

Signing my child up for a Club on the Parent Portal

From the main Parent Portal page, scroll down to the Activities section and click on the field with the child's name and Clubs in.



The screenshot shows two sections: 'Accounts' and 'Activities'. Under 'Accounts', there is a link for 'Zoe Holmes: Meals' with a balance of -£36.00. Under 'Activities', there are two links: 'Zoe Holmes: Clubs' and 'Zoe Holmes: Trips'. The 'Zoe Holmes: Clubs' link is highlighted with a green border, and a green arrow points to it from below.

The **All Clubs** page will list any clubs the child is currently a member of and any clubs that are currently open for them to join. At the bottom of the page, you'll also see any past clubs from previous years that your child was registered for in case you need to finish paying for them. Click on the club to open up that club's information page.

School Clubs



The screenshot displays a list of clubs under the heading 'School Clubs'. It is organized into four sections based on the year the child was registered for the club:

- Abbie is Registered For These Clubs (2021/2022)**
 - Woodwind Club (2021/2022): Number of sessions: 14; Club membership dates: 06 Sep 2021 - 17 Dec 2021
- Abbie Can be Registered For These Clubs (2021/2022)**
 - A new free club (2021/2022): Membership options: Daily: Free; Timetable: Mondays: 09:00 - 10:00 (14 Jan 2022 - 31 Aug 2022, term-time only); Tuesdays: 09:00 - 10:00 (14 Jan 2022 - 31 Aug 2022, term-time only); Wednesdays: 09:00 - 10:00 (14 Jan 2022 - 31 Aug 2022, term-time only); Thursdays: 09:00 - 10:00 (14 Jan 2022 - 31 Aug 2022, term-time only); Fridays: 09:00 - 10:00 (14 Jan 2022 - 31 Aug 2022, term-time only)
 - Woodwind Club (2021/2022): Membership options: Termly Membership: Free; Timetable: Thursdays: 15:35 - 16:30 (06 Sep 2021 - 31 Aug 2022, term-time only)
- Abbie was Registered For These Clubs (2020/2021)**
 - Chess (2020/2021): Number of sessions: 1; Club membership dates: 14 Dec 2020
- Abbie was Registered For These Clubs (2019/2020)**
 - Chess (2019/2020): Number of sessions: 28; Club membership dates: 01 Sep 2019 - 31 Dec 2019, 01 Jan 2020 - 30 Apr 2020

The club information page will display membership and timetable information. Any existing membership into the club for the pupil will be displayed. To sign your child up for the club, click on **Register for this club** in the top right-hand corner of the page.

« Back	Tennis Club (2020/2021)	Attachments
Registration Information		Register Helen for this club
Registration status Helen is not registered for this club yet. Click "Register for this club" button to register.		
Helen's Memberships		
No memberships		
Available Membership Options		
Termly Membership Availability: 01 Sep 2020, 14:13 - 31 Aug 2021, 14:13 Fee: £100.00 per period (Term)		
Club Timetable		
Weekly Sessions		
Every Tuesday: 15:00 - 16:00 Between: 16 Sep 2020 - 31 Aug 2021 (term-time only)		<i>Scheduled</i>

From the slide over menu that will appear, choose the membership period that you would like to sign the child up for - this may be a set date range, a term or the whole academic year.

« Back	Register Helen for Club
Club Overview	
Name	Tennis Club
Choose Membership	
Choose a membership option*	Termly Membership: £100.00 per period (Term) ✖ ▼
	Cancel Next »

Next, choose which sessions to sign your child up for.

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Register Helen for Club

Club Overview	
Name	Tennis Club
Selected membership option	Termly Membership: £100.00 per period (Term)

Select Membership Periods	
Term*	<div style="border: 1px solid #ccc; padding: 5px;"><div style="display: flex; justify-content: space-between; align-items: center;">Wed, 16 Sep 2020 - Thu, 31 Dec 2020 ✕▼</div><div style="display: flex; justify-content: space-between; align-items: center;">Fri, 01 Jan 2021 - Fri, 30 Apr 2021 ✕▼</div></div>

Cancel

Next »

Finally, confirm your choices and click to pay.

(N.B. If you click **Cancel** here, your child will be signed up provisionally, but you will need to pay to have the place confirmed for the club.)

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Register Helen for Club

Club Overview	
Name	Tennis Club
Selected membership option	Termly Membership: £100.00 per period (Term)
Number of sessions	32

Review Membership Dates	
Please review the memberships below. If there are any memberships you do not want, please tick them and use the Delete Memberships button below to delete them.	
Select membership period(s) you wish to remove	<input type="checkbox"/> 16 Sep 2020 - 31 Dec 2020 (£100.00) <input type="checkbox"/> 01 Jan 2021 - 30 Apr 2021 (£100.00)
<p>Delete selected membership dates</p>	

Make Payment	
Payment amount	£200.00

Cancel

🛒 Add to basket

Pay now

Make Payment



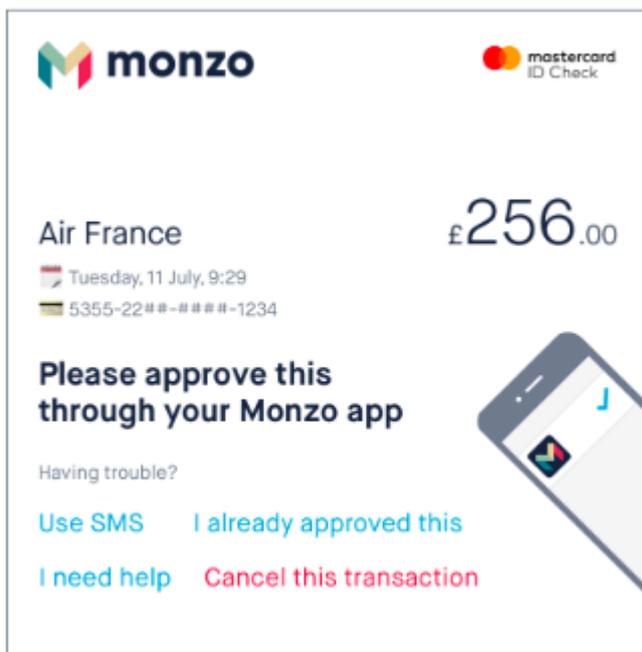
Card number	<input type="text" value="1234 1234 1234 1234"/>
Expiration date	<input type="text" value="MM / YY"/>
Name on card	<input type="text"/>
Security code (CVV/CVC)	<input type="text" value="CVC"/>

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.

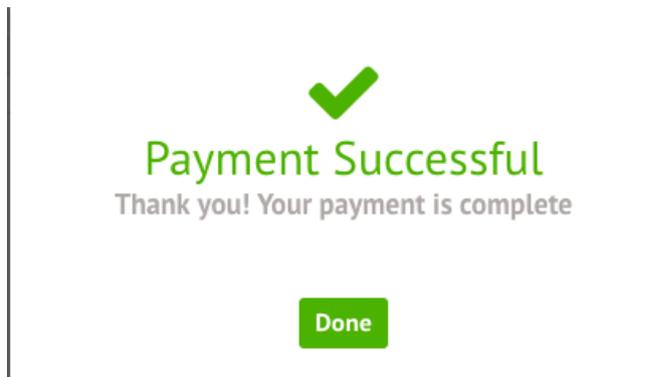
If authentication is needed for the payment, you will be prompted to authenticate the payment using the method of authentication your bank supports. This could be:

- 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, Arbor are not affiliated with Monzo, this is purely an example)*



Once Arbor has 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.



You will then be returned to the club's information page, where the new membership(s) will now be displayed.

Registration Information	
Registration status	Congratulations, Helen is registered for Tennis Club! Check the details below. Contact the school's office if you have any questions or requests.
Total number of sessions Helen is registered for	32

Helen's Memberships	
Term	Status: Paid Membership Fee: £200.00 Dates: 16 Sep 2020 - 31 Dec 2020 01 Jan 2021 - 30 Apr 2021 Total sessions: 32