



Introduction

This guide aims to show you how to setup your profile after registering, make bookings, pay your invoices and more. We would recommend to go through the whole guide to ensure you are taking the most out of the system however, feel free to use the hyperlinks below to find the information you need.

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Dashboard

Once you log in to iPAL, you will be directed to the Dashboard. In here, you will see your children names in the top bar [A1]. On the right you will be able to see your upcoming payments [A2] if you for example pay monthly for your child's care. In the Wallet [A3] you can see any funds you have available to use to book on the sessions and you can add extra funds by clicking 'Add Voucher' or 'Add Cash' buttons [A4]. Please note that these options may vary depending on payment methods your club accepts, and the funds added to wallet can be used to pay off any outstanding invoices. The Calendar [A5] will show the days that you have booked for your children.

You can access different areas of your iPAL account on the side menu [A6].

Click on the Lightbulb icon to switch the background into the dark mode. In the bell icon you can access all notifications, e.g. booking confirmations.

Dashboard Overview:

- Top Bar:** Welcome Anna, Children: BENNY CES, REX CES, LEO CES, RICCO CES, SUBSCRIBED ✓
- Calendar (February 2023):**

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
- Wallet:** Donut chart showing 345 Cash and 220 Voucher.
- Upcoming Payments:**

Month	Amount
3/2023 March	£437.00
4/2023 April	£190.00
5/2023 May	£342.00
6/2023 June	£380.00
7/2023 July	£285.00

Book Now

Here you can access all the clubs and activities the company / school has to offer. Click 'Book Now' [A7] to begin booking.

Inbox Overview:

- Breakfast and After School Club:** Book Now (A7), View
- Holiday Clubs:** Book Now, View
- Sports Clubs:** Book Now, View

Place a tick next to a child you want to book on [A8], select the Venue [A9] and select a club [B1] you want the child to attend. In the Booking Dates [B2] calendar you can click on the dates you want to book or if you want to book the same days over a period of time you can tick a day on the right hand side [B3].




You can then start selecting your sessions. If you want to book the same session for all days selected, you can tick the whole column [B4]. You can also select individual sessions for particular days by ticking the relevant boxes. Once you have selected all days needed click 'Create Booking' [B5].

	Breakfast Club 07:30am-08:55am (£5.00)	Afterschool Club Until 4.15pm 15:15pm-16:15pm (£5.00)	Afterschool Club Until 5.15pm 15:15pm-17:15pm (£10.00)	Afterschool Club Until 6.00pm 15:15pm-18:00pm (£15.00)	Hot Food (£4.00)	Total
Select All	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21/02/2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£10.00
22/02/2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£10.00
23/02/2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£5.00

On the next page you can see the summary of the booking. You can click on the plus icons [B6] to show all the dates booked for that child. If you are happy with the booking click 'Proceed to Payment' [B7].

Your Bookings

B6

 Benny - Breakfast and Afterschool club - Adhoc Sessions 1 Timeslots, 3 Places	£15.00 +																
 Rex - Breakfast and Afterschool club - Adhoc Sessions 1 Timeslots, 3 Places	£15.00 -																
<table border="1"> <thead> <tr> <th>Date</th> <th>Options</th> <th>Places</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>22/02/2023</td> <td>Afterschool Club Until 4.15pm</td> <td>1</td> <td>£5.00</td> </tr> <tr> <td>23/02/2023</td> <td>Afterschool Club Until 4.15pm</td> <td>1</td> <td>£5.00</td> </tr> <tr> <td>24/02/2023</td> <td>Afterschool Club Until 4.15pm</td> <td>1</td> <td>£5.00</td> </tr> </tbody> </table>		Date	Options	Places	Cost	22/02/2023	Afterschool Club Until 4.15pm	1	£5.00	23/02/2023	Afterschool Club Until 4.15pm	1	£5.00	24/02/2023	Afterschool Club Until 4.15pm	1	£5.00
Date	Options	Places	Cost														
22/02/2023	Afterschool Club Until 4.15pm	1	£5.00														
23/02/2023	Afterschool Club Until 4.15pm	1	£5.00														
24/02/2023	Afterschool Club Until 4.15pm	1	£5.00														
 Rex - Discount Applied 10% sibling discount applied	- £1.50																
Total £28.50																	

BACK

B7
PROCEED TO PAYMENT

You will be taken to the payment page. Here, you will have all payments options available [B8] such as Pay By Wallet, Pay by Voucher or Pay by Card. Please note these may differ depending on the payments the club accept.

Your Order

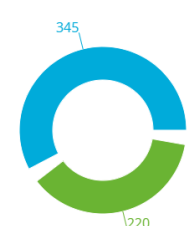
Pending
£ 24.00

Booking	Activity / School	Cost
Benny Ces BK-13519	Breakfast and Afterschool club - Adhoc Sessions CES Demo School	£15.00
Rex Ces BK-13520	Breakfast and Afterschool club - Adhoc Sessions CES Demo School	£10.00

Amount you owe today.
£ 24.00

B8
Pay By Wallet
Pay By Voucher

Wallet



■ Cash ■ Voucher

Add Cash

Deposit Voucher

Payment Provider / Method ▼

Child Name

Reference

Date this payment was made 📅

Voucher Credit from Wallet
£ 0.00

I can confirm I have transferred correct funds from my voucher provider where necessary.

Back
B9
C1
Add Voucher

If you are making a payment with voucher you will need to enter the following information:

- Select Payment Provider or Method from the drop down. If yours isn't available you can select 'Other' and enter the provider.
- Enter the child name.
- Enter the voucher reference.
- The date when you made or planning for the payment to be made to the club.
- The value of the voucher.

Once all information is entered and you ensure this is correct, tick a tick box to confirm this [B9] and click 'Add Voucher' [C1]. You will then be taken to the confirmation page and you will also receive an email to confirm the booking.

If you are making block bookings, on the payment page you will have an option to pay monthly. To do that, place a tick in the Pay Monthly tickbox [C2] and then click 'Pay Monthly' button [C3]. You will be required to pay this months' invoice if your booking start on the same month and the monthly payments will be split based on the amount of days you have booked each month.

Your Order Pending £ 2650.50

Booking	Activity / School	Cost
Benny Ces BK-13798	Breakfast and Afterschool club - Adhoc Sessions CES Demo School	£1395.00
Rex Ces BK-13799	Breakfast and Afterschool club - Adhoc Sessions CES Demo School	£1395.00

Wallet

285
225

■ Cash ■ Voucher

Pay Monthly

I confirm I am happy for monthly total to be deducted from my wallet on the 1st of the month and will ensure suitable funds are in my wallet.

Amount you owe today. **£ 2650.50**

C3



For information on how to pay your monthly invoices, please go to [My Bookings](#) section of the guide.

Profile

Here you can update your information, add your children, pay your invoiced and manage your account. You can also update your login password and the collection password if needed. You can also edit the children information by clicking on the buttons with their name on [C4].

Profile Bookings Wallet Calendar Benny Ces Rex Ces Leo Ces Ricco Ces Subscribed

Your Profile

Your Details
Enter your details

First Name *
Anna

Surname *
Ces

Email Address *
ania.skibinska92@gmail.com

Home Phone *
01512452753

Mobile Phone *
01512452753

Media

min size: 180 x 180px max upload size: 2mb

Terms and Conditions

C4

Click here to access different areas of your profile, such as bookings or wallet. These are also available on the side menu on the left.

Add Children to your profile

Click to Save Changes

Once you click on the child's profile, you can update your child's information, such as medical information, permissions and upload their photo.

BennyCes

Archive
Save Changes

Child Information

Enter child information

First Name
Benny

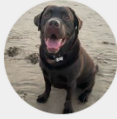
Surname
Ces

Name to be used at club
Benny

Date of Birth
15/02/2014
(8 years, 11 months)

Gender
Male

Media



min size: 180 x 180px max upload size: 2mb

UPLOAD

Additional

Your Relation to Child
Mum

Calendar

It will show any sessions your child is booked on. You can click on a time slot to add a note if you want to leave an information for the club on that day.

Calendar

Children

TODAY BACK NEXT

February 2023

MONTH WEEK DAY

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	01	02	03	04
05	06	07	08	09	10	11
		Riccو Ces - Breakfast and ... +3 more	Riccو Ces - Breakfast and ... +3 more	Riccو Ces - Breakfast and ... +2 more	Riccو Ces - Breakfast and ... +3 more	

Communication

Here you can access any emails that were sent to you via iPAL, such as booking confirmations, changes to your wallet etc. You can also use this area to send emails to the club by clicking the Compose **[C5]** button.

Inbox

You are here: [Dashboard](#) / [Messages](#) / [Inbox](#)

Compose **C5**

Inbox

Starred

Search Emails
🔍

Adjustment to wallet

2023-02-09 14:53:03

▼

Order Placed Notification

2023-02-09 14:53:02

▼

My Bookings

On this page you can view your invoices and manage the bookings. Please note that you will only be able to cancel the bookings within the allowed cancellation period. If you want to cancel the booking after the period has passed, you will need to contact the childcare provider directly.

Bookings

Search by transaction ID, description, booking

Date From Date To Order Paid Future Outstanding

Filter for paid and outstanding invoices.

Activity/Venue	Timeslots	Price	Status	Paid	Invoice	Cancel
Multi Sports - Tuesdays CES Demo School Sports Clubs	1Timeslot,4Places 14/02/2023-07/03/2023	£ 60.00	Order Paid	✓	Invoice	Cancel
Drop Off Childcare CES Demo School Example - Drop Off Childcare	1Timeslot,1Places 01/03/2023-01/03/2023	£ 60.00	Pending	✓	Invoice	Cancel
Holiday Camps CES Demo School Holiday Clubs	3Timeslot,540Places 13/02/2023-31/08/2023	£ 5760.00	Order Paid	✓	Invoice	Cancel
Breakfast And Afterschool Club - Adhoc Sessions CES Demo School Breakfast And After School Club	1Timeslot,1Places 22/02/2023-22/02/2023	£ 5.00	Order Paid	✓	Invoice	Cancel
Breakfast And Afterschool Club - Adhoc Sessions CES Demo School Breakfast And After School Club	1Timeslot,60Places 03/07/2023-21/07/2023	£ 285.00	Future	✗	Invoice	Cancel

Cancel the booking

Pay Invoice

Wallet

In Wallet, you can see a history of any transactions, e.g. any money you paid to your wallet or information on any money coming in or out of your account. You can also see how much money you owe, how much money you have in your wallet and you can also add money to wallet either by voucher or cash (these options would depend on the payment methods the club accepts).

Wallet

OUTSTANDING: £0 TOTAL: £505.00 CREDIT: £285.00 VOUCHER: £220.00 Add Voucher Add Cash

Wallet History

Search by transaction ID, description, booking

Type	Overview	Description	Transaction	Amount	Total
D	Booking Booking by Anna Ces 09/02/2023-2:53 pm	1 Timeslots, 4 Place Benny CES Demo School Multi Sports - Tuesdays	W-24213	-£60.00	£505.00

Invoice

Accident & Incident

In an event of an accident or incident at the club, the staff member may create an accident form for you to read and sign, if needed. You should receive an email saying that the form has been submitted so you would need to log in to the system. Click on the 'View' [C6] button.

Accident And Incident

You are here: [Dashboard](#) / [Accident-Incident](#)

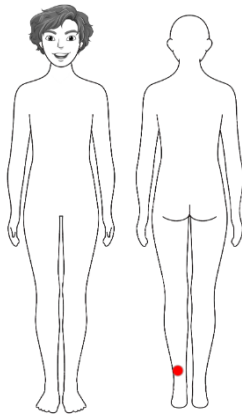
Profile	School	Activity	Type	Head Injury	Follow Up	Reviewed	Parent Signature	Actions
Leo Ces	CES Demo School	Multi Sports - Tuesdays	Accident	No	No	No	Pending	C6 View

Rows per page: 10 1-1 of 1

Once you have opened the form you will be able to see all the details entered by the staff including where the accident/incident happened, what happened, where the child has been injured and what actions have been taken. To sign, click the 'Add Signature' [C7] button.

Head Injury?

Select
No



Parent Signature

Add Signature **C7**

I have read and understand the contents of this form.

Injury Details

Minor bruise on left ankle

Action Taken

Applied cold compress

Follow up Required?

Select
No

Privacy

Select
Staff and Parent
Staff and Parent

Email Copy to Parent?

Select
Yes

Governing Body Notified? e.g Ofsted

Select
No

Additional Comments

Parent informed

Waiting List

If there are no spaces at the club, you can sign up to the waiting list. In here you can see what waiting lists you have signed up for.

Joining the Waiting List

If there is no space available when booking, you will have an option to tick 'Join Waiting List' [C8]. Once you click Proceed and complete the booking process, you will be added to the waiting list.



Anna Ces
Online

- Dashboard
- Book Now
- Profile
- Calendar
- Communication
- My Bookings
- Wallet
- Accident & Incident
- Waiting List

Waiting List

Search by tile name

Holiday Camps
CES Demo School
13-02-2023 31-08-2023
1

Children

Benny

Rex

Leo

Ricco

Venue

CES Demo School
111, Church Street, Deeside, Flintshire, CH66 7AB

Club

Holiday Camps
Holiday Camps

Booking Dates

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Available Selected Unavailable

Select All Individual

Monday

Tuesday

Wednesday

Thursday

Friday


Saturday

Sunday

Select sessions

	Early Bird 08:00am-09:00am (£5.00)	Day Session 09:00am-16:00pm (£30.00)	Late Pick Up 16:00pm-17:00pm (£5.00)	Total
Select All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16/02/2023	C8 <input checked="" type="checkbox"/> Join Waiting List	<input type="checkbox"/> Join Waiting List	<input type="checkbox"/> Join Waiting List	£0.00

Once the space becomes available you will be notified via email and you can also see the available spaces on the waiting lists you signed up to. If the space is available you will need to go to Book Now and rebook the space.

Holiday Camps					
CES Demo School					
Parent	Child Name	Requested Date	Requested Variant	Available Places	Leave All <input type="checkbox"/>
 Anna Ces	Benny Ces	16-02-2023	Early Bird	1	<input type="checkbox"/>


Rows per page: 20 ▾ 1-1 of 1 < >

[Back](#) [Leave Waiting List](#)



For information on how to book, please go to [Book Now](#) section of the guide.

If you no longer want the space, you can leave the waiting list. You can tick the box on the right hand side [C8] and click 'Leave Waiting List' [C9].

Holiday Camps					
CES Demo School					
Parent	Child Name	Requested Date	Requested Variant	Available Places	Leave All <input type="checkbox"/>
 Anna Ces	Benny Ces	16-02-2023	Early Bird	0	<input checked="" type="checkbox"/> C8

Rows per page: 20 ▾ 1-1 of 1 < >

[Back](#) [Leave Waiting List](#)

C9

Resources

Here you can access any documents the childcare company have shared with you, e.g. policies.

