

# ParentPay Clubs – How to Book a Session

## Guidance

Login to [ParentPay](#)

Click the name of the child you wish to book.

Click **Pay for other items**

Select club **you wish to book**.

Make the relevant bookings.

Click “Book Sessions”

You should be able to see 5 sessions/weeks already selected as clubs are booked in blocks of 5 weeks.

Click **Book selected session**

Click **Confirm**

**Add it to your basket**

**You should then be taken to the payment screen to make payment.**

You must book first and then pay for your sessions. While it is possible to simply add credit to your child's club balance you must book the sessions you wish FIRST.

Please ensure you book FIRST and then pay for all sessions you require places for.

Please note payment alone does not secure your booking. If you add credit/money before you have booked sessions that won't book your child for the club, you must book the sessions first.

You have 15 minutes to make a payment to finalise and secure your reservation/booking, failure to pay within 15 minutes will result in your reservation being cancelled.

Clubs are very popular and once places have gone you will not be able to book sessions so it is best to book sessions before you make a payment.

Please remember clubs are add it one at a time so it takes a few minutes for all clubs to be live on ParentPay. Please also note that they are very popular and go within minutes.