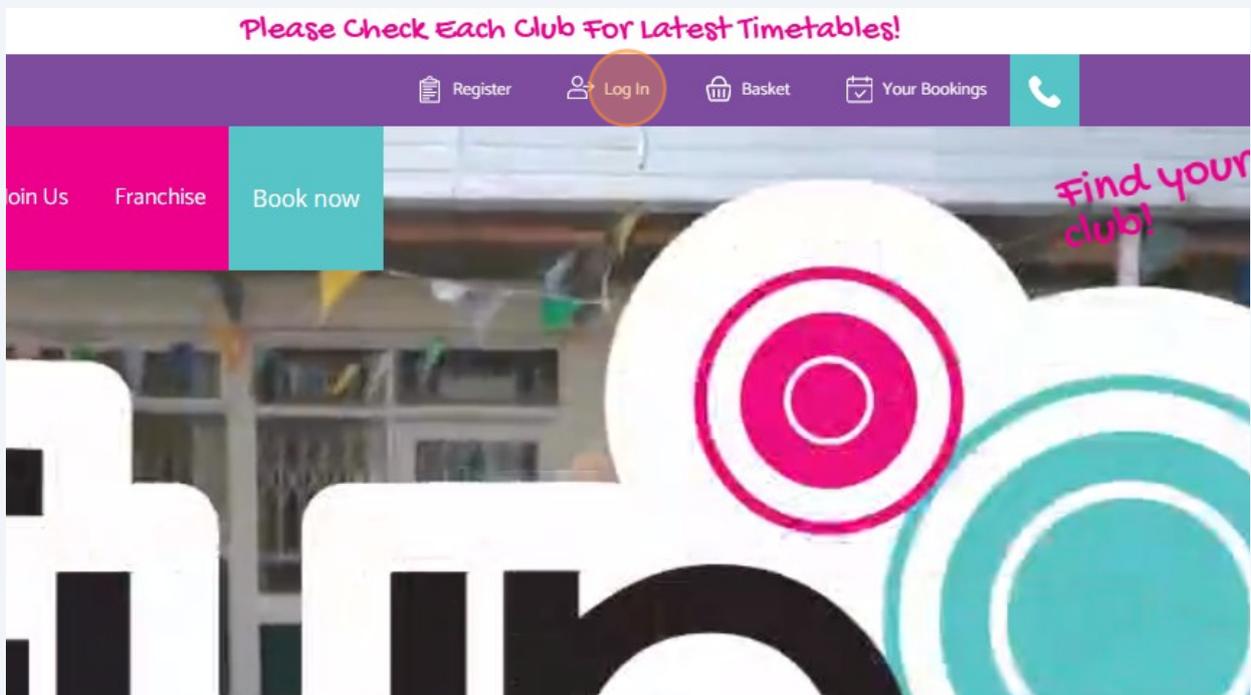


How to Book with Fun Fest Holiday Club

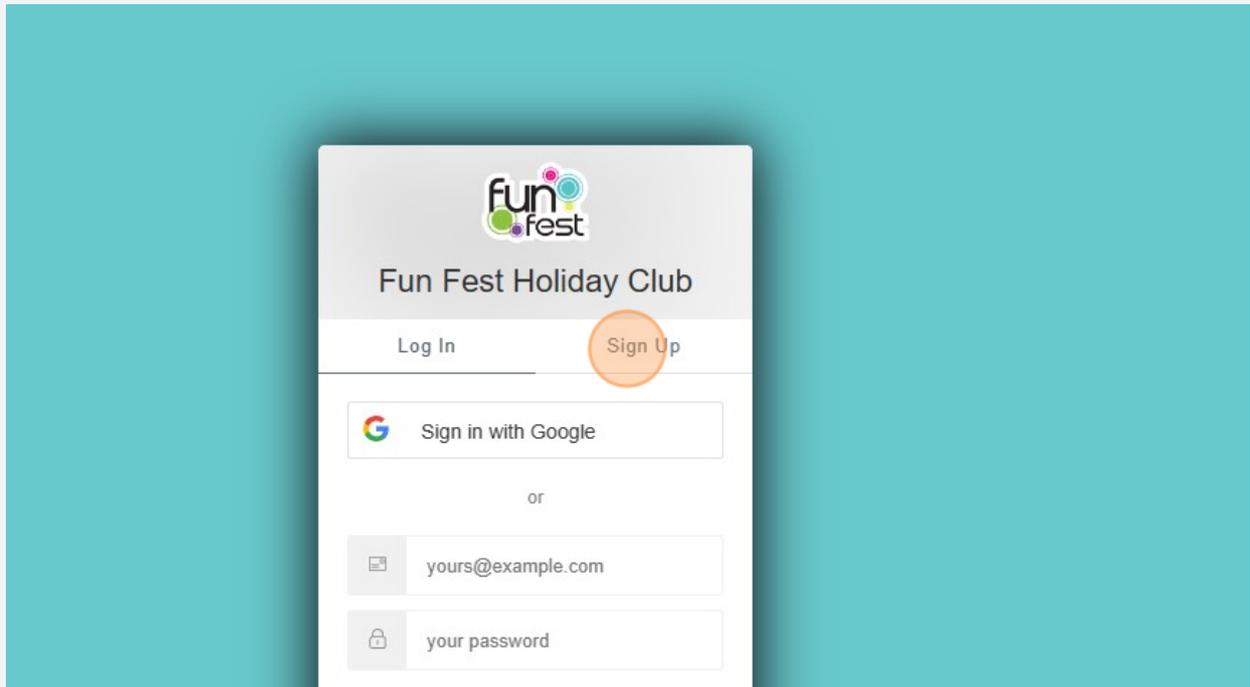
1 Navigate to <https://fun-fest.co.uk/>

2 Click "Log In"



3

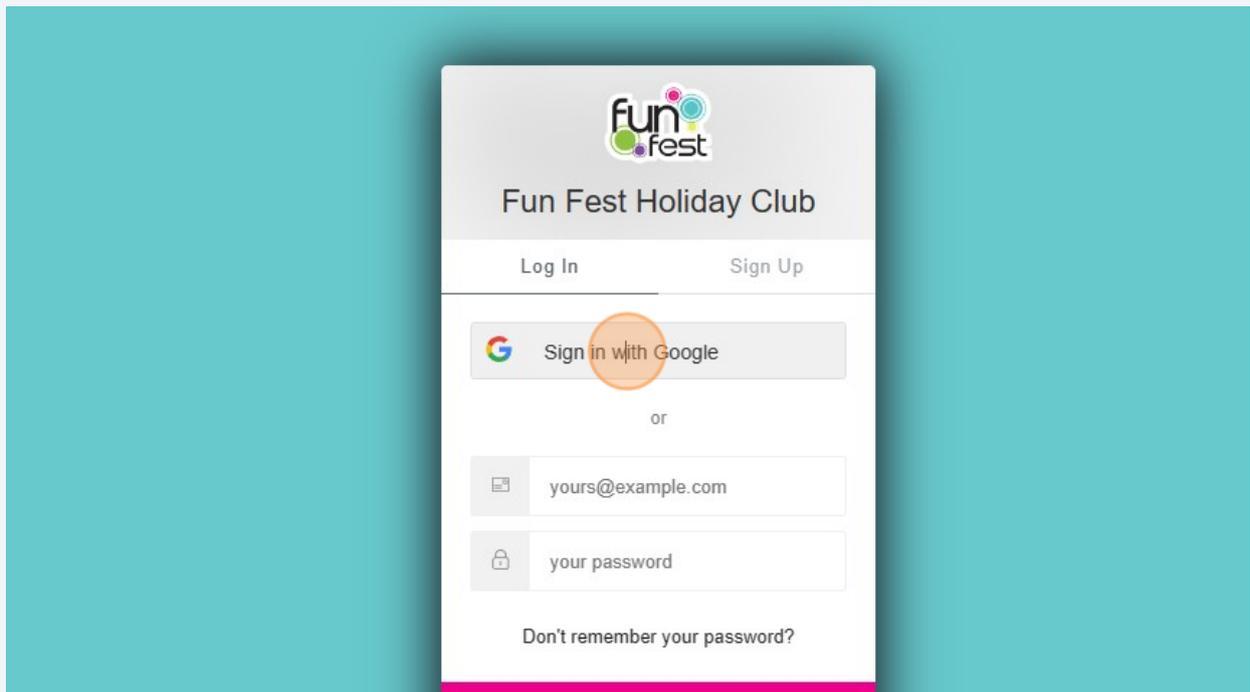
Click "Log In" if you have an account or "Sign Up" if this is your first time booking. If you "Log in" enter your email address and password or "Sign up" and create a new account.



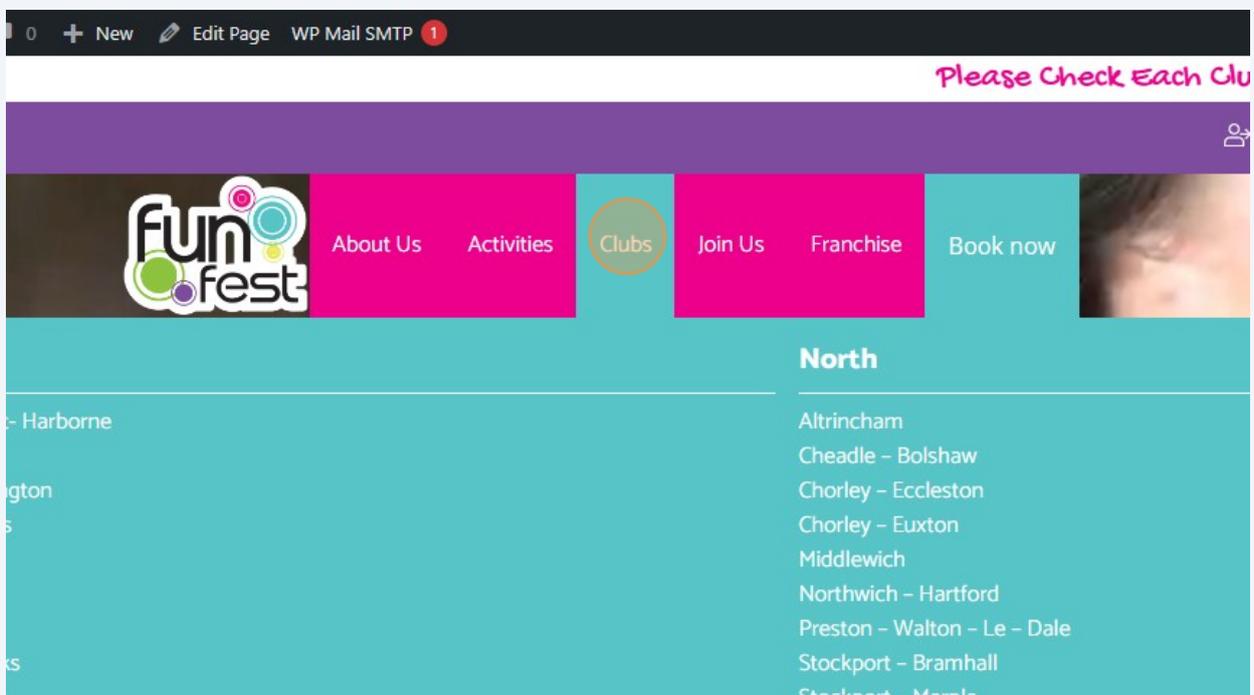
4

Once you "Sign Up" you will need to verify your email

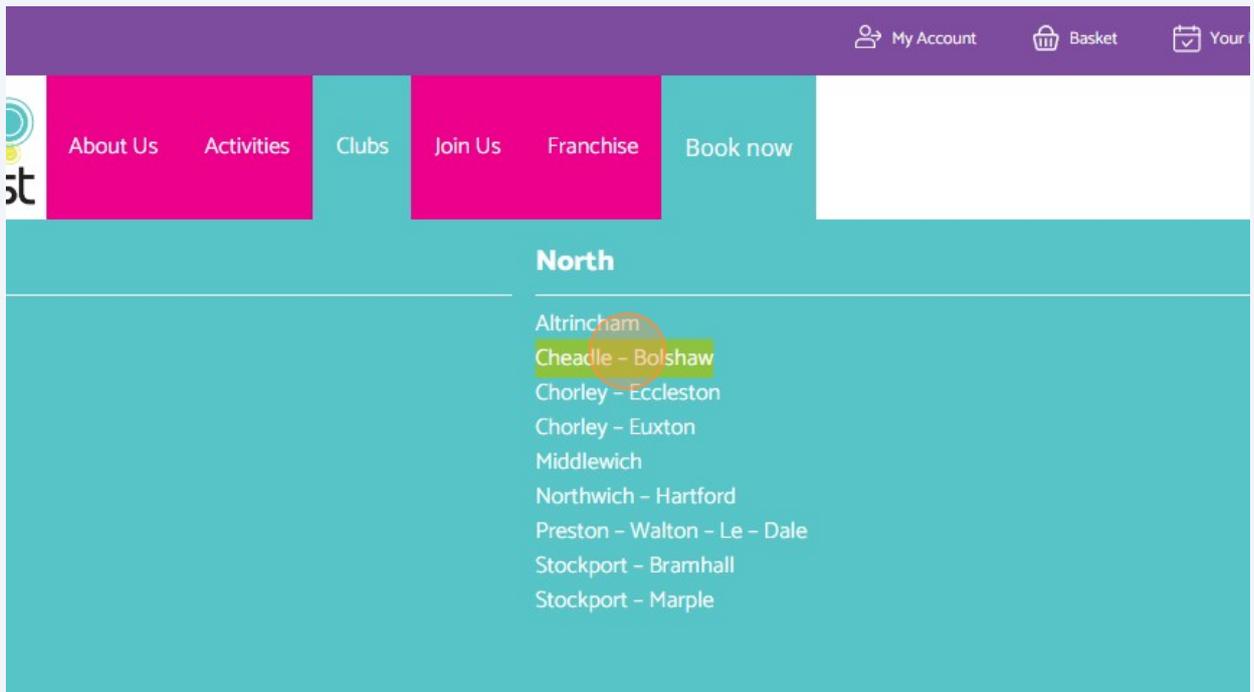
5 Or third option Click "Sign in with Google" and follow the instructions



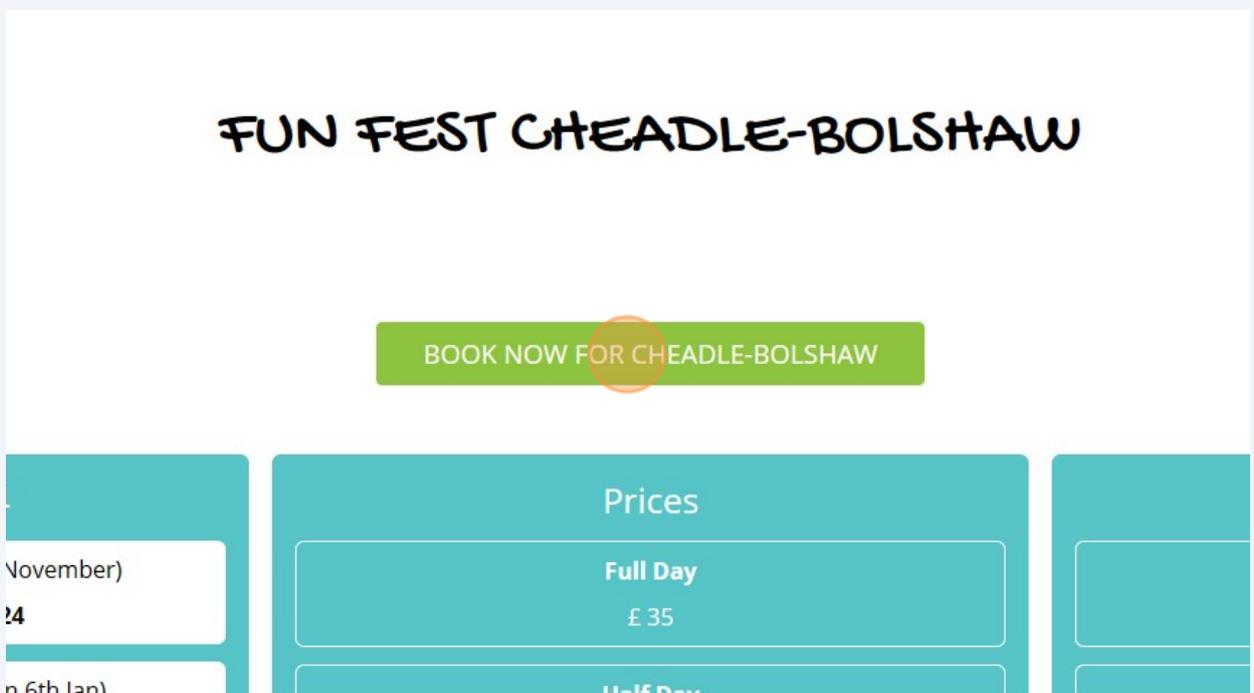
6 Then Click on "Clubs" and navigate to the Club of your choice.



7 For example Click "Cheadle – Bolshaw"



8 Click "BOOK NOW FOR CHEADLE-BOLSHAW"



9 Click "ADD ..."

Input the Name and DOB of the children you wish to book

On the next step, you can select which activities you wish

Finally, review the booking and input additional required in

+ ADD ...

I confirm the DOB entered is correct for OFSTED regulatio

CLEAR

10 Select "Add New" to add further children or select one of your children previously added from the drop down in this case Click "Ryan Reynolds".

Finally, review the booking and input additional required information for

+ ADD ...

+ Add New

+ Leoma

+ **Ryan Reynolds**

✕ Cancel

I confirm the DOB entered is correct for OFSTED regulations

CL

11 Click "I confirm the DOB entered is correct for OFSTED regulations"

+ ADD ...

1 Ryan Reynolds

2



I confirm the DOB entered is correct for OFSTED regul

CLEAR

12 Click "SUBMIT"

26/04/2013

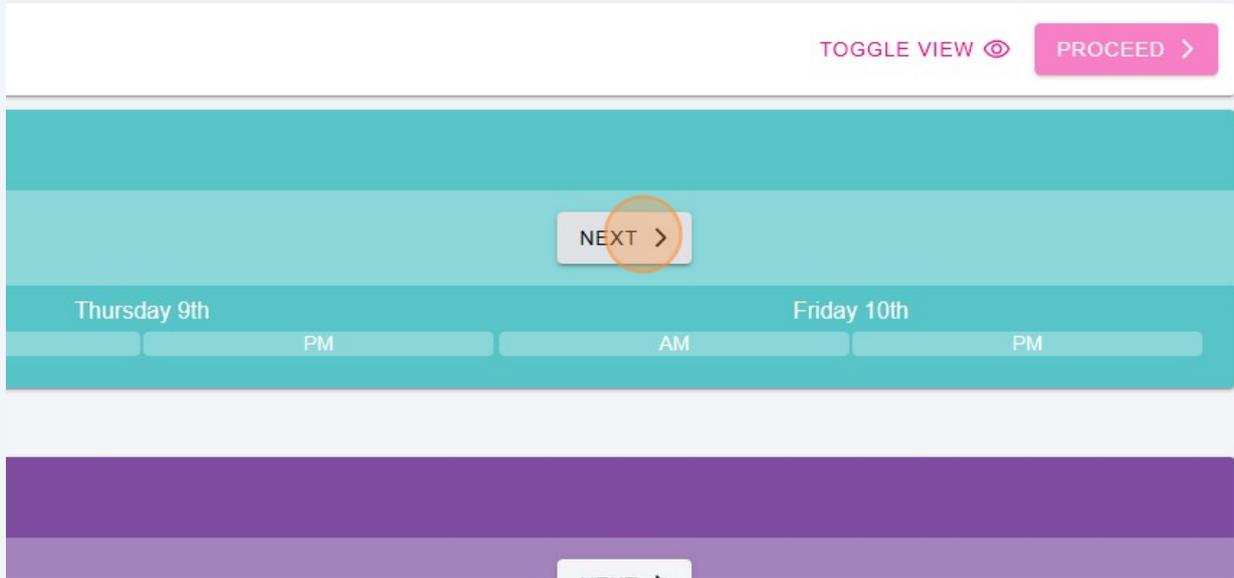
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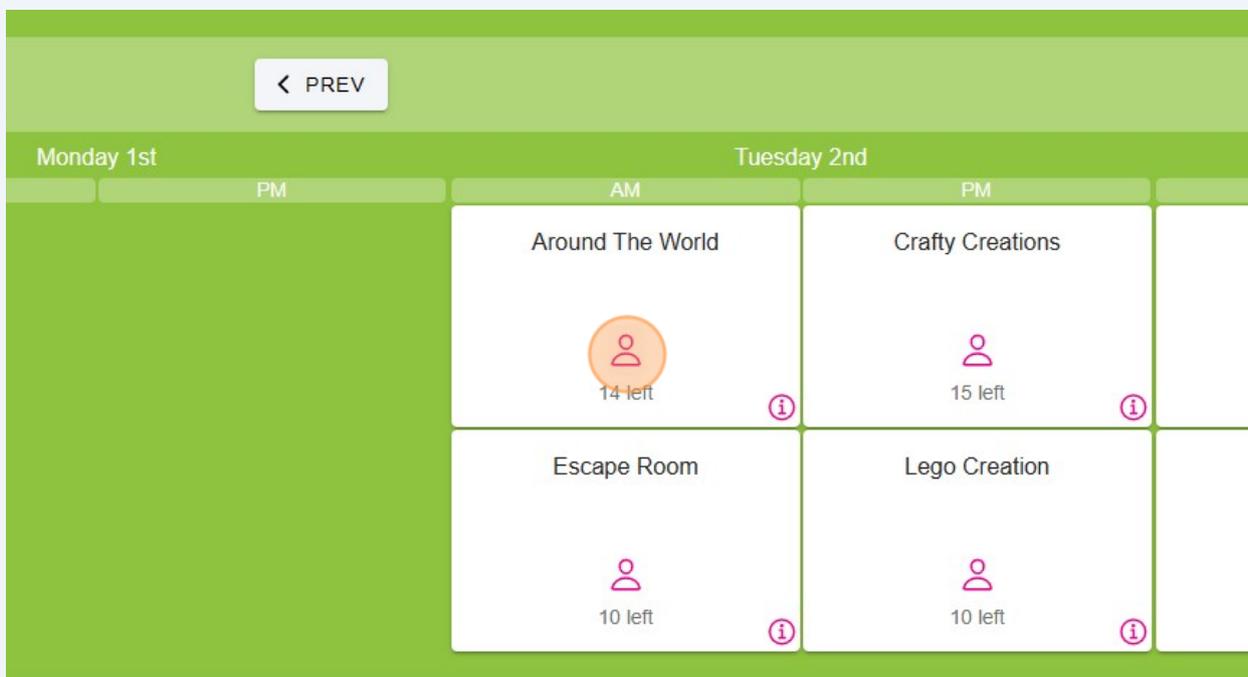
for OFSTED regulations

SUBMIT >

13 Click "NEXT" to find the week you would like to book



14 Click the icon associated with each child to select the activity for AM.



15 Click the icon associated with each child to select the activity for PM.

Mon 1st Jan - Sun 7th			
Tuesday 2nd		Wednesday 3rd	
AM	PM	AM	PM
<p>Around The World</p> <p> 13 left</p> <p></p>	<p>Crafty Creations</p> <p> 15 left</p> <p></p>	<p>Circus Training</p> <p> 13 left</p> <p></p>	<p>H</p>
<p>Escape Room</p> <p> 10 left</p> <p></p>	<p>Lego Creation</p> <p> 10 left</p> <p></p>	<p>Under the Sea</p> <p> 12 left</p> <p></p>	

16 Continue until you have selected all of the required activities.

NEXT >			
Thursday 4th		Friday 5th	
	PM	AM	PM
ance	<p>Creative Cooks</p> <p> 14 left</p> <p></p>	<p>The Kube</p> <p> 10 left</p> <p></p>	<p>Fun Day Friday</p> <p> 11 left</p> <p></p>
ng	<p>Lego Creation</p> <p> 12 left</p> <p></p>	<p>Winter Gardens</p> <p> 14 left</p> <p></p>	

17 Click "PROCEED"

The screenshot shows a course schedule interface with a grid of activity cards. The grid is organized into two rows and three columns. The columns are labeled 'PM', 'AM', and 'PM' at the top. The first row contains three cards: 'Creative Cooks' (14 left), 'The Kube' (10 left), and 'Fun Day Friday' (10 left). The second row contains two cards: 'Lego Creation' (12 left) and 'Winter Gardens' (14 left). The third column in the second row is empty. Each card has a person icon and an information icon. At the bottom right, there is a 'TOGGLE VIEW' button with an eye icon and a 'PROCEED' button with a right arrow, which is highlighted with a red circle.

	PM	AM	PM
ence	Creative Cooks 14 left	The Kube 10 left	Fun Day Friday 10 left
ng	Lego Creation 12 left	Winter Gardens 14 left	

TOGGLE VIEW PROCEED >

18 Click "SUBMIT"

The screenshot shows a list of activities in a white box. The list is titled 'Activity' and contains six items: 'Around The World', 'Crafty Creations', 'Creative Cooks', 'The Kube', and 'Fun Day Friday'. Below the list is a 'SUBMIT' button with a right arrow, which is highlighted with a red circle.

Activity

- Around The World
- Crafty Creations
- Creative Cooks
- The Kube
- Fun Day Friday

SUBMIT >

19 Click the "Parent / Guardian Full Name" field.

[EDIT BOOKING](#)

 **Ryan Reynolds**

DOB Sat 26/01/2013
Age 10

Information

Parent / Guardian Full Name

Who has legal responsibility for this child? (Full name/s)

What relationship do those legally responsible have to the child?
Parent

Legally Responsible Person's Phone Number
+44 (United Kingdom) ▾

20 Click the "Who has legal responsibility for this child? (Full name/s)" field.

 **Ryan Reynolds**

DOB Sat 26/01/2013
Age 10

Information

Parent / Guardian Full Name
Miss Tina Reynolds

Who has legal responsibility for this child? (Full name/s)

What relationship do those legally responsible have to the child?
Parent

Legally Responsible Person's Phone Number
+44 (United Kingdom) ▾

What is the child's current home address/most permanent address?
Address Line 1

21

Click "Parent Sibling Aunt or Uncle Other Family Member Carer Guardian Grandparent Social Worker Family Friend" for both Emergency Contacts.

Emergency Information	
Emergency Contact 1 Tina Reynolds	Emergency Contact 2 David Reynolds
Emergency Contact 1 Phone +44 (Uni... ▼ 7788345678	Emergency Contact 2 Phone +44 (Uni... ▼ 7788323567
What is this person's relationship to the child Parent	What is this person's relationship to the child Parent
Medical notes (including medication, allergies, SEN needs)	
I give permission for:	
Medicines	

22

Click here to add contact telephone number.

Parent / Guardian Full Name Miss Tina Reynolds
Who has legal responsibility for this child? (Full name/s) Miss Tina Reynolds
What relationship do those legally responsible have to the child? Parent
Legally Responsible Person's Phone Number +44 (United Kingdom) ▼
What is the child's current home address/most permanent address?
Address Line 1
Address Line 2
Postal Town/City

23

Click "What is the child's current home address/most permanent address and enter all fields for the address?"

Miss Iina Reynolds
Who has legal responsibility for this child? (Full name/s) Miss Tina Reynolds
What relationship do those legally responsible have to the child? Parent
Legally Responsible Person's Phone Number +44 (United Kingdom) ▾
What is the child's current home address/most permanent address?
Address Line 1
Address Line 2
Postal Town/City
Region/County

24

Click the "Postcode" field.

15 Reynolds Close
Address Line 2
Postal Town/City Solihull
Region/County
Postcode
Country United Kingdom
School
Security Word

25

Click the "School" field and enter the name of your Childs School.

Postcode	BB12 7PW
Country	United Kingdom
School	
Security Word	
Where did you hear about Fun Fest?	
Emergency Information	

26

Click the "Security Word".

Postcode	BB12 7PW
Country	United Kingdom
School	Arden Academy
Security Word	
Where did you hear about Fun Fest?	
Emergency Information	
Emergency Contact 1	Emerg

27

Click where did you hear about us, and from the drop down field select from the following "Instagram. Facebook, host school, non-host school, Local advertisement, Search engine Word of mouth or Other"

BB12 7PW	
Country	
United Kingdom	
School	
Arden Academy	
Security Word	
Indigo	
Where did you hear about Fun Fest?	
Emergency Information	
Emergency Contact 1	Emergency Contact 2

28

Click to enter the name of the "Emergency Contact 1" field.

Indigo	
Where did you hear about Fun Fest?	
Search engine	
Emergency Information	
Emergency Contact 1	Emergency Contact 2
Emergency Contact 1 Phone	Emergency Contact 2 Phone
+44 (Uni... ▼	+44 (Uni... ▼
What is this person's relationship to the child	What is this person's relationship to the child
Parent ▼	Parent
Medical notes (including medication, allergies, SEN needs)	

29

Click to enter the name of the "Emergency Contact 2" field.

Where did you hear about Fun Fest?	
Search engine	
Emergency Information	
Emergency Contact 1 Tina Reynolds	Emergency Contact 2 David Reynolds
Emergency Contact 1 Phone +44 (Uni... ▼	Emergency Contact 2 Phone +44 (Uni... ▼
What is this person's relationship to the child Parent	What is this person's relationship to the child Parent
Medical notes (including medication, allergies, SEN needs)	

30

Click this text field to enter the contact number for 1st Emergency Contact.

Where did you hear about Fun Fest?	
Search engine	
Emergency Information	
Emergency Contact 1 Tina Reynolds	Emergency Contact 2 David Reynolds
Emergency Contact 1 Phone +44 (Uni... ▼	Emergency Contact 2 Phone +44 (Uni... ▼
What is this person's relationship to the child Parent	What is this person's relationship to the child Parent
Medical notes (including medication, allergies, SEN needs)	

31 Click this text field to enter the contact number for 2nd Emergency Contact.

Fest?	
Emergency Contact 2 David Reynolds	
345234	Emergency Contact 2 Phone +44 (Uni... ▼
Relationship to the child	What is this person's relationship to the child Parent ▼
Medical notes (including medication, allergies, SEN needs)	

32 Click the "Medical notes (including medication, allergies, SEN needs)" field. this must be completed if applicable.

Emergency Contact 1 Phone +44 (Uni... ▼	Emergency Contact 2 +44 (Uni... ▼
What is this person's relationship to the child Parent	What is this person's relationship to the child Parent ▼
Medical notes (including medication, allergies, SEN needs)	
I give permission for:	
Medicines Prescribed medication and non prescribed paracetamol or antihistamine to be administered in an emergency situation	<input type="checkbox"/> Face Paint My child to have face paint
Photography	<input type="checkbox"/> Suncream

33 Select permissions Medicines, Photography, Face Paint and Suncream

Medical notes (including medication, allergies, SEN needs)

I give permission for:

Medicines

Prescribed medication and non prescribed paracetamol or antihistamine to be administered in an emergency situation



Face Paint

My child to have their face painted



Photography

Photos to be taken and used within Fun Fest advertising



Suncream

My child to have suncream applied



Activities

Date	Group	Activity
Tue 02/01/2024	7-12 Years - AM	Around The World

34 Click "SUBMIT"

Activity

Around The World

Crafty Creations

Creative Cooks

The Kube

Fun Day Friday

SUBMIT

35 Select payment option in this case either Click on "UTP" or

The screenshot shows a payment selection interface. At the top, there is a 'Total' field. Below it is a button labeled 'Edit your booking'. The main section is titled 'Select your preferred paym' and contains two radio button options: 'UTP' and 'Childcare Vouchers & Tax Free Scheme'. The 'Childcare Vouchers & Tax Free Scheme' option is selected. Below the options are logos for MasterCard, Maestro, VISA, and VISA DEBIT. A teal callout box points to the selected option with the text: 'Your booking will not be confirmed until you have made a pa'.

36 Click the "Childcare Vouchers & Tax Free Scheme" field.

The screenshot shows the same payment selection interface. In this view, the 'UTP' option is selected. A teal callout box points to the 'Childcare Vouchers & Tax Free Scheme' option with the text: 'Pay securely via Credit / Debit Card with UTP'. Below the options are logos for MasterCard, Maestro, VISA, and VISA DEBIT. At the bottom, there is a section titled 'Important Informa' with a checkbox for 'Coronavirus Agreement *'. Below the checkbox is the text: 'By ticking this box you are confirming that your child/children will not attend F the last 5 days or display symptoms of Covid-19.'

37

Click the "Coronavirus Agreement
*" field.

Your booking will not be confirmed until you have made a payment.

Important Information

Coronavirus Agreement *

By ticking this box you are confirming that your child/children will not attend Fun Fest if they have attended Fun Fest in the last 5 days or display symptoms of Covid-19.

Data Protection Agreement *

Here at Fun Fest we take your privacy seriously and will only use your personal information for the purpose of providing you with tailored childcare. From time to time we will need to contact you via phone or email to discuss your booking and news. Your data is held securely and can only be accessed by authorised personnel and not shared with 3rd parties.

- We will collect names, date of birth, telephone, address and email contact details.
- We will collect information regarding allergies or medical conditions for your child/children.
- You have the right to see where and what information we hold on your behalf.

38

Click the "Data Protection Agreement
*" field.

Important Information

Coronavirus Agreement *

By ticking this box you are confirming that your child/children will not attend Fun Fest if they have attended Fun Fest in the last 5 days or display symptoms of Covid-19.

Data Protection Agreement *

Here at Fun Fest we take your privacy seriously and will only use your personal information for the purpose of providing you with tailored childcare. From time to time we will need to contact you via phone or email to discuss your booking and news. Your data is held securely and can only be accessed by authorised personnel and not shared with 3rd parties.

- We will collect names, date of birth, telephone, address and email contact details.
- We will collect information regarding allergies or medical conditions for your child/children.
- You have the right to see where and what information we hold on your behalf.
- We will hold your data after your child has left the holiday club for a period of 12 months after the end of the holiday club has been concluded.
- From time to time we may need to transfer data from one IT system to another for the purpose of running our holiday club.

39

Click "Place order"

an only be accessed by authorised personnel. Personal information will not be shared

elephone, address and email contact details for yourself and your child.
allergies or medical conditions for your child for Health & Safety purposes.
what information we hold on yours/your child's behalf and object or rectify if it is

d has left the holiday club for a period of 6 months or until any fee settlement has

ansfer data from one IT system to another if necessary or requested for the smooth

int partners to ensure they also meet GDPR requirements

: below confirms you have read and understood the above statements and give us
matters.

Place order

