

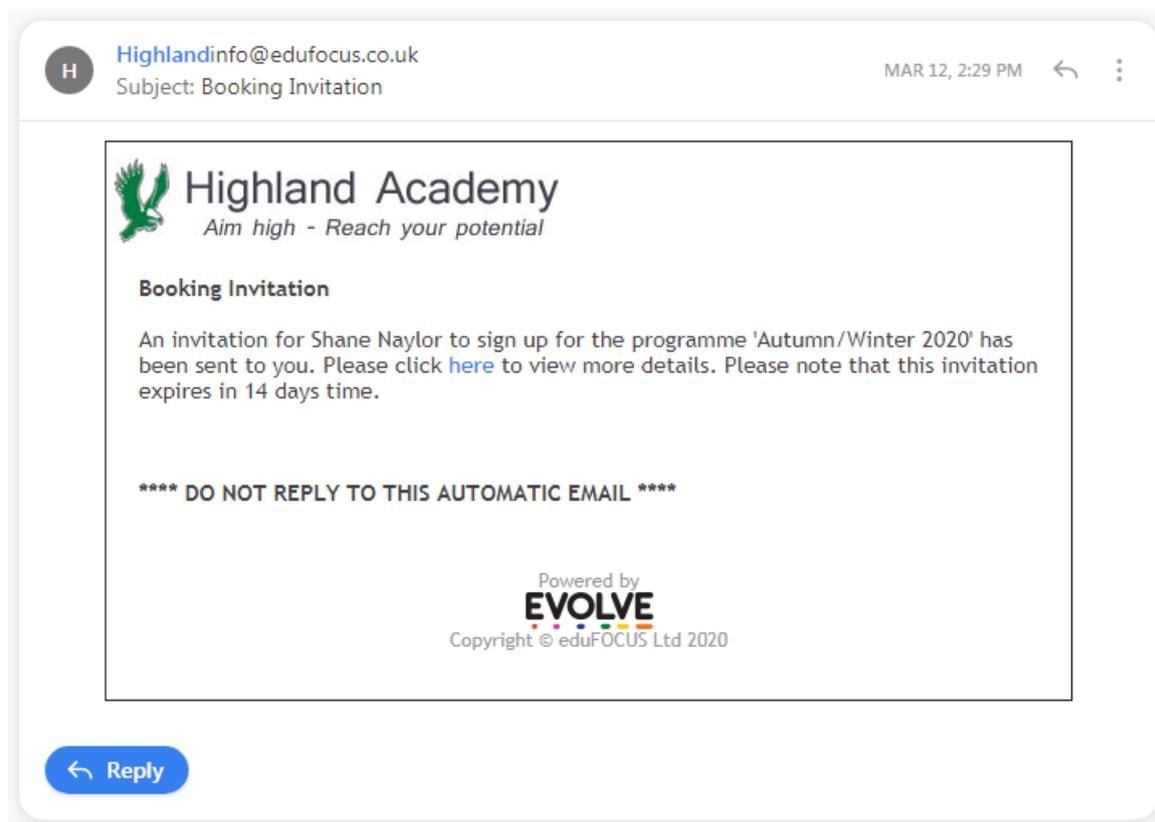
How do I make a Booking for a Clubs Programme from an Email Invite?

Firstly, there is no requirement for you as the parent or student to create an account - this is entirely optional and simply involves setting a password for the account. The advantage of creating an account is that the parent can keep a track of booked clubs, visits (if using EVOLVEvisits), payments, and consent requests.

When the school/college have created their programme of events, they will email you an invitation to make your bookings.

Step 1

You'll receive an email from EVOLVE inviting them to view the Clubs Programme:

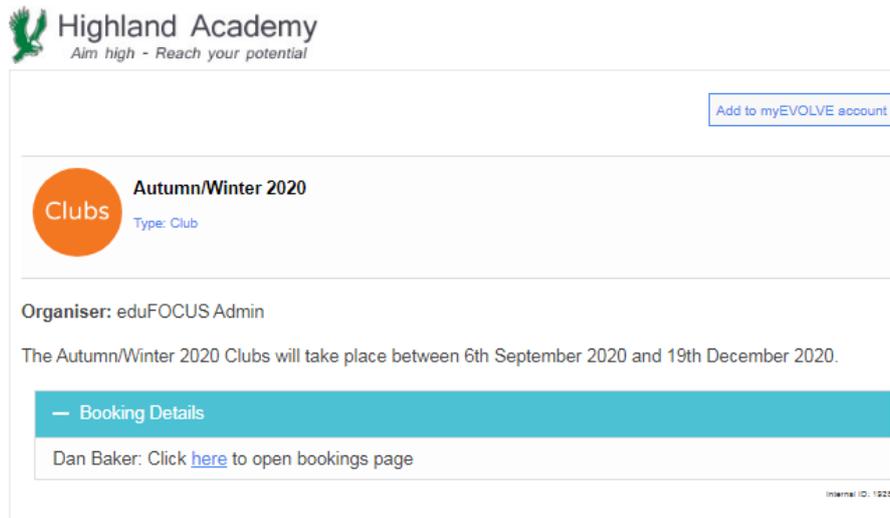


Step 2

Click the link to view more details.

Step 3

The website will load:



The screenshot shows the Highland Academy website header with the logo and tagline "Aim high - Reach your potential". A button in the top right corner says "Add to myEVOLVE account". Below the header, there is a section for "Autumn/Winter 2020 Clubs" with a sub-label "Type: Club". The organiser is listed as "eduFOCUS Admin". A text block states: "The Autumn/Winter 2020 Clubs will take place between 6th September 2020 and 19th December 2020." Below this is a teal bar with the text "— Booking Details". Underneath the bar, it says "Dan Baker: Click [here](#) to open bookings page". In the bottom right corner of the page, there is a small text "Internal ID: 1225".

Step 4

Click the link in 'Booking Details' to open the bookings page.

Step 5

In this example, a restriction of only 3 bookings were allowed:

Programme: Autumn/Winter 2020

Dan Baker

[Back to Summary](#)

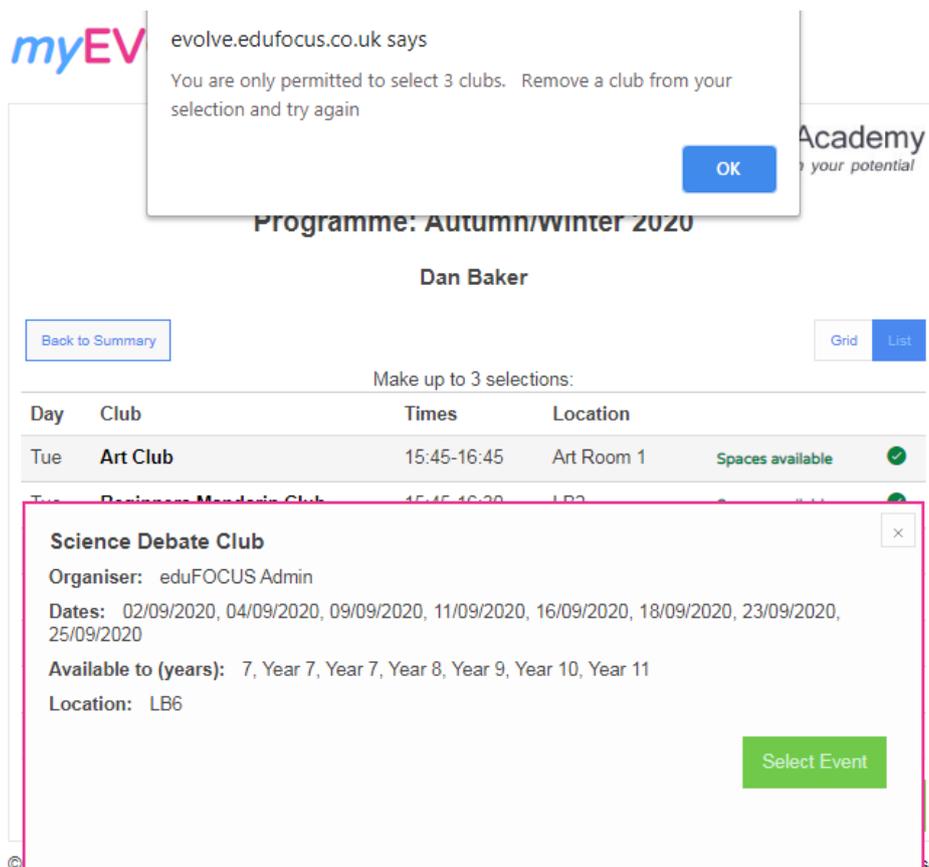
[Grid](#) [List](#)

Make up to 3 selections:

Day	Club	Times	Location	
Tue	Art Club	15:45-16:45	Art Room 1	Spaces available
Tue	Beginners Mandarin Club	15:45-16:30	LB2	Spaces available
Tue	Musical Theatre	15:45-16:45	Hall	Spaces available
Wed	Zumba Club	12:45-13:45	Sports Hall	Spaces available
Wed	Science Debate Club	08:00-08:45	LB6	Spaces available
Fri	Art Club	15:45-16:45	Art Room 1	Spaces available
Fri	Science Debate Club	08:00-08:45	LB6	Spaces available

[Submit Booking Requests](#)

Attempting to select more than 3 clubs will prohibit you from submitting your choices:



evolve.edufocus.co.uk says
You are only permitted to select 3 clubs. Remove a club from your selection and try again

[OK](#)

Programme: Autumn/Winter 2020

Dan Baker

[Back to Summary](#) [Grid](#) [List](#)

Make up to 3 selections:

Day	Club	Times	Location	
Tue	Art Club	15:45-16:45	Art Room 1	Spaces available <input checked="" type="checkbox"/>
Tue	Beginners Mandarin Club	15:45-16:30	LB2	Spaces available <input checked="" type="checkbox"/>
Wed	Science Debate Club	08:00-08:45	LB6	Spaces available <input type="checkbox"/>

Science Debate Club ✕

Organiser: eduFOCUS Admin

Dates: 02/09/2020, 04/09/2020, 09/09/2020, 11/09/2020, 16/09/2020, 18/09/2020, 23/09/2020, 25/09/2020

Available to (years): 7, Year 7, Year 7, Year 8, Year 9, Year 10, Year 11

Location: LB6

[Select Event](#)

Step 6

To select a club, simply click the Name to view more details. If you'd like to make a booking, click [Select Event]:

myEVOLVE

The screenshot shows the myEVOLVE interface for Highland Academy. At the top right is the Highland Academy logo with the tagline "Aim high - Reach your potential". The main heading is "Programme: Autumn/Winter 2020" followed by "Dan Baker". There are two buttons: "Back to Summary" and "Grid List". Below this, it says "Make up to 3 selections:" and a pink banner states "You have already selected 3 clubs." A table with columns "Day", "Club", "Times", and "Location" is partially visible. A modal window is open for the "Science Debate Club", showing details: "Organiser: eduFOCUS Admin", "Dates: 02/09/2020, 04/09/2020, 09/09/2020, 11/09/2020, 16/09/2020, 18/09/2020, 23/09/2020, 25/09/2020", "Available to (years): 7, Year 7, Year 7, Year 8, Year 9, Year 10, Year 11", and "Location: LB6". A green "Select Event" button is highlighted with a yellow box.

Step 7

The system will show where it is already at capacity, or there are only a few spaces left:

myEVOLVE

The screenshot shows the myEVOLVE interface for Highland Academy. At the top right is the Highland Academy logo with the tagline "Aim high - Reach your potential". The main heading is "Programme: Autumn/Winter 2020" followed by "Dan Baker". There are two buttons: "Back to Summary" and "Grid List". Below this, it says "Make up to 3 selections:". A table with columns "Day", "Club", "Times", "Location", and "Spaces available" is shown. The table contains the following data:

Day	Club	Times	Location	Spaces available
Tue	Art Club	15:45-16:45	Art Room 1	Spaces available
Tue	Beginners Mandarin Club	15:45-16:30	LB2	Only 3 spaces left
Tue	Musical Theatre	15:45-16:45	Hall	Spaces available
Wed	Zumba Club	12:45-13:45	Sports Hall	Spaces available
Wed	Science Debate Club	08:00-08:45	LB6	Full

Step 8

Once you have made your choices, click [Submit Booking Requests]

Step 9

Confirmation appears on screen, together with an email confirmation:

myEVOLVE



Highland Academy
Aim high - Reach your potential

Booking Receipt: Dan Baker

The following bookings have been received:

- Zumba Club (12:45-13:45): Booking Request Received
- Art Club (15:45-16:45): Booking Request Received
- Musical Theatre (15:45-16:45): Booking Request Received

A confirmation email has been sent to info@edufocus.co.uk.

[Continue](#)