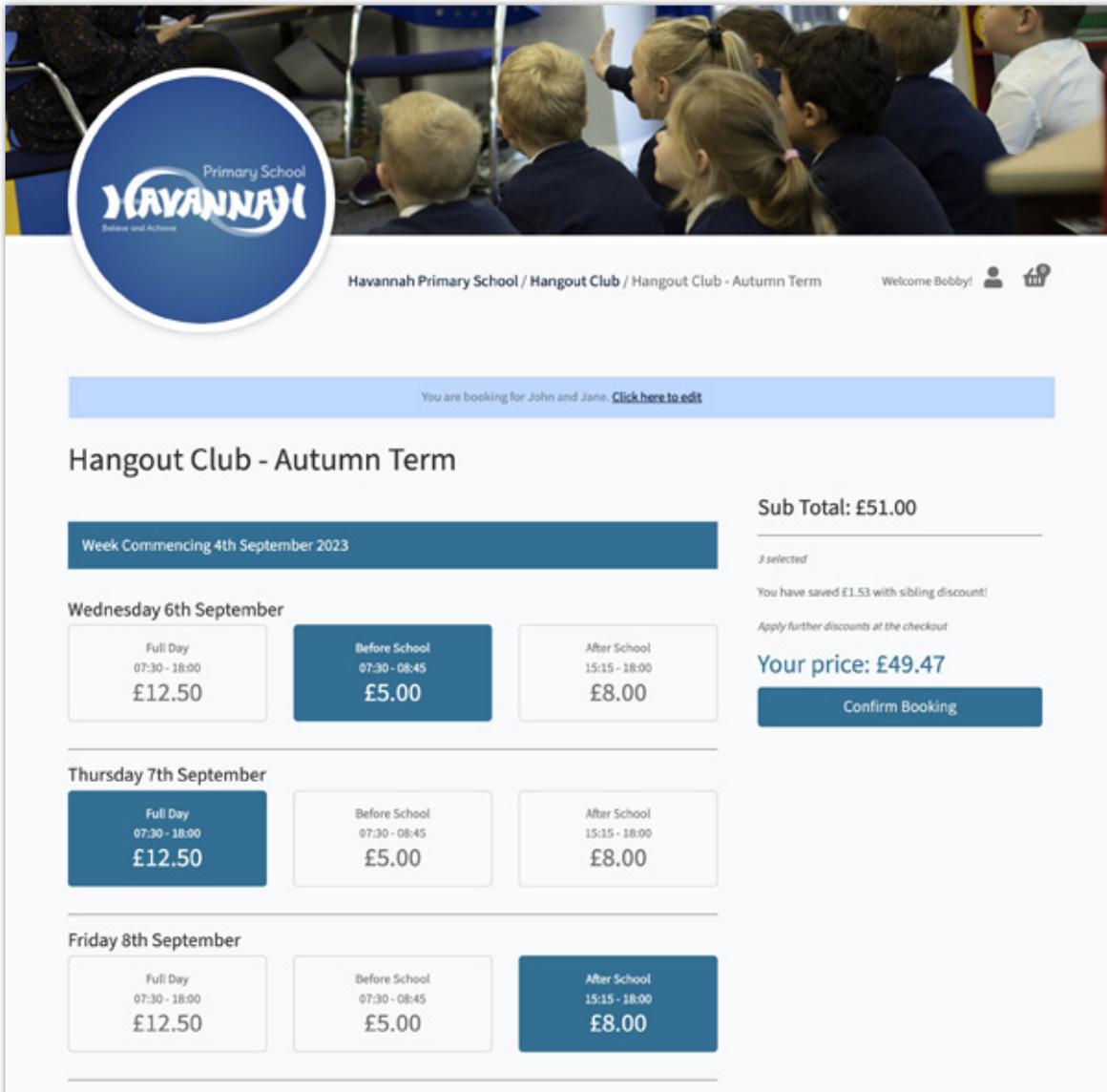
 Deselect Child

 Edit

Return to booking



Build your booking.



The screenshot shows a web interface for booking Hangout Club sessions. At the top left is the Havannah Primary School logo. The page title is 'Havannah Primary School / Hangout Club / Hangout Club - Autumn Term'. A user is logged in as 'Bobby!'. A notification bar indicates 'You are booking for John and Jane. [Click here to edit](#)'. The main heading is 'Hangout Club - Autumn Term'. A blue bar indicates 'Week Commencing 4th September 2023'. The booking is for 'Wednesday 6th September'. Three options are shown: 'Full Day 07:30 - 18:00' for £12.50, 'Before School 07:30 - 08:45' for £5.00, and 'After School 15:15 - 18:00' for £8.00. Below this, 'Thursday 7th September' options are shown: 'Full Day 07:30 - 18:00' for £12.50, 'Before School 07:30 - 08:45' for £5.00, and 'After School 15:15 - 18:00' for £8.00. Finally, 'Friday 8th September' options are shown: 'Full Day 07:30 - 18:00' for £12.50, 'Before School 07:30 - 08:45' for £5.00, and 'After School 15:15 - 18:00' for £8.00. On the right side, the 'Sub Total: £51.00' is displayed. Below it, it says '3 selected' and 'You have saved £1.53 with sibling discount!'. A note says 'Apply further discounts at the checkout'. The final price is 'Your price: £49.47'. A 'Confirm Booking' button is located at the bottom right of the booking area.

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

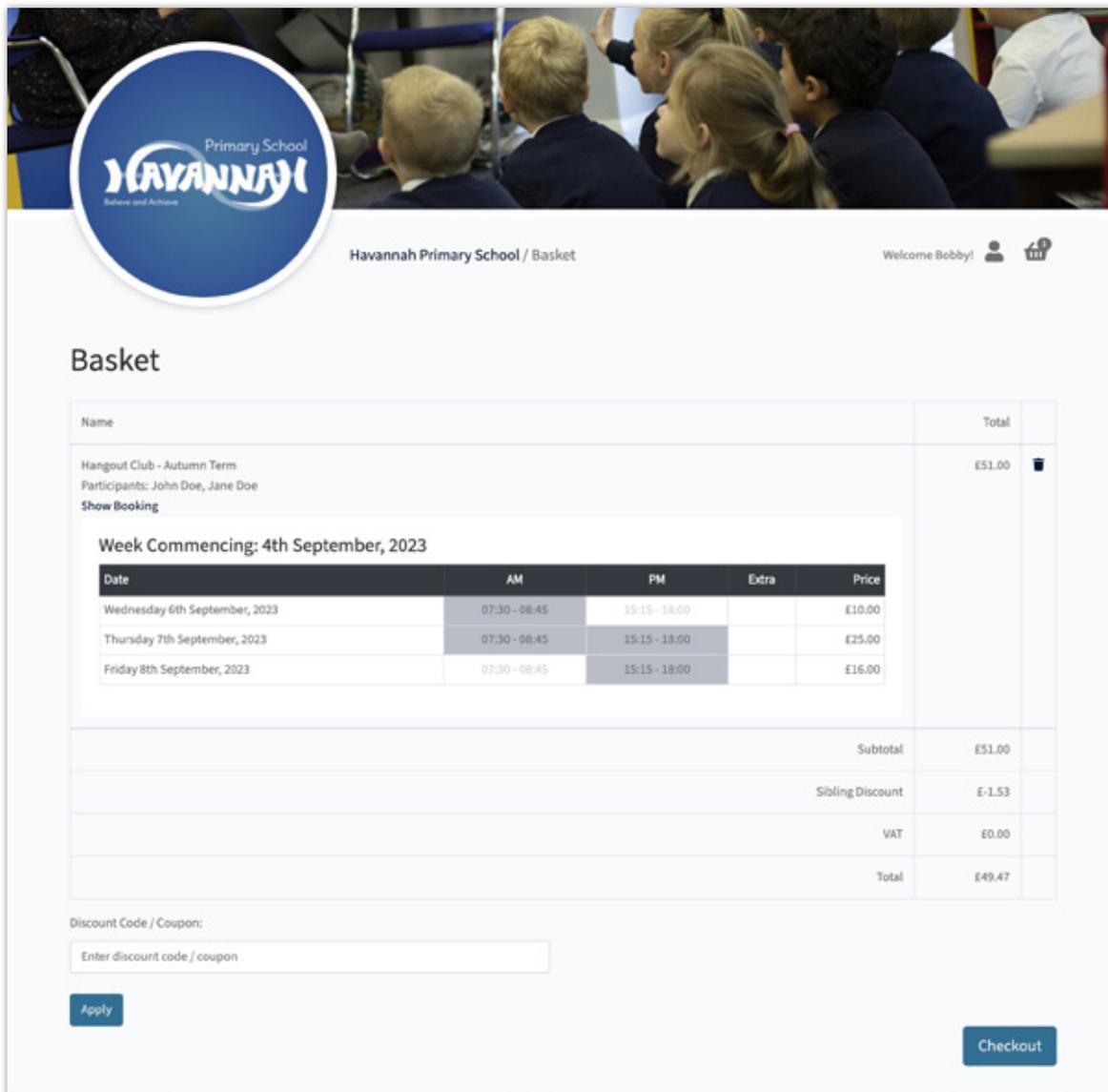
Totals

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
Believe and Achieve

Havannah Primary School / Basket

Welcome Bobby!

Basket

Name	Total																				
Hangout Club - Autumn Term Participants: John Doe, Jane Doe Show Booking	£51.00																				
Week Commencing: 4th September, 2023																					
<table border="1"><thead><tr><th>Date</th><th>AM</th><th>PM</th><th>Extra</th><th>Price</th></tr></thead><tbody><tr><td>Wednesday 6th September, 2023</td><td>07:30 - 08:45</td><td>15:15 - 18:00</td><td></td><td>£10.00</td></tr><tr><td>Thursday 7th September, 2023</td><td>07:30 - 08:45</td><td>15:15 - 18:00</td><td></td><td>£25.00</td></tr><tr><td>Friday 8th September, 2023</td><td>07:30 - 08:45</td><td>15:15 - 18:00</td><td></td><td>£16.00</td></tr></tbody></table>	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	
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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

Back to Basket Complete Booking

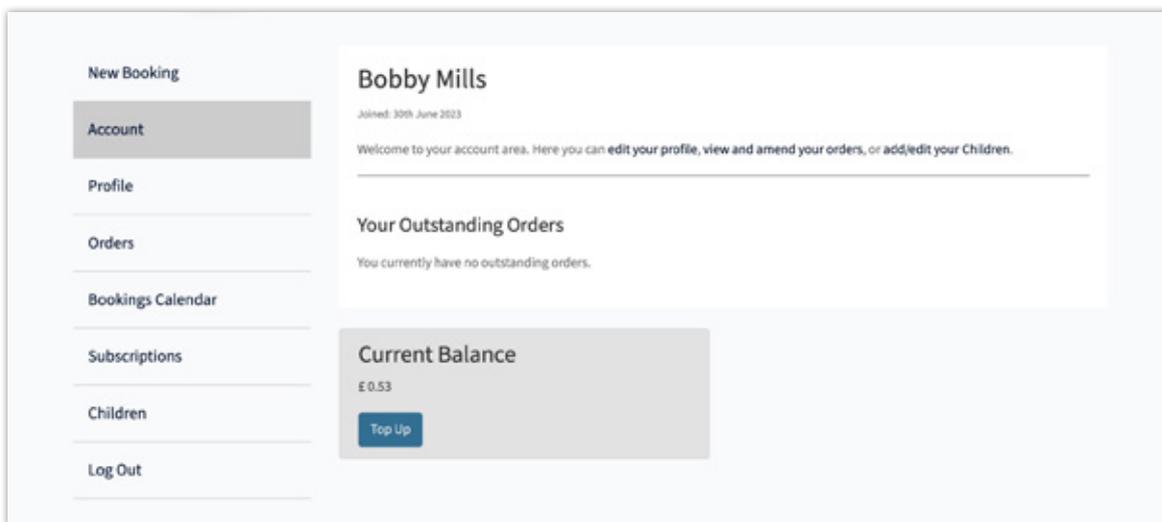
To complete your booking, enter your **Billing Address** on the left (this should match the card you will be using to pay) and your card details on the right.

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.



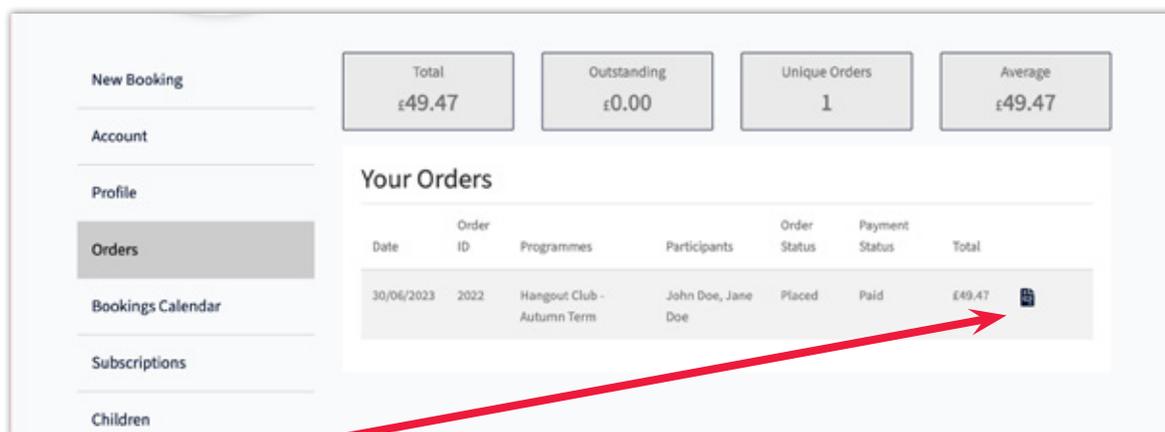
From any page on the booking site, click the **account icon** to go to your account area.

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.

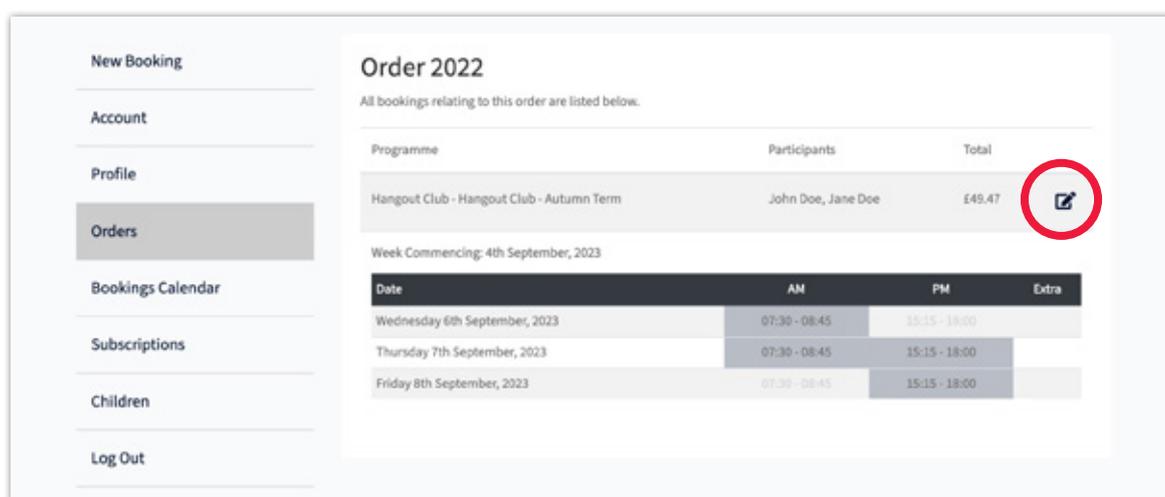
To add sessions to your booking, simply take out a new booking for the additional sessions required.



The screenshot shows a user profile with a sidebar on the left containing menu items: New Booking, Account, Profile, Orders (highlighted), Bookings Calendar, Subscriptions, and Children. The main content area is titled 'Your Orders' and features four summary boxes: Total (£49.47), Outstanding (£0.00), Unique Orders (1), and Average (£49.47). Below these is a table with columns: Date, Order ID, Programmes, Participants, Order Status, Payment Status, and Total. A single row is visible with the following data: 30/06/2023, 2022, Hangout Club - Autumn Term, John Doe, Jane Doe, Placed, Paid, £49.47. A red arrow points from the bottom left towards an edit icon (a square with a pencil) located at the end of the row.

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' details page. The sidebar on the left includes: New Booking, Account, Profile, Orders (highlighted), Bookings Calendar, Subscriptions, Children, and Log Out. The main content area is titled 'Order 2022' and includes the text 'All bookings relating to this order are listed below.' Below this is a table with columns: Programme, Participants, and Total. A row shows: Hangout Club - Hangout Club - Autumn Term, John Doe, Jane Doe, £49.47. A red circle highlights an edit icon (a square with a pencil) at the end of this row. Below the table, it says 'Week Commencing: 4th September, 2023' and shows a session schedule table with columns: Date, AM, PM, and Extra. The schedule table has three rows: Wednesday 6th September, 2023; Thursday 7th September, 2023; and Friday 8th September, 2023. The AM and PM columns contain session times, and the Extra column is empty.

Making changes to bookings.

This screenshot shows the 'Cancel Sessions' interface. On the left is a navigation menu with options: New Booking, Account, Profile, Orders (highlighted), Bookings Calendar, Subscriptions, Children, and Log Out. The main content area contains instructions: '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.' Below this, it says '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.

This screenshot shows the 'Confirm Amendments' interface. The left navigation menu is the same as in the previous screenshot. The main content area is titled 'Confirm Amendments' and features two side-by-side tables comparing 'Original Booking' and 'Amended Booking'.

Original Booking		Amended Booking	
Subtotal	£51.00	Subtotal	£16.00
Discount	£-1.53	Discount	£-0.48
Total	£49.47	Total	£15.52
Amount Paid	£49.47	Amount Paid	£49.47
Outstanding	£0.00	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.