



# Parents' Guide for Booking Clubs

## Step 1: Accessing the school website

Browse to <http://www.parkside.worcs.sch.uk/>  
Click on 'Parents' and 'Parents Booking System'.  
Click on 'Booking Clubs'.

**Parents' Evening System**  
Welcome to the Parkside Middle School parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

**Your Details**

Title  First Name  Surname   
Email Address  Confirm Email Address

**Child's Details**

First Name  Surname  DoB (dd/mm/yyyy)

[Administrator Login](#)  
[Teacher Login](#)

## Step 2: Login

Please fill out all the details on the page. Use the email address you wish to receive your confirmation.

Please use your child's "preferred" forename that matches our records (no abbreviations).

**Welcome**  
Click on an event below to make/change appointments, or browse to [Manage Appointments](#) to view/print current appointments.

- Monday - Rounders Club KS2/KS3 Mixed**  
This club runs from 12th September - 12th December for 13 sessions.  
When: 01/09/2016 15:15 Jack
- Monday - Cricket Club KS2 Mixed**  
This club runs from 12th September - 12th December for 13 sessions.  
When: 12/09/2016 15:15 Jack
- Tuesday - Table Tennis Club KS2/KS3 Mixed**  
This club runs from 12th September - 12th December for 13 sessions. This is run by a coach and has a fee of £2 per week. Please send cash or cheque for £26 (payable to YFCC) in a named envelope to the office.  
When: 12/09/2016 15:15 Jack

## Step 3: Select after-school club, e.g. Monday – Rounder's Club KS2/KS3 Mixed

Information about the club is displayed here.

If there is a charge for the club please send a cheque for the required amount to the school office.

Click the green 'Book a Place' to select the after-school club your child wishes to attend.

**Parkside Middle School**  
Home | [Appointments](#)

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**Booking Confirmed**  
Your booking has been made successfully.

## Step 4: Confirmation of booking

Your booking is now confirmed, you can click 'Continue' to book further clubs.

After booking your places you will receive an email to confirm the clubs you have selected. This will allow you to make changes, cancel or confirm the clubs for your child.