

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

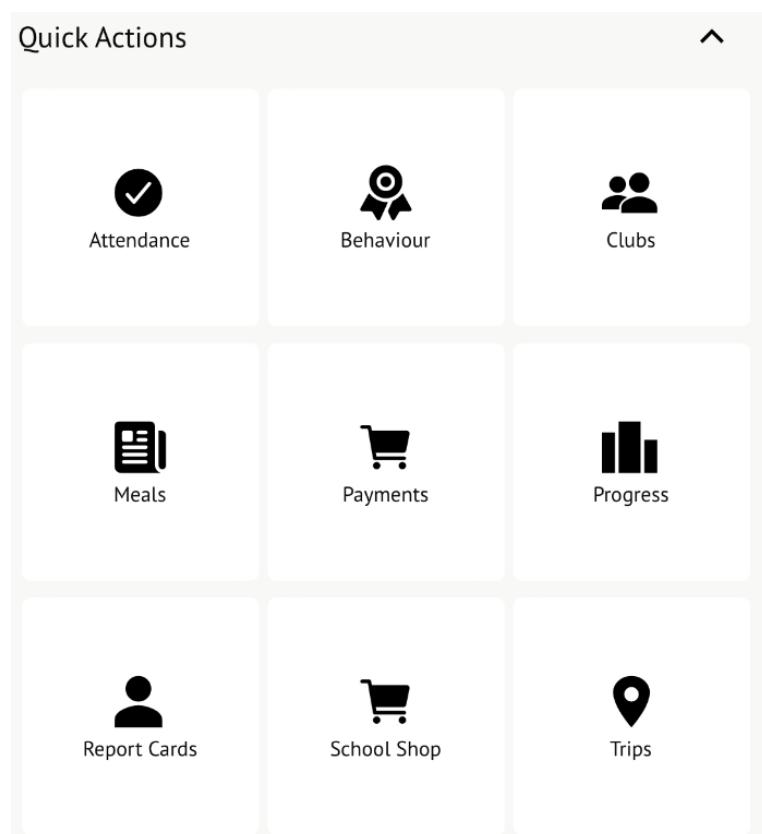
Registering a child for a trip using the Parent Portal or Parent App is a simple process.

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 App (via the Parent Portal is on Page 6 below)

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



You will then be able to see all of your child's upcoming trips, and trips they are eligible for.

## School Trips

### Trips Open to Sonia

#### **Museum Trip**

##### **Trip Date(s):**

27 May 2019, 08:00 - 14:00



##### **Signup Window:**

20 May 2019, 08:00 -

24 May 2019, 16:00

Select the trip to reach the **Trip Overview**. Click the green button to sign up for the trip and pay if required.

**Sign Up / Add Payment**

### Museum Trip

#### Trip Overview

##### **Location**

Leeds Museum

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

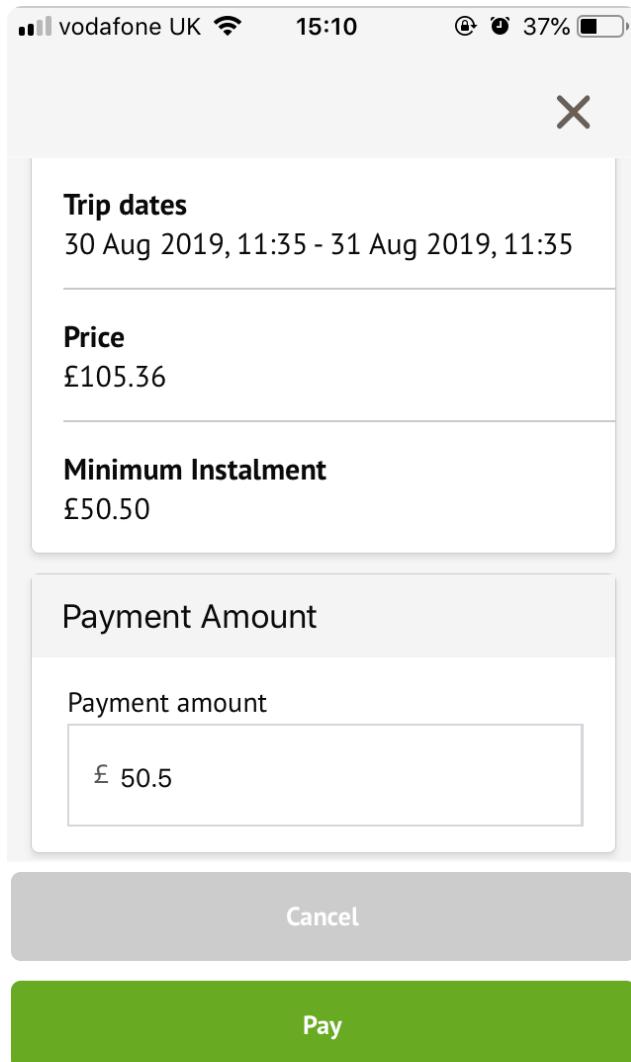
Trip Details	
<b>Name</b>	Museum Trip
<b>Location</b>	Museum
<b>Trip dates</b>	26 Aug 2019, 10:00 - 16:00
<b>Price</b>	Free
<b>Cancel</b>	
<b>Add Consent</b>	

If no payment is required but you are allowed to give a contribution, you can select this option.

<b>Voluntary Contribution</b>
Yes
<b>Payment Amount</b>
Payment amount
£ 2
<b>Cancel</b>
<b>Sign Up For Trip (No Payment)</b>
<b>Pay</b>

If it is a trip you have to pay for, you can input your card details to pay.

**Top Tip: Can't click the button? Follow this article: [I can't click the button to pay?](#)**



If you have more left to pay, click the outstanding balance on your homepage, then click on the trip.

## Payments

Total outstanding - all students

-£698.71

Click to review accounts for all students and add a payment

You can then add further payment.

[Add another payment](#)

## Christchurch Gang Show

### Registration Information

#### **Registration status**

Congratulations, Adam's place is confirmed for this trip!

#### **Amount left to pay**

£8.00

## On the Parent Portal

From the main Parent Portal page, click on the **Trips** field within the **Activities** section.

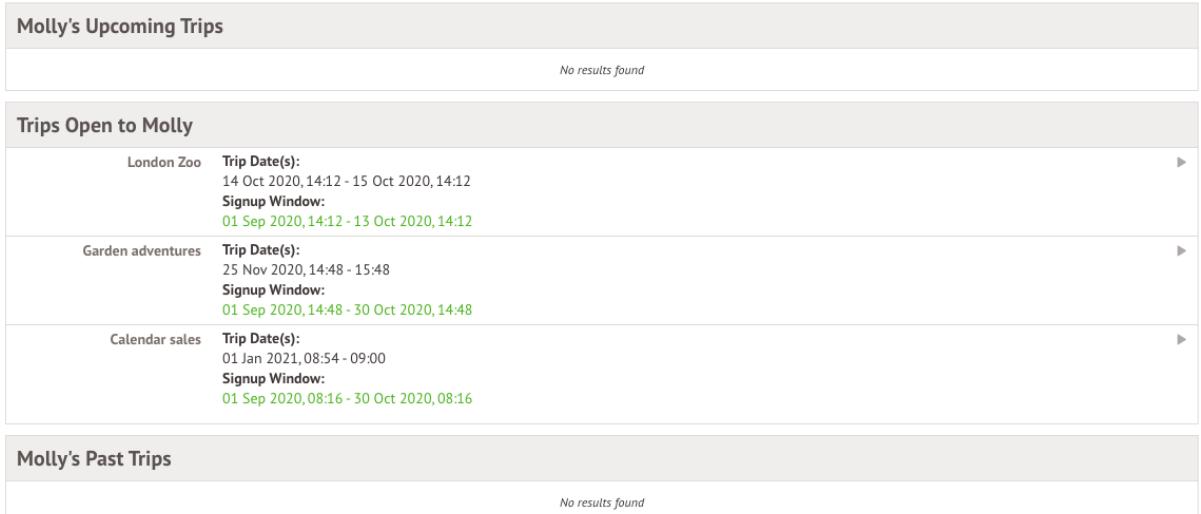


The screenshot shows a list of activities for a child named Zach Allen. The items listed are "Zach Allen: Clubs" and "Zach Allen: Trips". Each item has a small blue arrow icon to its right.

The Trips main page features three sections - **Upcoming Trips** are any trips the child is currently registered for, **Past Trips** are trips which have taken place and **Trips Open** are any trips that the child can currently be registered for.

To start registering a child for a trip, click on the desired trip in the **Trips Open** section.

### School Trips



The screenshot shows the "Trips Open to Molly" section. It lists three trips:

- London Zoo**: Trip Date(s): 14 Oct 2020, 14:12 - 15 Oct 2020, 14:12; Signup Window: 01 Sep 2020, 14:12 - 13 Oct 2020, 14:12
- Garden adventures**: Trip Date(s): 25 Nov 2020, 14:48 - 15:48; Signup Window: 01 Sep 2020, 14:48 - 30 Oct 2020, 14:48
- Calendar sales**: Trip Date(s): 01 Jan 2021, 08:54 - 09:00; Signup Window: 01 Sep 2020, 08:16 - 30 Oct 2020, 08:16

Below this, there is a section for "Molly's Past Trips" which shows "No results found".

On the **Trip Overview** page, you can see details relating to the trip such as date, time and price. Click on **Sign Up** to begin the registration process.

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## London Zoo

### Registration Information

Registration status **Molly does not have a place on this trip yet. Click 'Sign up for trip' button to register.**

### Trip Overview

Location	London Zoo
Description	Trip to London Zoo to see pandas!
Trip dates	14 Oct 2020, 14:12 - 15 Oct 2020, 14:12
Sign-up window	01 Sep 2020, 14:12 - 13 Oct 2020, 14:12
Price	£30.00
Voluntary contribution	Yes

### Attachments

[Sign up Molly for trip](#)

## Free trips

A slide over menu will appear where you can add consent (if your school requires this) for the trip by ticking the checkbox and ticking **Add Consent**.

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## Register Molly for Trip

### Trip Price

Trip price Free

### Previous Payments for This Trip

Already paid £0.00

### Add Consent

Consent\*

[Cancel](#) [Add consent](#)

Once consents have been confirmed, you will be taken back to the **Trip Overview** page. You will now see that the **Status** field will have been updated to confirmed (assuming consent was not refused).

When returning to the **All Trips** page, the trip will now be displayed in **Upcoming Trips**, rather than the **Open Trips** section.

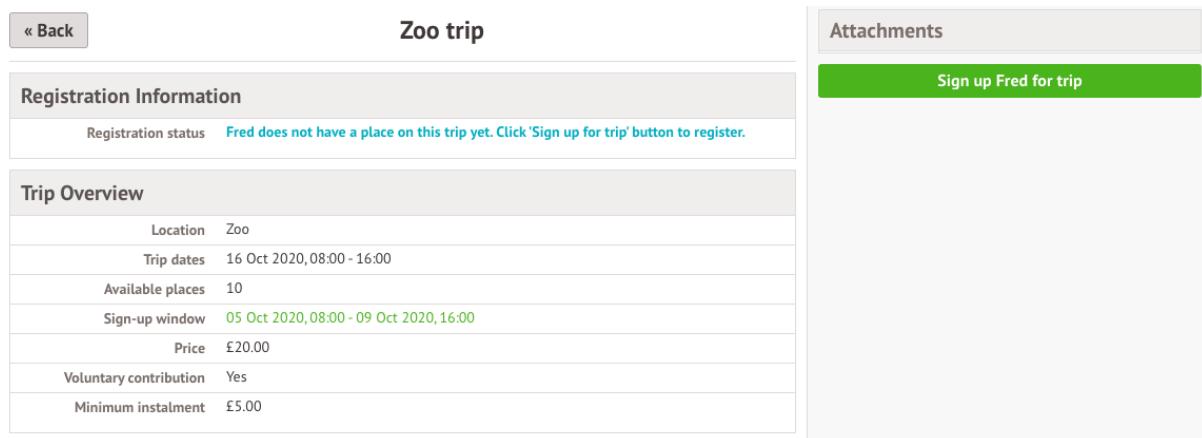


Molly's Upcoming Trips

Calendar sales 01 Jan 2021, 08:54 - 09:00

## Paid Trips

With trips that require a payment, the process is slightly different. When registering the student for a paid trip, click the trip to be taken to the trip overview page. Click the **Sign Up** button.



« Back Zoo trip Attachments

Registration Information

Registration status **Fred does not have a place on this trip yet. Click 'Sign up for trip' button to register.**

Trip Overview

Location	Zoo
Trip dates	16 Oct 2020, 08:00 - 16:00
Available places	10
Sign-up window	05 Oct 2020, 08:00 - 09 Oct 2020, 16:00
Price	£20.00
Voluntary contribution	Yes
Minimum instalment	£5.00

Sign up Fred for trip

A slide over will appear where you can add the amount you will pay if you can add instalments. The payment amount will automatically default to the minimum payment.

You can only select more than the maximum payment or less than the minimum if your school has chosen to allow voluntary or variable contributions.

You can then pay now or [add the payment to your basket](#) to pay later.

**Top Tip: Can't click the button? Follow this article: [I can't click the button to pay?](#)**

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## Register Molly for Trip

### Trip Price

Trip price	£10.50
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Voluntary contribution	Non allowed
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### Previous Payments for This Trip

Already paid	£0.00
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Left to pay	£10.50
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### Make a Payment

Payment amount	£10.50
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[Cancel](#)[!\[\]\(ac7494f141109b59d18bf9c3aeb84d93\_img.jpg\) Add to basket](#)[Pay](#)

You can only sign up without paying if your school has chosen to allow voluntary or variable contribution and does not accept instalments.

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## Register Molly for Trip

### Trip Price

Trip price	£30.00
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Voluntary contribution	Allowed
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### Previous Payments for This Trip

Already paid	£0.00
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Left to pay	£30.00
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### Make a Payment

Payment amount
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£ 30
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[Cancel](#)[Sign up for trip \(no payment\)](#)[!\[\]\(98bb08df93fc4579a442231cac5e0302\_img.jpg\) Add to basket](#)[Pay](#)

Once you click **Pay**, Add in your card details, then click **Pay**.

## Make Payment

Card number

Expiration date

Name on card

Security code (CVV/CVC)

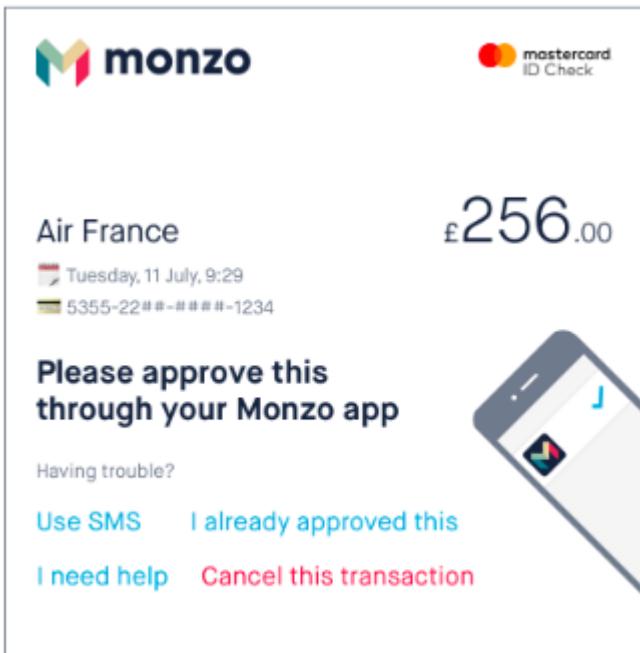
Cancel Pay £30.00

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](#).

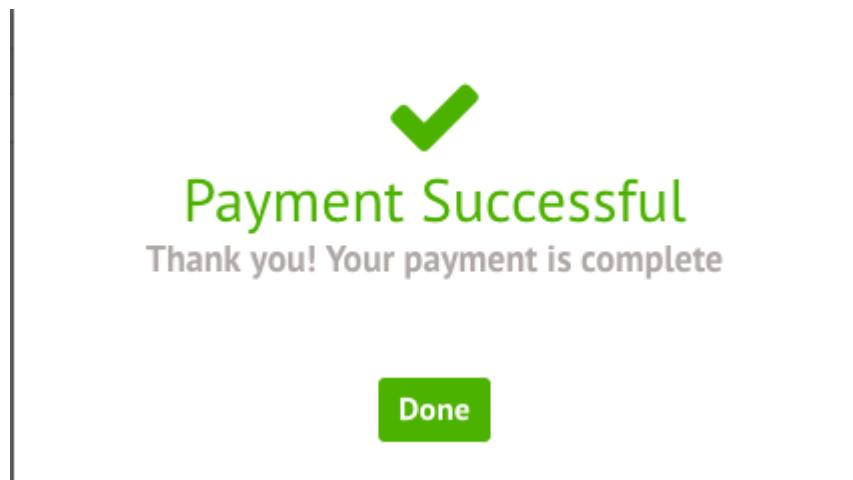
If authentication is needed for the payment, you will be prompted to authenticate the payment using the method of authentication your bank supports. This could be:

- an SMS code,
- your mobile banking app
- another method

For example, here's what it may look like if you're using Monzo. (*Please note, we are not affiliated with Monzo, this is purely an example*)



Once we've been able to confirm your identity, the payment will be completed and your card will be charged. You'll see confirmation that the transaction has been successful.



If you've paid the full price of the trip or if your school allows variable contributions, the status of the trip will then change to confirmed, and the trip will appear on the **All Trips** page in the **Upcoming Trips**, rather than the **Open Trips** section

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## Test Payments

### Registration Information

Registration status **Congratulations, Gary's place is confirmed for this trip!**

### Trip Overview

Location	Test
Description	Test Test
Trip dates	06 Feb 2020, 11:46 - 07 Feb 2020, 11:46
Sign-up window	06 Jan 2020, 11:46 - 05 Feb 2020, 11:46
Price	£20.00

If you have more left to pay, click the outstanding balance on your homepage.

## Payments

**Total outstanding - all students**

**-£698.71**

Click to review accounts for all students and add a payment

Select the trip to add further payments to.

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### Active Payments

Student

All

#### Active Payments

Christchurch Gang Show    Trip date: 31 Mar 2023, 18:00 - 21:00  
Account: Adam Allen  
Amount outstanding: £8.00

[Click for details and to make a payment ▶](#)

The amount you have left to pay is displayed at the top of the page and you can make another payment if your school allows this.

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## Zoo trip

### Registration Information

Registration status **Congratulations, Fred's place is confirmed for this trip!**

### Trip Overview

Location	Zoo
Trip dates	16 Oct 2020, 08:00 - 16:00
Available places	9
Sign-up window	05 Oct 2020, 08:00 - 09 Oct 2020, 16:00
Price	£20.00
Voluntary contribution	Yes

### Trip Invoice

Invoice number	INV65535
Total price	£20.00
Amount paid	£20.00
Amount outstanding	£0.00
Last payment made on	05 Oct 2020, 12:31
Fully paid on	05 Oct 2020

### Attachments

[Add another payment](#)