

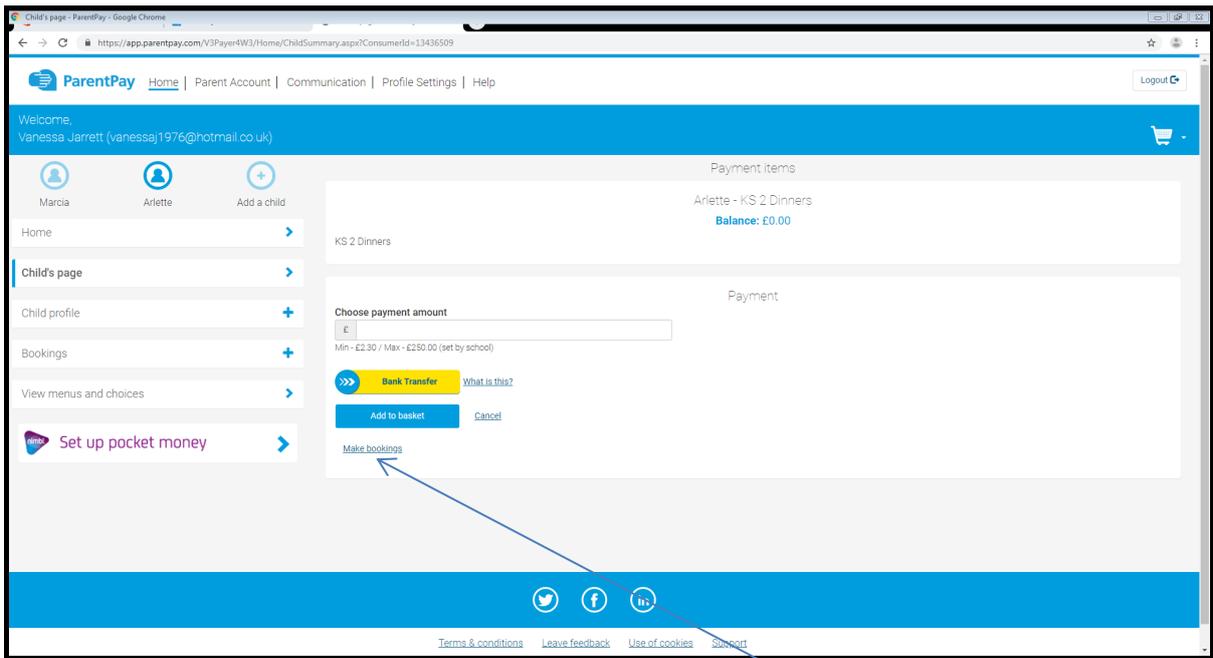
This is the home page you should see once you are logged in. On this page you will see any items allocated to your child that you can purchase. (If there is a service you want to book that is not showing here you will need to contact [vjarrett@fort.devon.sch.uk](mailto:vjarrett@fort.devon.sch.uk))

For basic items, such as uniform purchases I think the system is quite self – explanatory, but please let us know if you experience any problems.

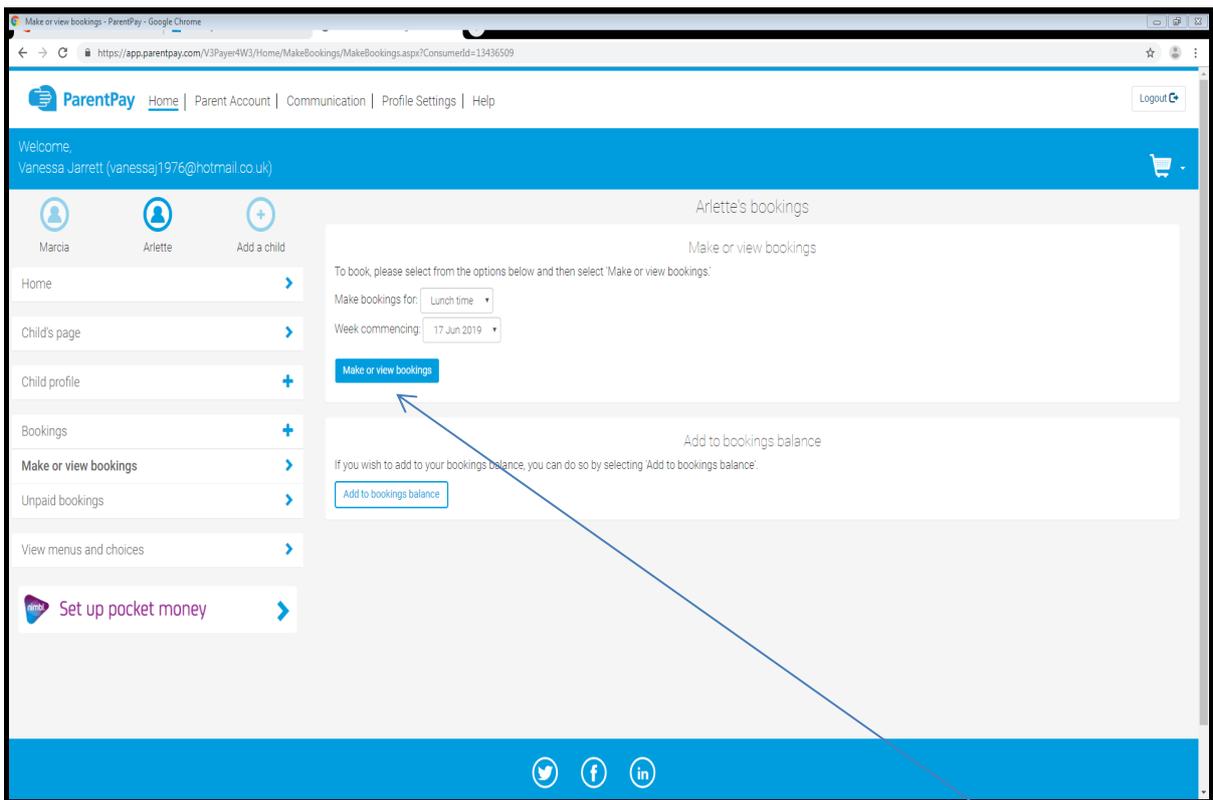
To book services when specific dates need to be recorded, for example booking dinners, breakfast club session or after school club session, it can be a little less obvious.

### **Dinners**

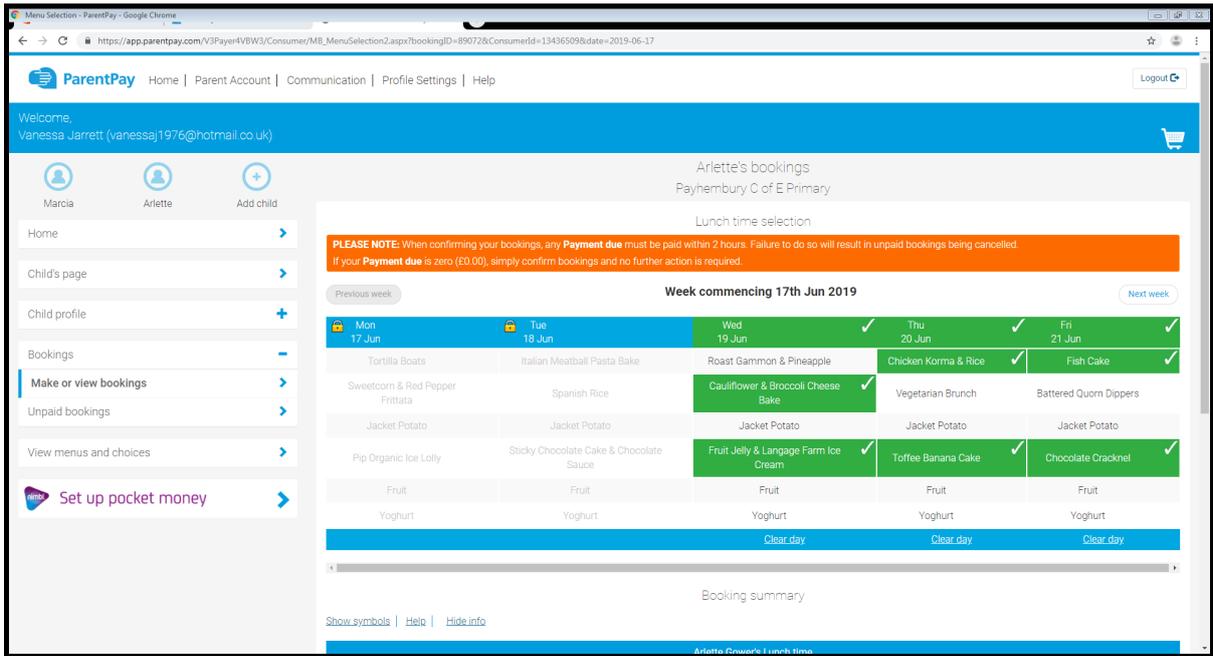
When you select Dinners you will see the screen shown below.



Rather than inputting the payment amount you need to click “make booking”. This will open the screen below.



You then will select the week for which you are booking the meals and press Make or View.



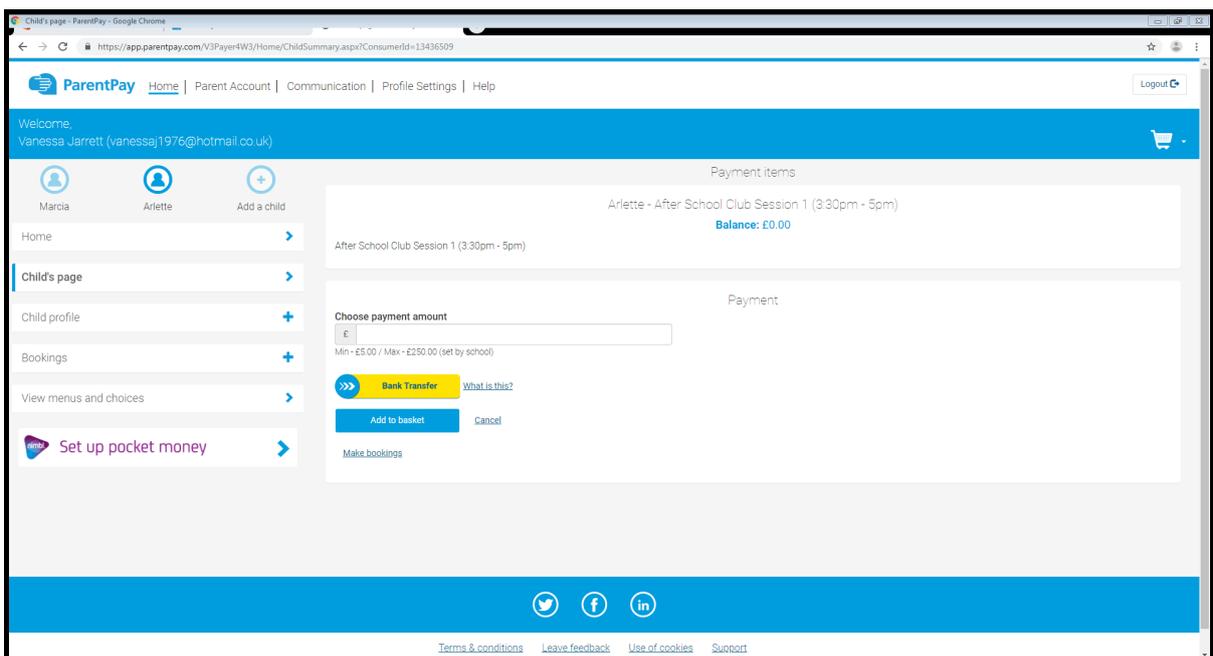
On this screen you will be able to make your child's selection for each day that they are having a meal at school.

If your child is in KS2 you will need to scroll down to see the total amount owed which will calculate automatically. If your child is in KS1 you will need to scroll down to see the dinner selection has been register but no cost has been incurred.

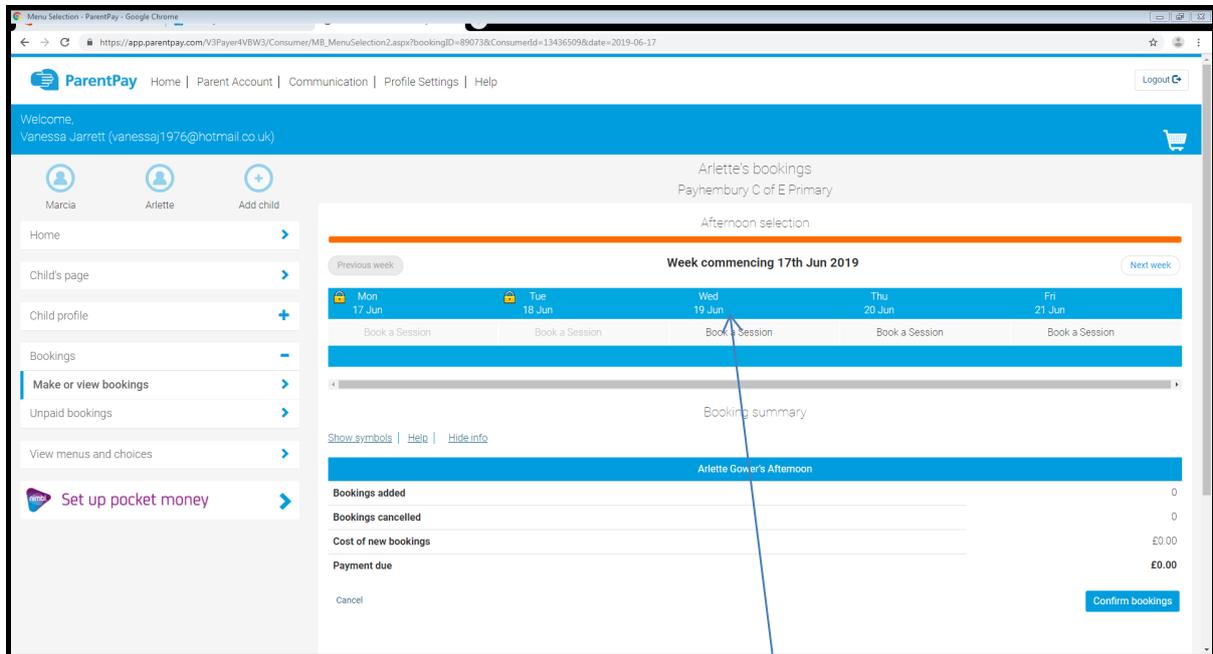
You will then press Confirm booking and your dinner order is complete. If payment is required you will be able to do so at this point.

### Breakfast & After School Clubs

When you select any club the following type of screen will appear



Using the drop down boxes, select the club type and the week you wish to book for. You will then need to select “Make Bookings”. This will bring up the screen below.



On this screen you will be able to choose the dates of the sessions required.

You will need to scroll down to see the total amount owed which will calculate automatically.

You will then press Confirm booking and your dinner order is complete. You will be asked for payment at this point.

