MagicBooking Guidelines

1. Log in to magic bookings at https://chorltonpark.magicbooking.co.uk/Identity/Account/Login

2. To sign up, click **'Forgot your password?'** and input your email address to receive an email with your initial password.

3. Your email address is the same email you have provided to school and receive current communication through. Please contact the office if you need to check this. **Please check your 'Junk' mail if you do not receive your password reset email to your main Inbox.**

4. For each child there is one Main Account Holder, this will be the parent/carer who you listed as Priority 1 for school contact. The Additional account holder will relate to the other parent/carer (Priority 2 school contact) if they are listed as having parental responsibility.

5. When you first login, you will be asked to update your contact preferences and agree to the Terms & Conditions and Privacy Policy for school and Magicbookings. Click **'Save Preferences'**.

6. You will then be re-directed to the main MagicBooking site. You will receive an **'Important notice'** stating something is preventing you from booking and you need to complete Missing information. This relates to consents needed for your child/ren which you will only need to complete the first time you log in.

7. Close the Notice message. Go to the **'Children'** tab/drop down which will display the information on your child/ren. Select your child and click **'Consents'** and then **'Edit consents'**. Once you have selected your options click **'Save'**. You will be unable to complete your booking until you have specified your consents. You will need to repeat this for each child.

8. Once consents have been completed, go to tab/drop down **'Book an Activity'.** Select **'2025-2026 Breakfast & After School Club'** to begin the booking process and select **'Book'**.

9. Select the child/ren you wish to attend Greenhouse. If your children are attending the same sessions, you can select them both.

10. Select the required session, either Breakfast or After school club and then select the days of the week required and **'Add date'**.

11. You will need to repeat points 8 – 10 if you are booking for both Before & After school sessions.

12. Click **'Next'**. You can check availability of dates, any dates that cannot be fulfilled (due to school holidays or other days of school closure) will be indicated in red and deducted from the total cost.

13. Click **'Next'**. You will be taken to the payment page. You can choose to make one overall payment **'Pay now'** or set up monthly payments **'Pay monthly'**.

14. You can choose a combination of childcare voucher/card payment or standing order to make payment. Choose voucher provider/s and amount and specify day of the month for any card instalments to be paid.

15. **Please note that all fees need to be paid monthly in advance.**

16. Your payment plan will be shown and you have the option to **'Review Plan'** at this point if you wish to make any changes. Click **'Next'**.

17. You will receive an email to confirm your bookings but you can check your account at any time on Magicbookings.

18. If your childcare voucher provider is not listed on the site, please inform the school office as soon as possible who can set this up.

19. If you have any issues, or if any of the details are incorrect, please inform the school office or email greenhouse@chorltonpark.manchester.sch.uk