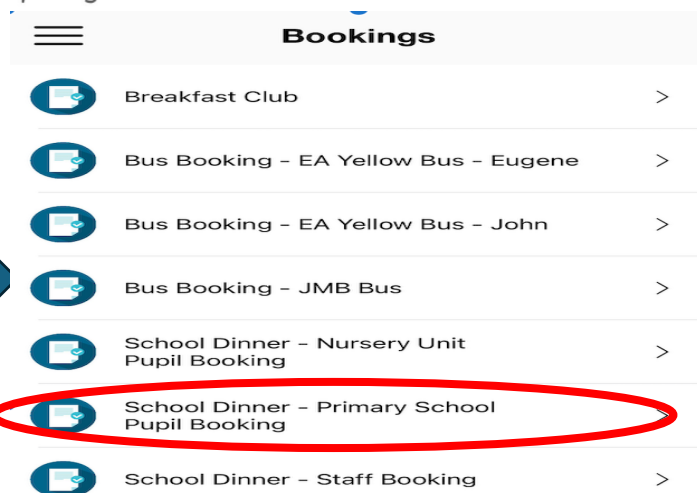# Booking Help Sheet for School App
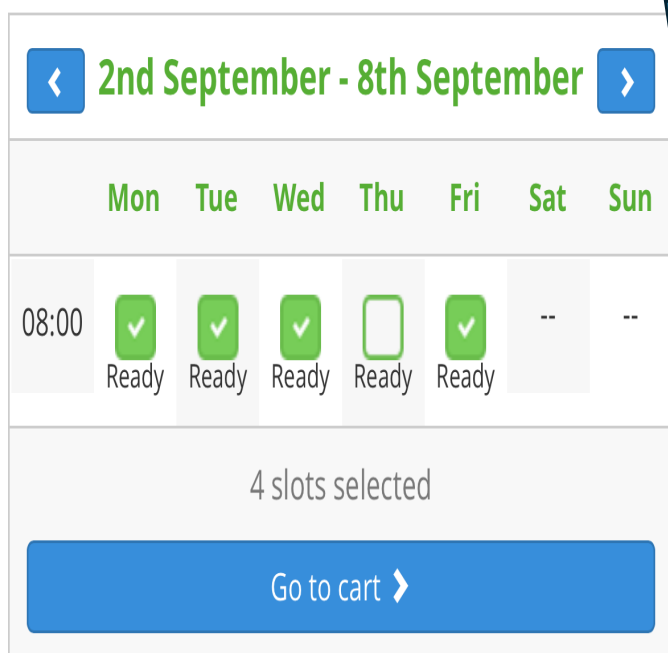
**Orritor Primary School & Nursery Unit**
*"Preparing Children for Life"*

## Bookings

| | | |
|---|---|---|
| 📇 | Breakfast Club | > |
| 📇 | Bus Booking – EA Yellow Bus – Eugene | > |
| 📇 | Bus Booking – EA Yellow Bus – John | > |
| 📇 | Bus Booking – JMB Bus | > |
| 📇 | School Dinner – Nursery Unit Pupil Booking | > |
| 📇 | School Dinner – Primary School Pupil Booking | > |
| 📇 | School Dinner – Staff Booking | > |

### Menu
- ℹ️ Welcome/Refresh
- 🔔 Notifications
- ℹ️ Bookings
- 📋 Forms
- 📑 Useful Information
- 📋 Newsletters
- 🖱️ Website
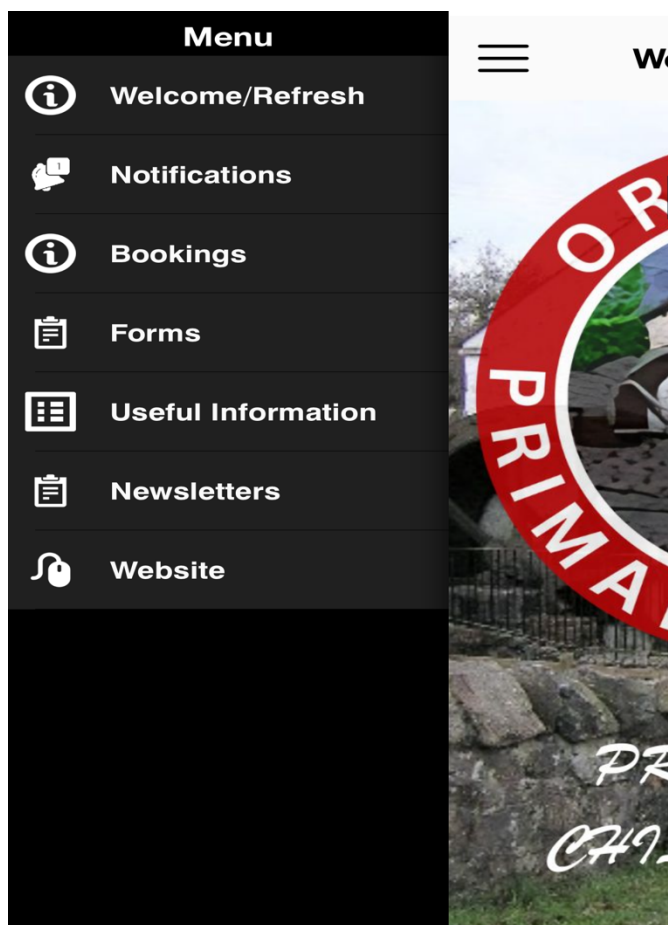
**2) Select the booking that you wish to make.**

### 2nd September - 8th September

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|---|---|---|---|---|---|---|---|
| 08:00 | ☐ Ready | ☐ Ready | ☐ Ready | ☐ Ready | ☐ Ready | -- | -- |

Go to cart ❯

**1) Open the app and select the 'Bookings' option.**
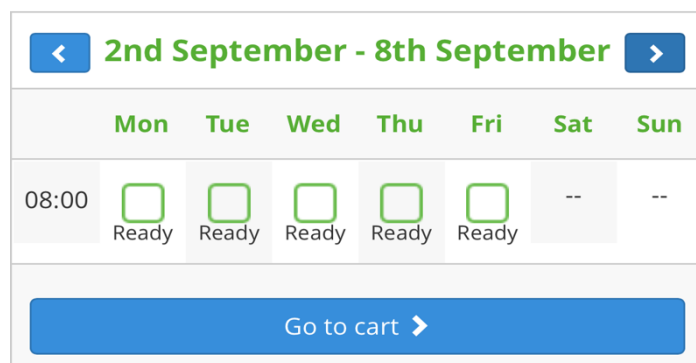
**3) Select the week that you wish to book by clicking the blue arrows.**

### 2nd September - 8th September

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|---|---|---|---|---|---|---|---|
| 08:00 | ✓ Ready | ✓ Ready | ✓ Ready | ☐ Ready | ✓ Ready | -- | -- |

4 slots selected

Go to cart ❯

**4) Select the days that you require and click 'Go to cart.'**

## SELECTED TIMESLOTS

| CALENDAR | DATE | START TIME | END TIME | PRICE |
|---|---|---|---|---|
| Primary Dinners | 02/09/2024 | 12:00 | 13:00 | £2.60 ❌ |
| Primary Dinners | 03/09/2024 | 12:00 | 13:00 | £2.60 ❌ |
| Primary Dinners | 04/09/2024 | 12:00 | 13:00 | £2.60 ❌ |
| Primary Dinners | 06/09/2024 | 12:00 | 13:00 | £2.60 ❌ |
| TOTAL | | | | £10.40 |

❮ Back to calendar
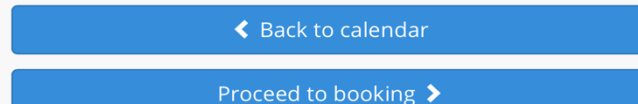
Proceed to booking ❯

**5) Check your booking and click on 'Proceed to Booking.'**

## SUMMARY

| | |
|---|---|
| PRICE | **£10.40** |
| TAX (0%) | **£0.00** |
| TOTAL PRICE | **£10.40** |
| DEPOSIT (100%) | **£10.40** |

## BOOKING FORM

Pupil Name*
Joe Bloggs

Email*
Mrsbloggs@gmail.com

Class*
Primary 1

Payment method*
Debit/Credit card

**< Cancel**

**Confirm & Proceed**

---

ZV1724868145

**£10.40**

--- Or pay with card ---

| Email | Mrsbloggs@gmail.com |
|---|---|

Card information

| 1234 1234 1234 1234 | VISA ● AMEX DISCOVER |
|---|---|
| MM / YY | CVC |

Cardholder name

Full name on card

Country or region

United Kingdom ⌄

Postal code

☐ Securely save my information for 1-click checkout
Pay faster on OPS and everywhere Link is accepted.

---

**6) Complete the Booking Form by adding the following information:**

Pupil Name: =

Email: =

Class: =

Payment Method: =

**BOOKING FORM**

Pupil Name*
[ Joe Bloggs ]

Email*
[ Mrsbl... ]          ✓   -- Select Payment method --
                          FREE
Class*                    Debit/Credit card
[ Prima... ]                                    ⇕

Payment method*
[ -- Select Payment method -- ]              ⇕

**< Back to calendar**

**Continue**

---

**7) Click on the Debit/Credit Card option if your child pays for dinner.**

**Click on the 'FREE' button if your child is eligible for Free School Meals.**

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**8) Select the payment option by adding your card details.**

**Card details will be stored through Stripe after your first transaction. School staff do not have access to any card details.**

**Stripe is a registered payment system linked to the app.**

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**9) You will receive two emails.**

1) Confirmation of your booking
2) Receipt of your payment

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**Please note, you can only book one child at a time for School Dinners.**