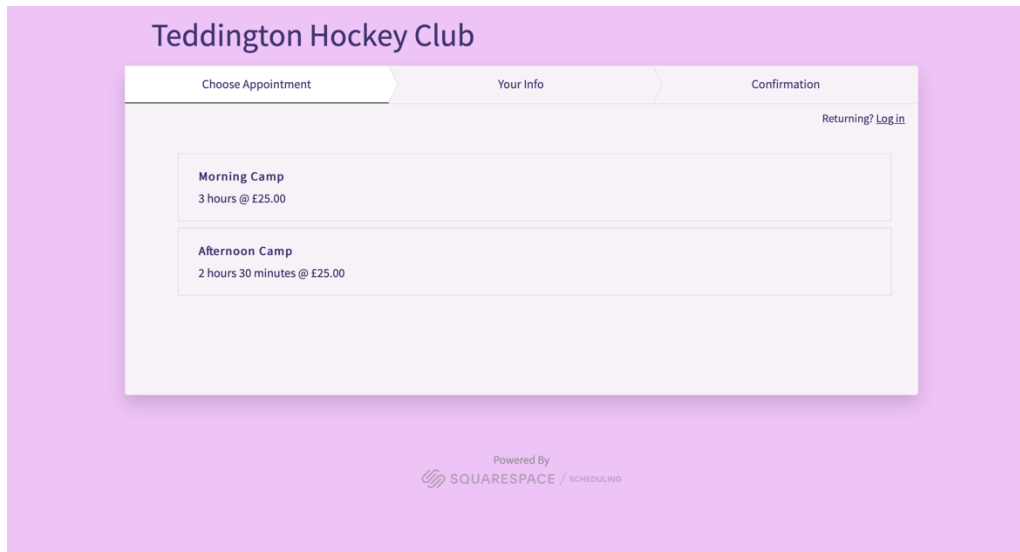
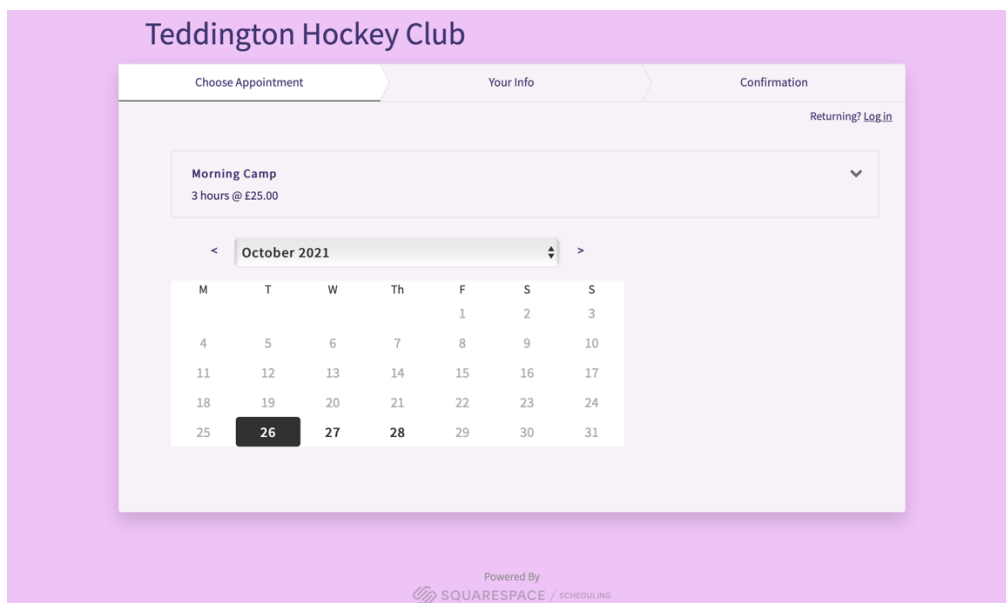


## USER GUIDE FOR THC BOOKING SYSTEM

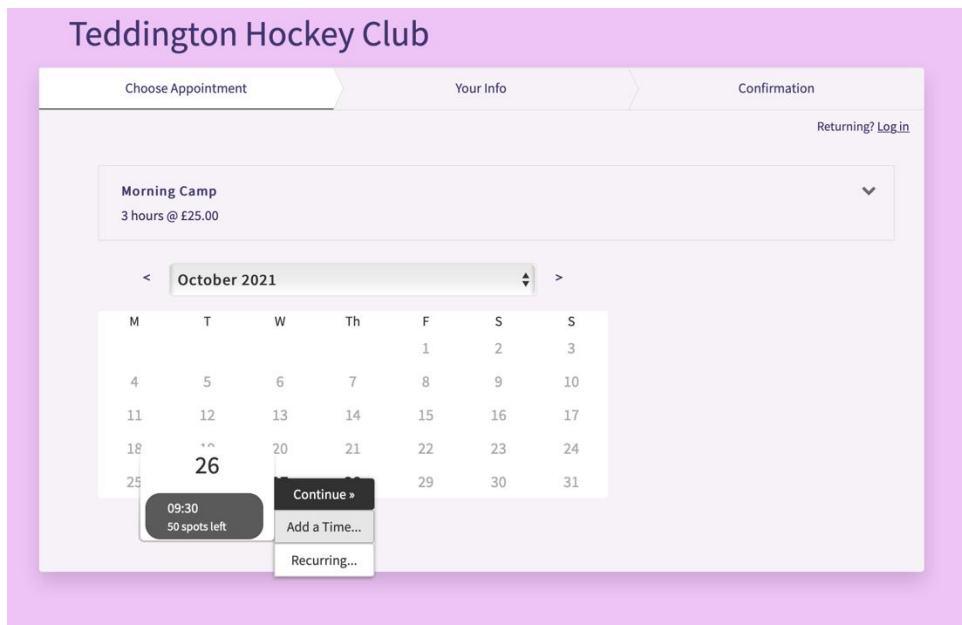
- 1) Click on the link <https://THCbookings.as.me> and select either morning or afternoon camp



- 2) Select the date that you wish your child to attend



3) For a single booking click Continue

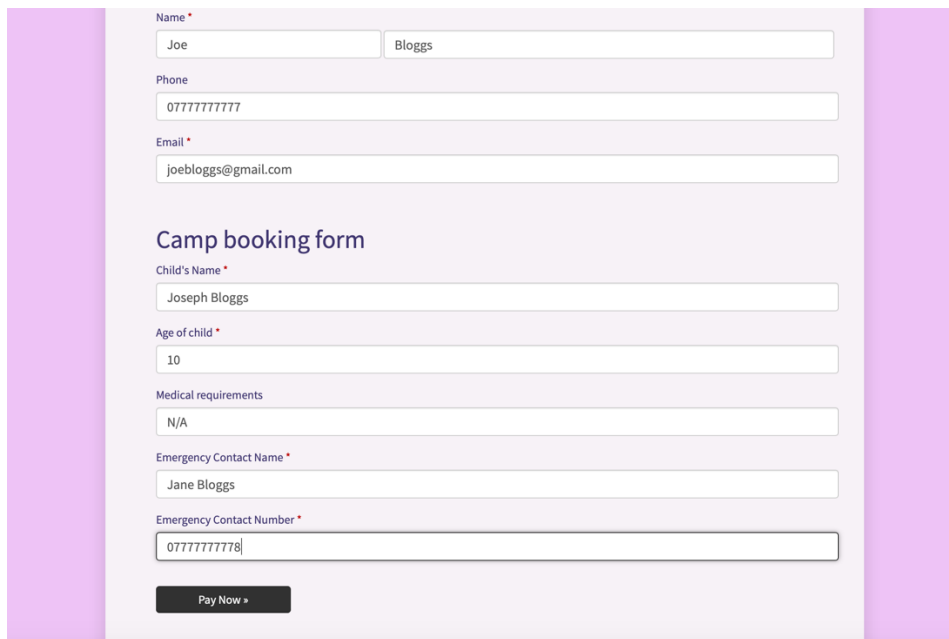


4) For multiple bookings click Add a Time and repeat steps 2 and 3

5) Enter your information

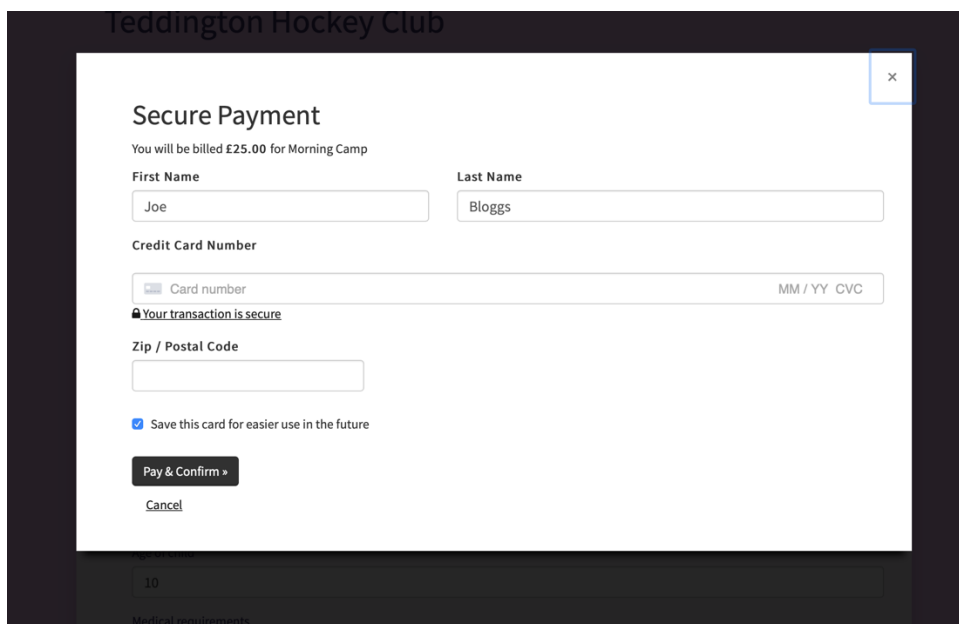
The screenshot shows the 'Your Info' step of the booking process. At the top, there are three tabs: 'Choose Appointment', 'Your Info', and 'Confirmation'. Below the tabs, there is a 'Returning? Log in' link. The main content area shows the confirmed appointment: 'Morning Camp October 26, 2021 09:30' with a 'Change' link. Below this are several form fields: 'Name \*' (First Name, Last Name), 'Phone', 'Email \*', 'Camp booking form' (Child's Name \*, Age of child \*, Medical requirements), 'Emergency Contact Name \*', and 'Emergency Contact Number \*'.

6) Click on Pay Now



A screenshot of a web form for camp booking. The form is titled "Camp booking form" and contains several input fields. The "Name" field is split into "Joe" and "Bloggs". The "Phone" field contains "0777777777". The "Email" field contains "joebloggs@gmail.com". Below the form title, the "Child's Name" field contains "Joseph Bloggs", the "Age of child" field contains "10", and the "Medical requirements" field contains "N/A". The "Emergency Contact Name" field contains "Jane Bloggs" and the "Emergency Contact Number" field contains "0777777778". At the bottom of the form is a dark button labeled "Pay Now »".

7) Enter your payment details and click Pay & Confirm



A screenshot of a "Secure Payment" modal window. The title is "Secure Payment" and it includes a close button (X) in the top right corner. Below the title, it states "You will be billed £25.00 for Morning Camp". The form contains fields for "First Name" (Joe) and "Last Name" (Bloggs). The "Credit Card Number" field is split into "Card number" and "MM / YY CVC". A security notice reads "Your transaction is secure". There is a "Zip / Postal Code" field. A checkbox is checked with the label "Save this card for easier use in the future". At the bottom, there are two buttons: "Pay & Confirm »" and "Cancel".

8) Your booking is now complete and you will receive confirmation emails, showing you how to manage your bookings if you need to cancel or reschedule your appointment.