



# How to book Coastguards via Arbor

Coastguards Breakfast and Afterschool Club is a valued service for our New Horizons Primary community. Arbor offers a streamlined process to facilitate bookings effectively. Below, you'll find a step-by-step guide to help you to book Coastguards through Arbor.

## Step 1: Access the Arbor Platform

Start by opening the Arbor app on your mobile device. Make sure you have a stable internet connection for a smooth experience.

## Step 2: Create or Log in to your account

If you already have an Arbor accounts, log in using your credentials. If not, create a new account by resetting your password and using the email address school holds on file for you

Ensure all information is accurate to avoid any issues during the bookings process.

## Step 3: Navigate to the Coastguards Booking Section

Once logged in, look for the section dedicated to booking Coastguards services This can be found under "clubs" in the navigation menu (3 vertical lines in the bottom left corner)



## Step 4: Top up account

If paying by childcare vouchers, please email <u>coastguards@newhorizonsprimary.tsat.uk</u> with the following details;

- Which club; Breakfast or Afterschool the money is for;
- Date payment was made
- Amount that was paid
- Reference number

Please allow 3 working days for this to be checked and confirmed before payment will show on Arbor.

This credit will then be uploaded to your account and you will not have to top up your account unless you are adding additional funds by card payment.

If topping up your account by card payment;

- Select the session required
- Select 'Top up account'
- Enter the value you wish to credit the account
- Change the bill payer if necessary
- Click 'add to basket'

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<b>`</b>	Top Up Account by Card	
Register for this club	Top-Up Details	
Top up account	Customer account (Coastguards After-schoo	ol Club)
Coastguards Afterschool Club (2024/2025)	Bill payer	
Registration Information		
Registration status is not registered for Coastguards Afterschool Club (2024/2025)sessions yet. Click "Register for this club" button to register.	Payment amount	
Total number of sessions is registered for 0	Narrative	
Total number of sessions attended		
	Add To Basket	
£0.00	🗯 Pay	
Total spent £0.00	Make Payment	
Memberships for	<u>Go To Basket</u>	
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• Click 'make payment'

Follow instructions to add card details and complete payment

#### Step 4: Enter Booking Details

Select Breakfast Club or Afterschool Club, whichever is required.

- You can see your current balance and how much you have spent so far on this page
- Select Register child for this club the green button at the top of the page.

Please note you will need to select this each time you go to make a booking.

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	Register for C	lub
Register for this club	Club Overview	
Top up account	Name Coastguards Afterschool Club	
pastguards Afterschool Club (2024/2025)	Description Coastguards Afterschool Club	
Registration Information Registration status is not registered for Coastguards Afterschool Club (2024/2025)sessions yet. Click "Register for this club" button to register.	Club price per session Monday: £5.00 for 15:20-16 Monday: £10.00 for 15:20-1 Tuesday: £5.00 for 15:20-1 Tuesday: £10.00 for 15:20-1 Wednesday: £5.00 for 15:20-1 Wednesday: £5.00 for 15:20-1	30 session interval 7:45 session interval 30 session interval 7:45 session interval 16:30 session interval 0.1746 session interval
otal number of sessions is registered for	Thursday: £5.00 for 15:22-1 Thursday: £5.00 for 15:20-1 Friday: £5.00 for 15:20-16:3 Friday: £10.00 for 15:20-17	6:30 session interval 17:45 session interval 0 session interval 45 session interval
urrent wraparound care club balance 0.00	Choose Membership	
lal spent 00	Choose membership option Tap to pick	
lemberships for	Cano	el
= <b>8 9</b>	Next	3
		_

Choose membership: Specify which coastguard services you require from the drop-down box

• Select Next

Select Membership Period: Select dates required for booking from the dropdown box. Multiple dates can be selected. Bookings are open for the rest of the school year.

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Mon, 12 May 2025		Register for Club		Back	Select One
Tue, 13 May 2025		Club Overview		15:20 - 16:30	
Wed, 14 May 2025		Name Coastguards Afterschool Club		15:20 - 17:45	
Thu, 15 May 2025		Description Coastquards Afterschool Club		Tap to pick	
Fri, 16 May 2025		Selected membership periods			
Mon, 19 May 2025		15 May 2025			
Tue, 20 May 2025		Select Session Interval			
Wed, 21 May 2025		Thursday Tap to pick			
Fri, 23 May 2025					
Mon, 02 Jun 2025		Cancel			
Tue, 03 Jun 2025		Next »			
Wed, 04 Jun 2025					
Thu, 05 Jun 2025					
Fri, 06 Jun 2025					

• Select Apply

Select session Interval: Select time of session required from the drop-down box then press 'Next'

#### Step 5: Review and Confirm

Before finalising your booking, review all the entered details to ensure accuracy. Check for any errors in dated, times, or locations. Confirm that the services meet your specific needs.

Once booked, reservations cannot be amended so ensure everything is correct at this step.

If everything is correct, click 'Register for Club'

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Selected membership of	option
Coastguards Afterschool before session starts)	Club (Sign-up cut-off: 24 hours
Club price per session	
Monday: £5.00 for 15:2	0-16:30 session interval
Monday: £10.00 for 15:	:20-17:45 session interval
Tuesday: £5.00 for 15:2	0-16:30 session interval
Tuesday: £10.00 for 15	:20-17:45 session interval
Wednesday: £5.00 for 1	15:20-16:30 session interval
Wednesday: £10.00 for	15:20-17:45 session interval
Thursday: £5.00 for 15	20-16:30 session interval
Thursday: £10.00 for 1	5:20-17:45 session interval
Friday: £5.00 for 15:20	-16:50 session interval
Review Sign-Up De	tails
Number of sessions	
Session interval	
Thursday: 15:20-16:30	session interval
Total price	
£5.00	
	Cancel

Your booking is now confirmed.

## Step 7: View New and Existing Bookings

Once a booking has been made, it will be listed at the top of the 'School Clubs' page. All dates will be listed here and you can check your balance and total spent balance.

Once bookings have been made, they cannot be amended or cancelled.