

## How do I make a Booking in myEVOLVE (no payment)?

### Step 1

Log in to myEVOLVE

### Step 2

Click 'What's On'

**myEVOLVE**

Jane Doe  
[My Account](#)  
[\[Log out\]](#)







Basket: 2 Items - £10.00

[Home](#) [What's On](#) [My Bookings](#) [Consent !](#) [Payments !](#)

#### Welcome

myEVOLVE provides parents and carers with access to information about the visits and activities that their children are involved in at school or college.

• • • •

 WHAT'S ON	 MY BOOKINGS	 CONSENT
 SHOP	 PAYMENTS	 ACCOUNT

## Step 3

Browse and select an activity




myEVOLVE

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Home What's On My Bookings Consent ! Payments !

### Search & Book

-  **Spring term 2021**  
Multiple Event Programme >
-  **Music Trip to Barcelona 12 – 16 July 2021**  
Visit: 12/07/2021 - 16/07/2021 >
-  **Silver DofE 2020-21**  
Club: 26/09/2020 (Sat)  
Silver DofE 2020 >

## Step 4


Review the details of the activity. To book a space, click [Book Event]


myEVOLVE

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My Account  
[Log out]

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Home What's On My Bookings Consent ! Payments !

 **Highland Academy**  
Aim high - Reach your potential

-  **An Inspector Calls - Theatre Trip - 15 March 2022**  
16/03/2021  
Type: Visit

Date(s): 16/03/2021

Organiser: Joe Bloggs

— Further Details

A theatre trip for Year 7 English students to see An Inspector Calls.

— Students

Natasha Test Student [Book Event](#)

## Step 5

Click [Book Now]:

— Students

Please confirm that you want to book a place for Natasha Test Student.

[Cancel](#) [Book Now](#)

## Step 6

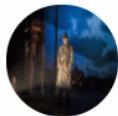
Success! Your booking has been made:

myEVOLVE

Basket: 2 Items - £10.00

[Home](#) [What's On](#) [My Bookings](#) [Consent !](#) [Payments !](#)

Your booking has been made.



**An Inspector Calls - Theatre Trip - 15 March 2022**

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✓ Natasha Test Student