

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

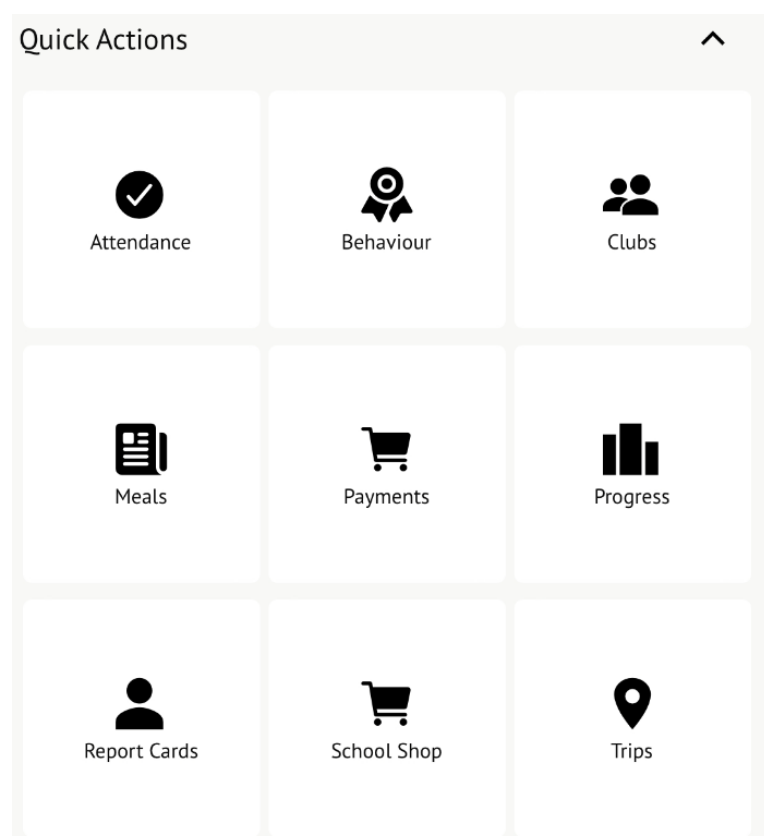
Registering a child for a trip using the Parent Portal or Parent App is a simple process.

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

Name
Museum Trip

Location
Museum

Trip dates
26 Aug 2019, 10:00 - 16:00

Price
Free

Cancel

Add Consent

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

Voluntary Contribution
Yes

Payment Amount

Payment amount

£ 2

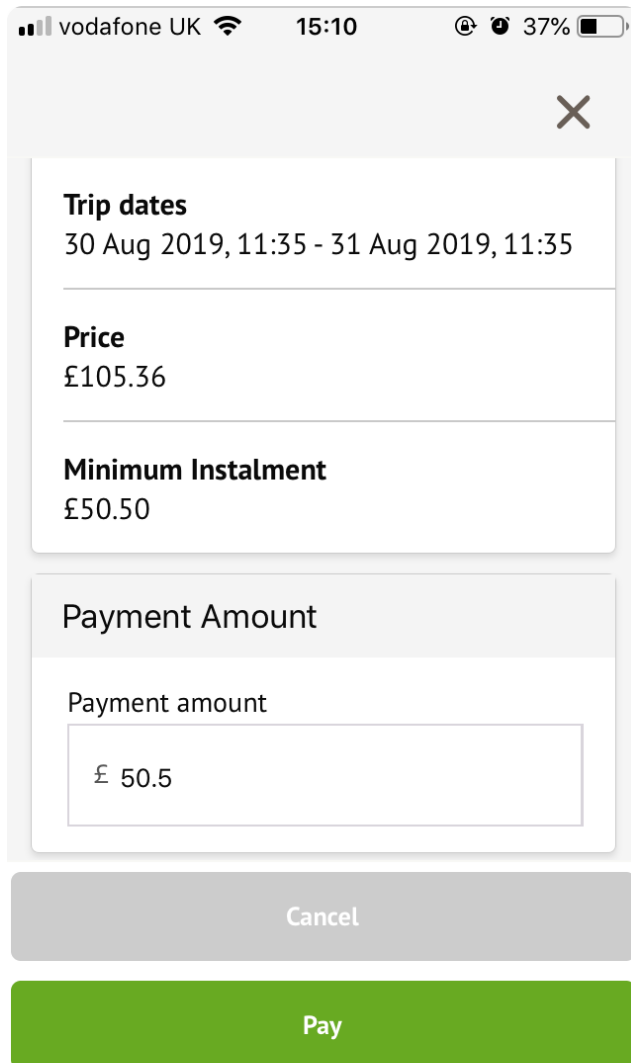
Cancel

Sign Up For Trip (No Payment)

Pay

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?](#)



The screenshot shows a mobile app interface for a payment screen. At the top, the status bar displays 'vodafone UK', signal strength, Wi-Fi, time '15:10', and battery level '37%'. The app window has a close button (X) in the top right corner. The main content is divided into sections: 'Trip dates' (30 Aug 2019, 11:35 - 31 Aug 2019, 11:35), 'Price' (£105.36), and 'Minimum Instalment' (£50.50). Below these is a 'Payment Amount' section with a text input field containing '£ 50.5'. At the bottom are two buttons: a grey 'Cancel' button and a green 'Pay' button.

Field	Value
Trip dates	30 Aug 2019, 11:35 - 31 Aug 2019, 11:35
Price	£105.36
Minimum Instalment	£50.50
Payment amount	£ 50.5

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.

Activities	
Zach Allen: Clubs	▶
Zach Allen: Trips	▶

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

Molly's Upcoming Trips	
No results found	
Trips Open to Molly	
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
Molly's Past Trips	
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
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Previous Payments for This Trip

Already paid	£0.00
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Add Consent

Consent*	<input type="checkbox"/>
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[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.

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Zoo trip

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

Attachments

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
Voluntary contribution	Non allowed

Previous Payments for This Trip

Already paid	£0.00
Left to pay	£10.50

Make a Payment

Payment amount	£10.50
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[Cancel](#) [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
Voluntary contribution	Allowed

Previous Payments for This Trip

Already paid	£0.00
Left to pay	£30.00

Make a Payment

Payment amount	<input type="text" value="£ 30"/>
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[Cancel](#) [Sign up for trip \(no payment\)](#) [Add to basket](#) [Pay](#)

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

Make Payment



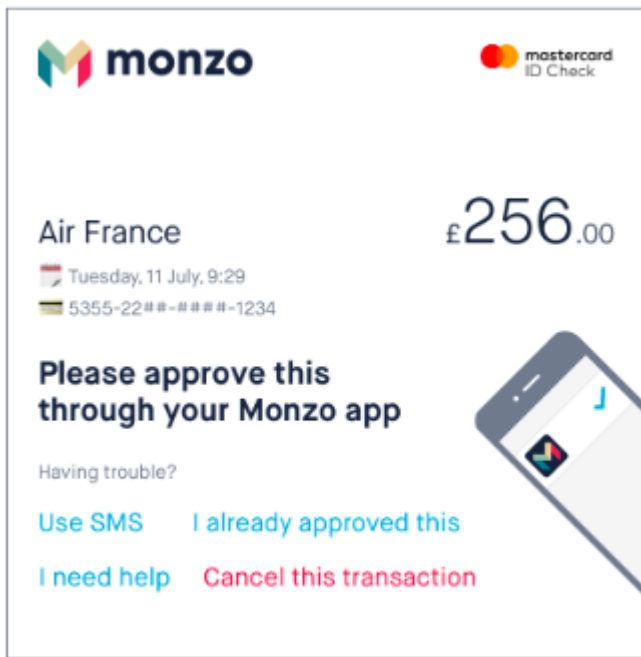
Card number	<input type="text" value="1234 1234 1234 1234"/>
Expiration date	<input type="text" value="MM / YY"/>
Name on card	<input type="text"/>
Security code (CVV/CVC)	<input type="text" value="CVC"/>

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](#).

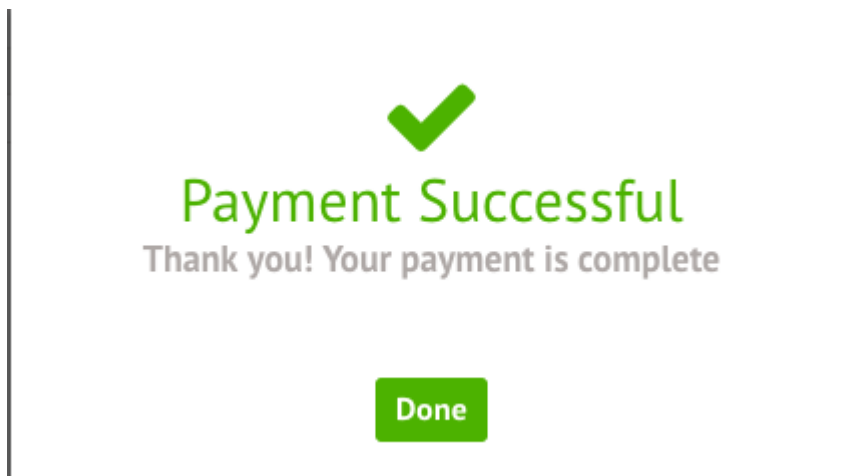
If authentication is needed for the payment, you will be prompted to authenticate the payment using the method of authentication your bank supports. This could be:

- 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](#)