Signing my child up for a Club on the Parent Portal or Parent App

IF YOU HAVE MULTIPLE CHILDREN WHO YOU WOULD LIKE TO SIGN-UP FOR CLUBS, IT IS RECOMMENDED THAT YOU USE THE PORTAL AND NOT THE APP. THE PORTAL CAN BE OPENED VIA ANY WEB BROWSER PAGE BY GOING TO https://login.arbor.sc/

Please follow the instructions below to register a child for a club using the Parent Portal or Parent App.

If you are unable to sign up, please contact your school. They will need to follow these instructions.

Please note that once you have signed up, you will need to contact your school if you would like to cancel participation or would like a refund.

On the Parent Portal

From the main Parent Portal page, scroll down to the Activities section and click on the field with the child's name and Clubs in.

The **All Clubs** page will list any clubs the child is currently a member of and any clubs that are currently open for them to join. At the bottom of the page, you'll also see any past clubs from previous years that your child was registered for in case you need to finish paying for them.

Click on the club to open up that club's information page.

School Clubs

Abbie is Registered For These Clubs (2021/2022)

Woodwind Club (2021/2022)

Number of sessions:
14
Club membership dates:
06 Sep 2021 - 17 Dec 2021 ▸

Abbie Can be Registered For These Clubs (2021/2022)

A new free club (2021/2022)

Membership options:
Daily: Free
Timetable:
Mondays: 09:00 - 10:00 (14 Jan 2022 - 31 Aug 2022, term-time only)
Tuesdays: 09:00 - 10:00 (14 Jan 2022 - 31 Aug 2022, term-time only)
Wednesdays: 09:00 - 10:00 (14 Jan 2022 - 31 Aug 2022, term-time only)
Thursdays: 09:00 - 10:00 (14 Jan 2022 - 31 Aug 2022, term-time only)
Fridays: 09:00 - 10:00 (14 Jan 2022 - 31 Aug 2022, term-time only) ▸

Woodwind Club (2021/2022)

Membership options:
Termly Membership: Free
Timetable:
Thursdays: 15:35 - 16:30 (06 Sep 2021 - 31 Aug 2022, term-time only) ▸

Abbie was Registered For These Clubs (2020/2021)

Chess (2020/2021)

Number of sessions:
1
Club membership dates:
14 Dec 2020 ▸

Abbie was Registered For These Clubs (2019/2020)

Chess (2019/2020)

Number of sessions:
28
Club membership dates:
01 Sep 2019 - 31 Dec 2019, 01 Jan 2020 - 30 Apr 2020 ▸

Free clubs on the Parent Portal

The club information page will display membership and timetable information. Any existing membership into the club for the pupil will be displayed. To sign your child up for the club, click on **Register For This Club** in the top right-hand corner of the page.

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Sams Cool Club (2020/2021)

Attachments
Register Anna for this club

Registration Information

Registration status   Anna is not registered for this club yet. Click "Register for this club" button to register.

Anna's Memberships

No memberships

Available Membership Options

Weekly Sign-up

Availability:
03 Aug 2020, 11:28 - ongoing
Fee:
Free

Club Timetable

Weekly Sessions

Every Monday: 07:00 - 08:00
Between: 28 Sep 2020 - 31 Aug 2021 (term-time only)   *Scheduled*

Every Wednesday: 07:00 - 08:00
Between: 02 Sep 2020 - 31 Aug 2021 (term-time only)   *Scheduled*

Every Friday: 07:00 - 08:00
Between: 28 Sep 2020 - 31 Aug 2021 (term-time only)   *Scheduled*

From the slide over menu that will appear, choose the membership period that you like to sign the child up for - this may be a set date range, a term or the whole academic year.

« Back   **Register Anna for Club**

Club Overview

Name	Sams Cool Club

Choose Membership

Choose a membership option*	Weekly Sign-up: Free ⊗ ▼

Cancel   **Next »**

Finally, choose which sessions to sign your child up for and confirm registration.

« Back   **Register Anna for Club**

Club Overview

Name	Sams Cool Club
Selected membership option	Weekly Sign-up: Free

Select Membership Periods

Calendar week*	Mon, 07 Sep 2020 - Sun, 13 Sep 2020 ⊗ Mon, 21 Sep 2020 - Sun, 27 Sep 2020 ⊗ ▼

Cancel   **Confirm Registration**

If the school has requested that parents must confirm their consent for the child to attend the club, a box will pop up for consent to be confirmed. Click yes or no as appropriate.

Confirm Consent for Ann... ⊗

Consent is required for Sams Cool Club (2020/2021). Please confirm you give your consent for Anna Miller to take part.

Cancel   Yes
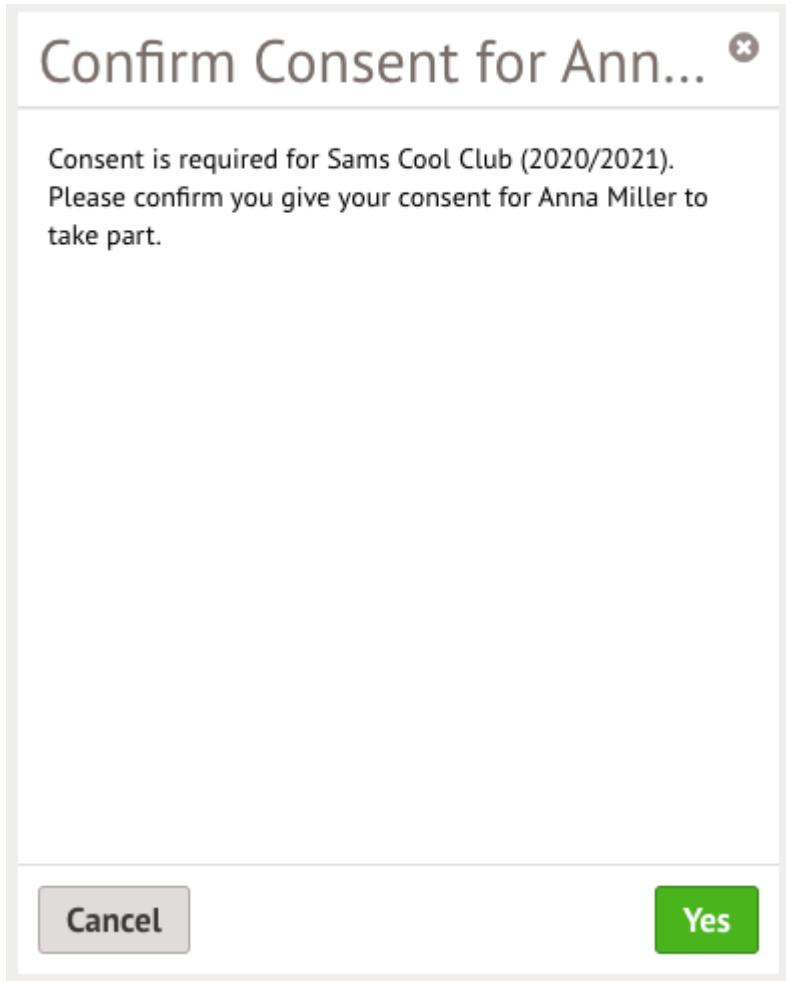
You will then be returned to the club's information page, where the new membership(s) will now be displayed.

Anna's Memberships

Calendar week   **Status:**
Confirmed
Dates:
07 Sep 2020 - 13 Sep 2020
21 Sep 2020 - 27 Sep 2020
Total sessions:
2

Paid clubs on the Parent Portal (currently Morning Gymnastics Only)

The process for registering for clubs that charge a membership fee is very similar to the process for free clubs. The club information page will display membership and timetable information. Any existing membership into the club for the pupil will be displayed.

To sign your child up for the club, click on **Register For This Club** in the top right-hand corner of the page.

From the slide over menu that will appear, choose the membership period that you like to sign the child up for - this may be a set date range, a term or the whole academic year.

Next, choose which sessions to sign your child up for.

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Register Helen for Club

Club Overview

Name	Tennis Club
Selected membership option	Termly Membership: £100.00 per period (Term)

Select Membership Periods

Term*

- Wed, 16 Sep 2020 - Thu, 31 Dec 2020 ⊗
- Fri, 01 Jan 2021 - Fri, 30 Apr 2021 ⊗

▼

Cancel   Next »

Finally, confirm your choices and click to pay. You can also select to add the payment to your basket to pay later - see how the basket works here.

Top Tip: Can't click the button? Follow this article: I can't click the button to pay?

If you click **Cancel** here, the child will be signed up provisionally, but you will need to pay to have them registered for the club.

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Register Helen for Club

Club Overview

Name	Tennis Club
Selected membership option	Termly Membership: £100.00 per period (Term)
Number of sessions	32

Review Membership Dates

Please review the memberships below. If there are any memberships you do not want, please tick them and use the Delete Memberships button below to delete them.

Select membership period(s) you wish to remove

- ☐ 16 Sep 2020 - 31 Dec 2020 (£100.00)
- ☐ 01 Jan 2021 - 30 Apr 2021 (£100.00)

Delete selected membership dates

Make Payment

Payment amount   £200.00

Cancel   🛒 Add to basket   Pay now

Make Payment

|	
Card number	1234 1234 1234 1234
Expiration date	MM / YY
Name on card	
Security code (CVV/CVC)	CVC

Cancel   **Pay £15.00**

You may have to then authenticate your identity for the payment to go through. This is a requirement of the recently introduced [Strong Customer Authentication (SCA) regulations](#).

You'll see confirmation that the transaction has been successful.
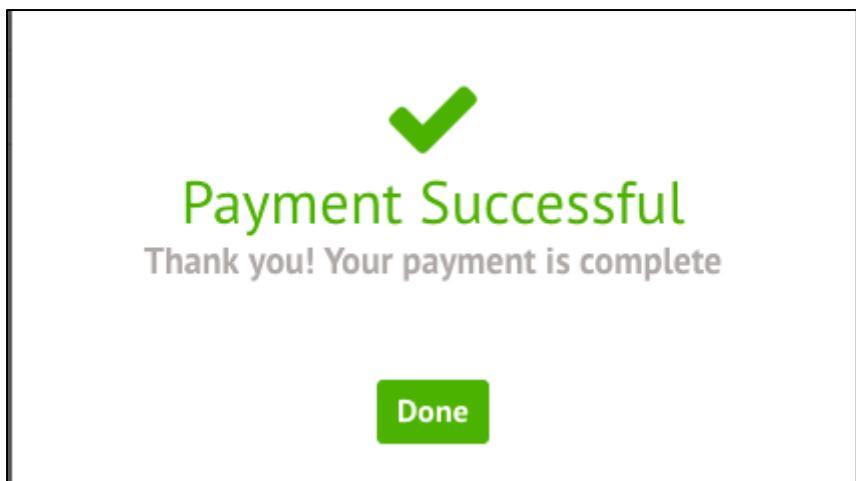
✔

Payment Successful

Thank you! Your payment is complete

Done

If the school has requested that parents must confirm their consent for the child to attend the club, a box will pop up for consent to be confirmed. Click yes or no as appropriate.

Confirm Consent for Zoe... ⊗

Consent is required for Football Club (2018/2019). Please confirm you give your consent for Zoe Holmes to take part.

No   **Yes**
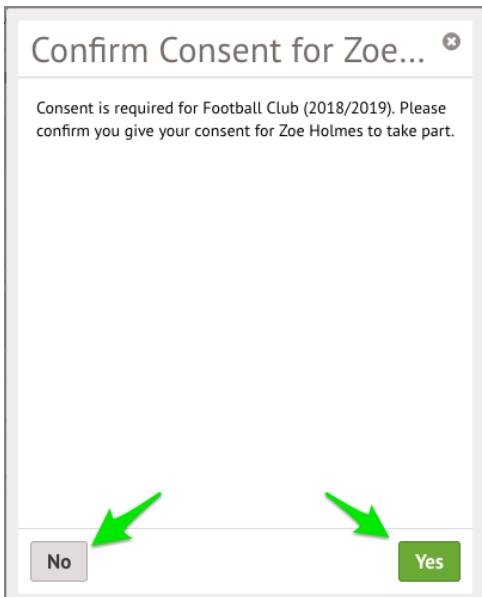
You will then be returned to the club's information page, where the new membership(s) will now be displayed.

Registration Information

Registration status	Congratulations, Helen is registered for Tennis Club! Check the details below. Contact the school's office if you have any questions or requests.
Total number of sessions Helen is registered for	32

Helen's Memberships

Term	**Status:**	
	Paid	▶
	Membership Fee:	
	£200.00	
	Dates:	
	16 Sep 2020 - 31 Dec 2020	
	01 Jan 2021 - 30 Apr 2021	
	Total sessions:	
	32	

On the Parent Portal	On the Parent App

To sign up for a club, click the menu icon at the bottom left of your screen. *Select Clubs*.

Quick Actions ⌃

Behaviour	Attendance	Progress
Trips	Clubs	Report Cards
Payments		Examinations

Main Dashboard

Profile

You can then see a list of any clubs the child is currently a member of and any clubs that are currently open for them to join. At the bottom of the page, you'll also see any past clubs from previous years that your child was registered for in case you need to finish paying for them.

Click on the club to open up that club's information page.

School Clubs

Duncan is Registered For These Clubs (2021/2022)

Breakfast Club (2021/2022)
Club description:
Breakfast club for all year groups
Number of sessions:
3
Club membership dates:
17 Jan 2022 - 23 Jan 2022

Duncan Can be Registered For These Clubs (2021/2022)

Anna's afterschool club (2021/2022)
Timetable:
Mondays: 15:00 - 16:00 (02 Nov 2021 -
31 Aug 2022, term-time only)
Tuesdays: 15:00 - 16:00 (02 Nov 2021 -
31 Aug 2022, term-time only)
Wednesdays: 15:00 - 16:00
(02 Nov 2021 - 31 Aug 2022, term-time
only)

Duncan was Registered For These Clubs (2020/2021)

Football (2020/2021)
Number of sessions:
28
Club membership dates:
01 Sep 2020 - 31 Dec 2020, 01 Jan 2021
- 30 Apr 2021

Click a club to access the *Club Overview*. Click **Register For This Club** to sign up.

Next, select the period you would like to sign up for. This is dependent on what your school has set up, and may include a termly, weekly or daily package. Then click **Next**.

Select the period you would like to sign up for, then click **Next**.

Register Sonia Adams for
Language Club (2018/2019)

Club Overview

Price per Term
£93.60

Choose Terms

Term

Wed, 01 May 2019 - Fri, 19 Jul 2019

Next

On the next page, if no payment is required you can sign up.

Club Overview

Price per Calendar Week
Free

Choose Calendar Weeks

Calendar Week

Mon, 01 Jul 2019 - Sun, 07 Jul 2019

Cancel

Confirm Registration

If no payment is required but you are allowed to give a contribution, you can select this option.
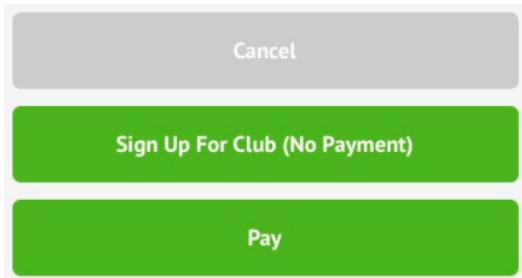
If it is a club you have to pay for, you can input your card details to pay for the club.

Top Tip: Can't click the button? Follow this article: I can't click the button to pay?