How to book Clubs, Trips and Wraparound Care in MCAS

Parents can use this guide to view and book the following on a desktop/web version of **MCAS (MyChildAtSchool)**

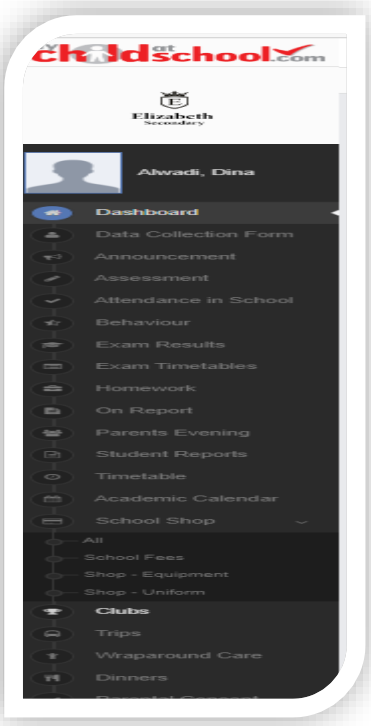
- Paid & Free Clubs
- Trips
- Wraparound Care

The example screenshots in this guide are for illustration purposes only and may differ from your view as these screens and any clubs or trips are configured by your school.

See also How to use the MCAS Parent Portal and How to reset MCAS Password

Clubs

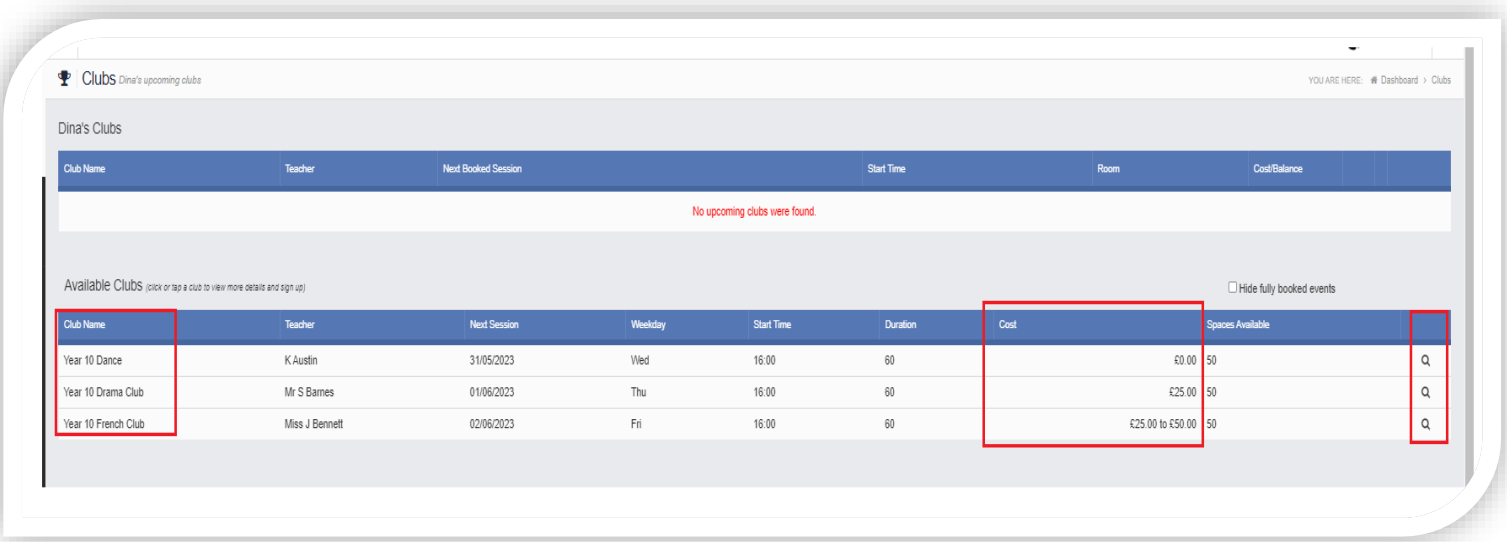
From the **MCAS Dashboard** choose **Clubs** on the left hand menu, this will show available clubs for your child. If your child is already booked onto a **Club** then it will show in the **Clubs and Trips** Widget



In this example 3 clubs are available for you to book.

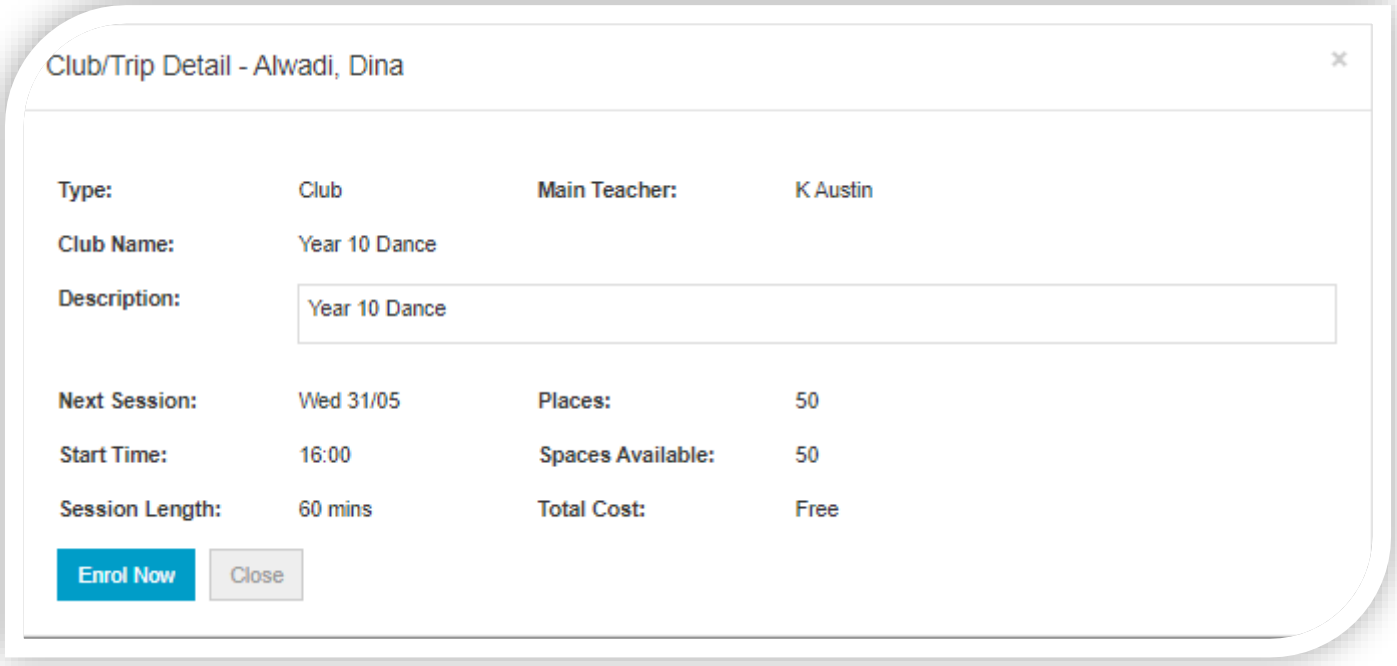
- Year 10 Dance Club is a free club
- Year 10 Drama Club is a fixed price club at £25
- Year 10 French has a variable price of £25 to £50

In the **two paid clubs examples** this is the price for the **whole club** not per session



Click on the **right hand spy glass** to see more information about the **Club,** this could include a document attached to the **Club** with information.

For the **Free Club** you have the option to **Enrol Now**



Free Club Enrol Now

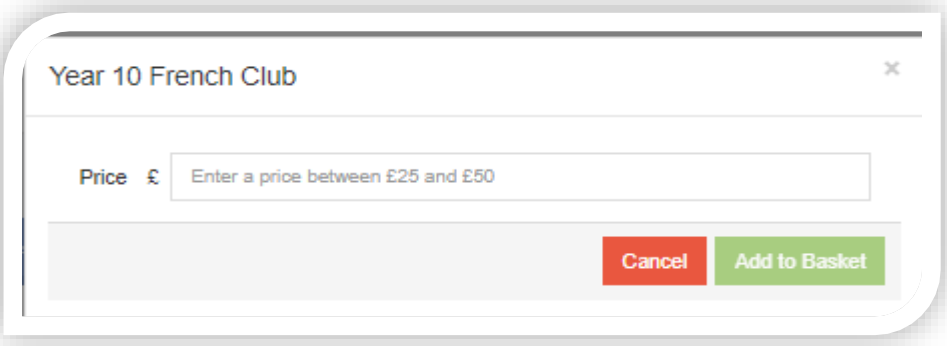
For a **Paid Club** click **Add to Basket** to sign your child up for this **Club.**

Paid Club Add to Basket

Your school can set how long an item can stay in a basket for before the basket is emptied.

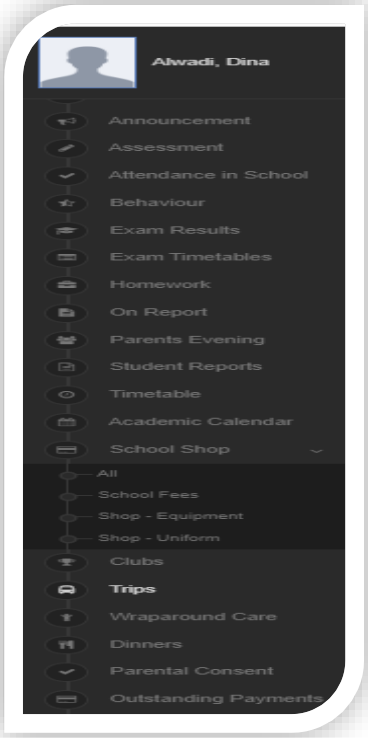
For the **Variable Price Club** when you click **Add to Basket** you have the option on how much to pay in a range.

This is price range is configured by your school.



Variable Price Club Add to Basket Trips

The process is exactly the same for **Trips** as it is for **Clubs**. Your school has the option to create a **Menu Item** on the left hand side of your **MCAS Dashboard** called **Trips**



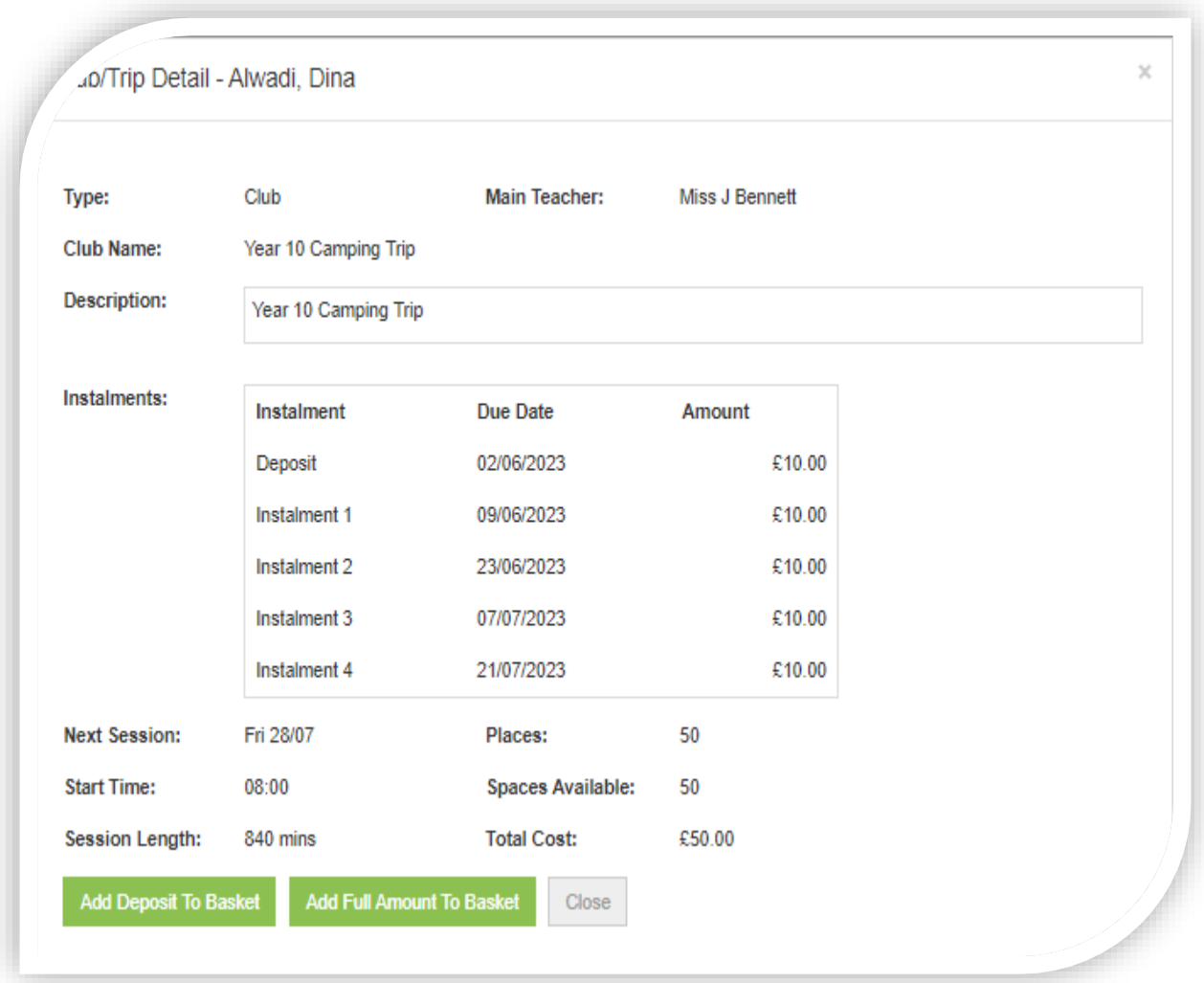
Trips

Spy Glass

Click on the **right hand spy glass** to see more information about the **Trip,** this could include a document attached to the **Trip** with information.

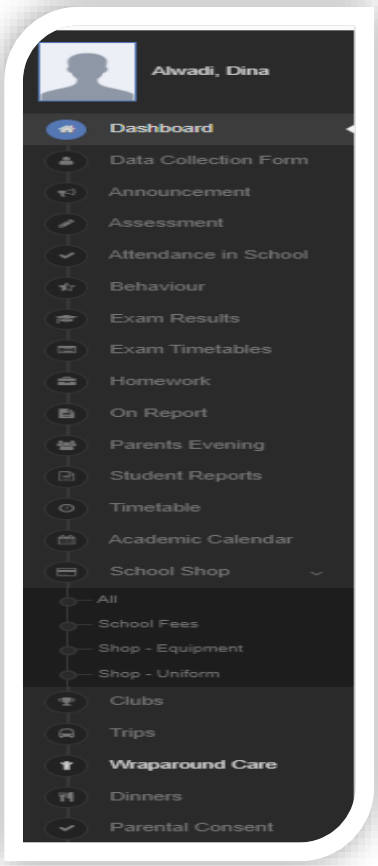
In this example the **Trip** has an option to **Add Deposit to Basket** or **Add Full Amount to Basket**. It also details when **Deposits** and **Instalments** are due.

This information is all configured by your school.



Wraparound Care

The process is exactly the same for **Wraparound Care** as it is for **Clubs**. Your school has the option to create a **Menu Item** on the left hand side of your **MCAS Dashboard** called **Wraparound Care**

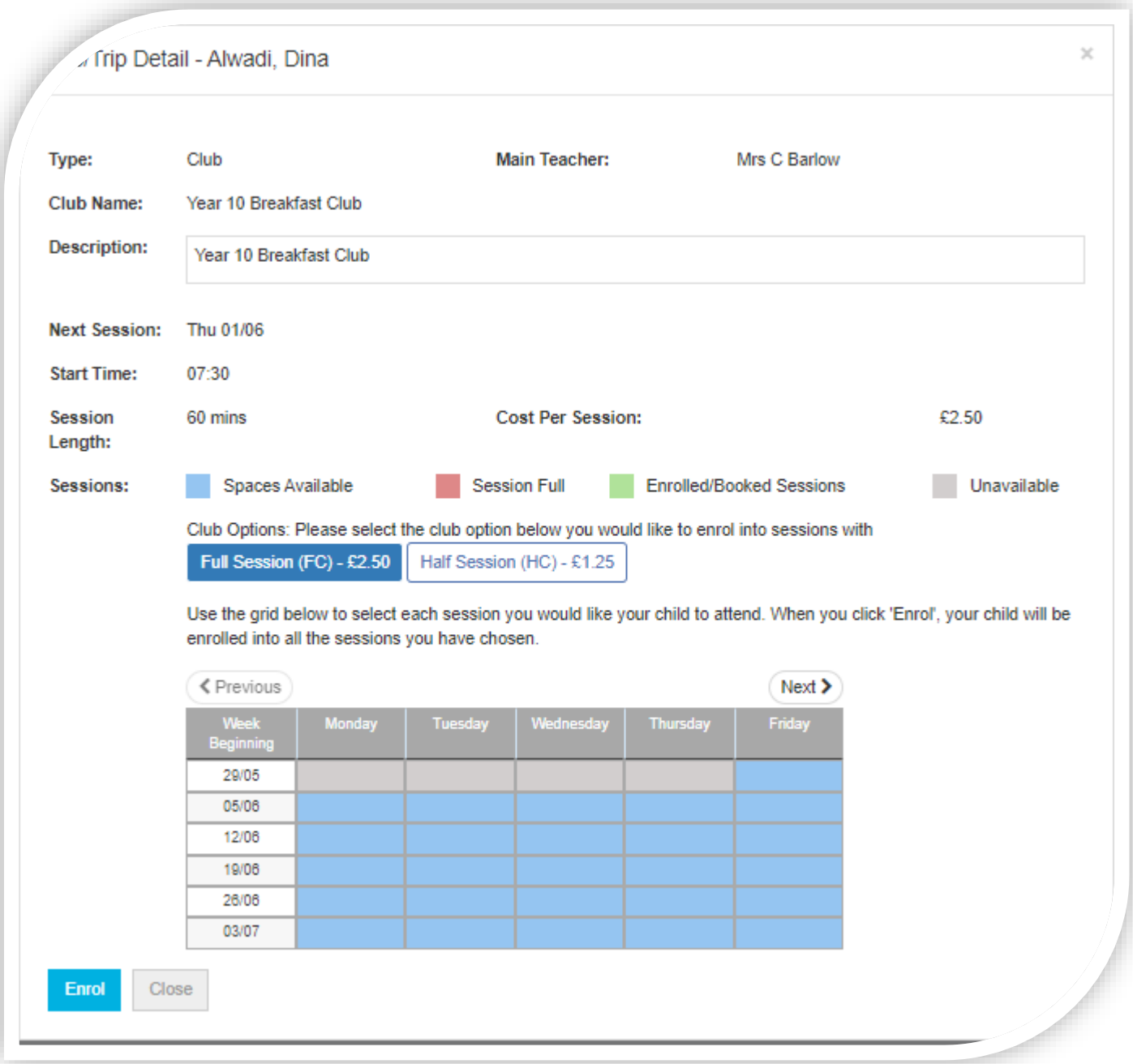


Wraparound Care

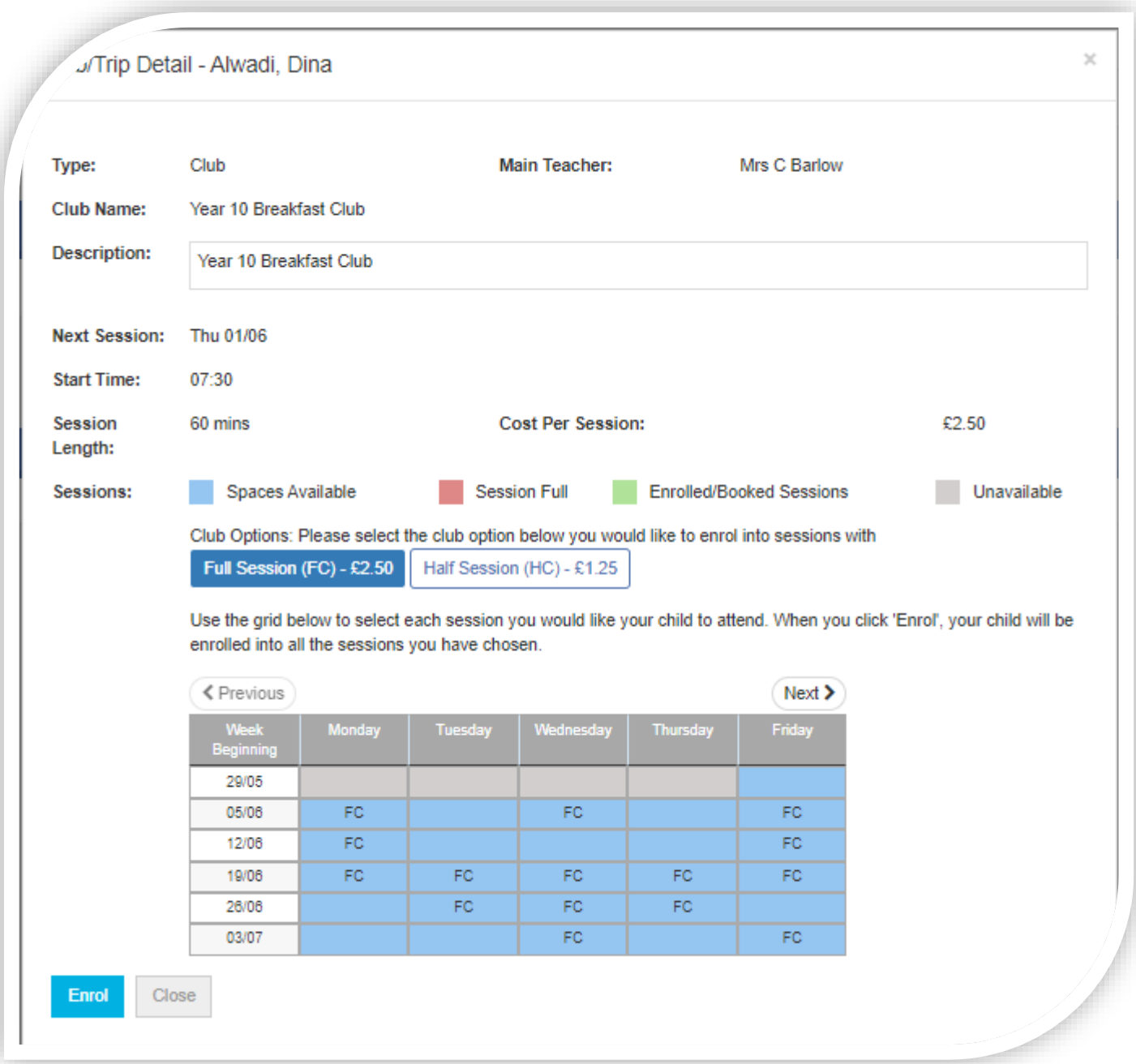
Enrol to Sessions

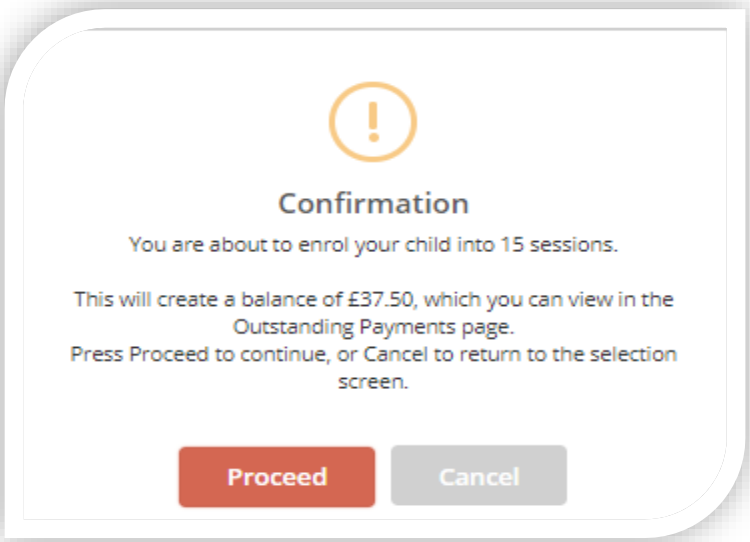
In this example the school has allowed parents to **Enrol to Sessions** and there is a choice of **Club Options** : Full Session at £2.50 per session or Half Session at £1.25 per session.

Simply click in the **blue (spaces available) boxes in the grid** and then click **Enrol**, click **next** to see the f**ollowing weeks** and so on.



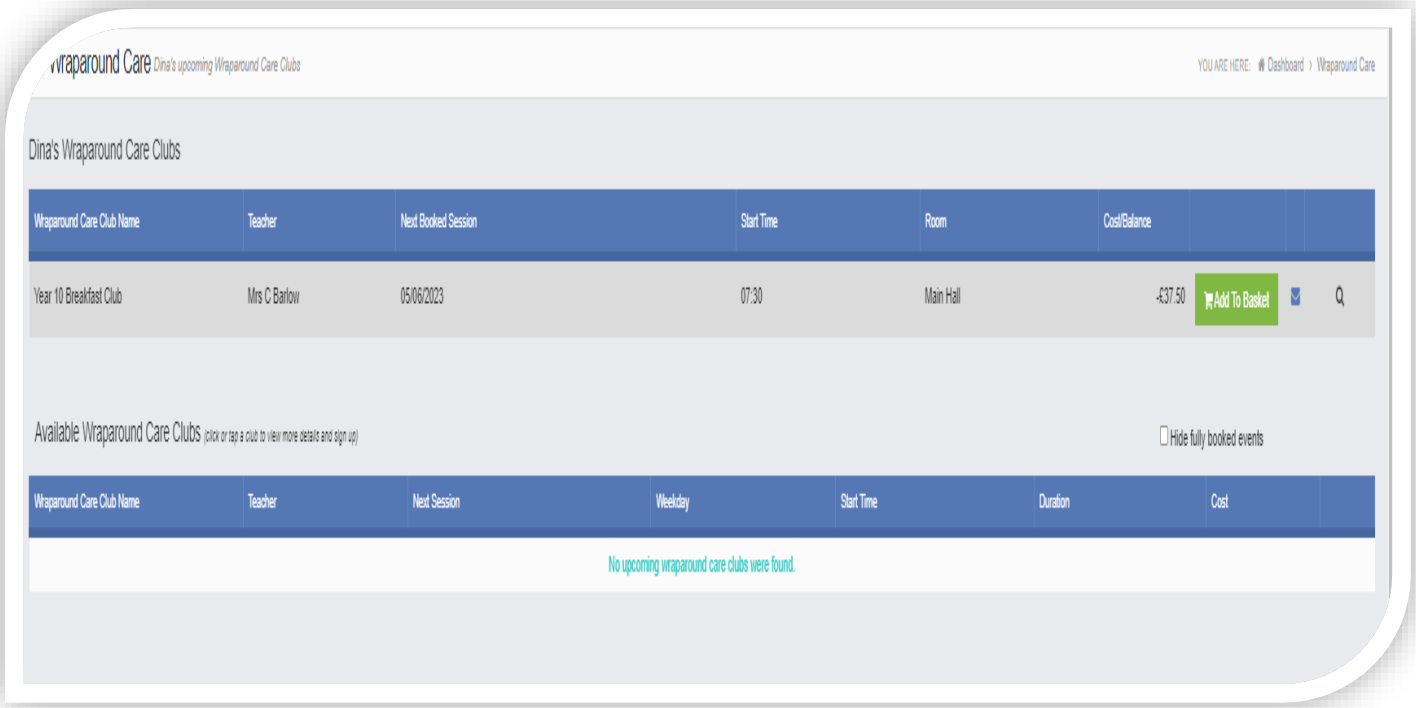
Enrol to Sessions





Enrolled Sessions

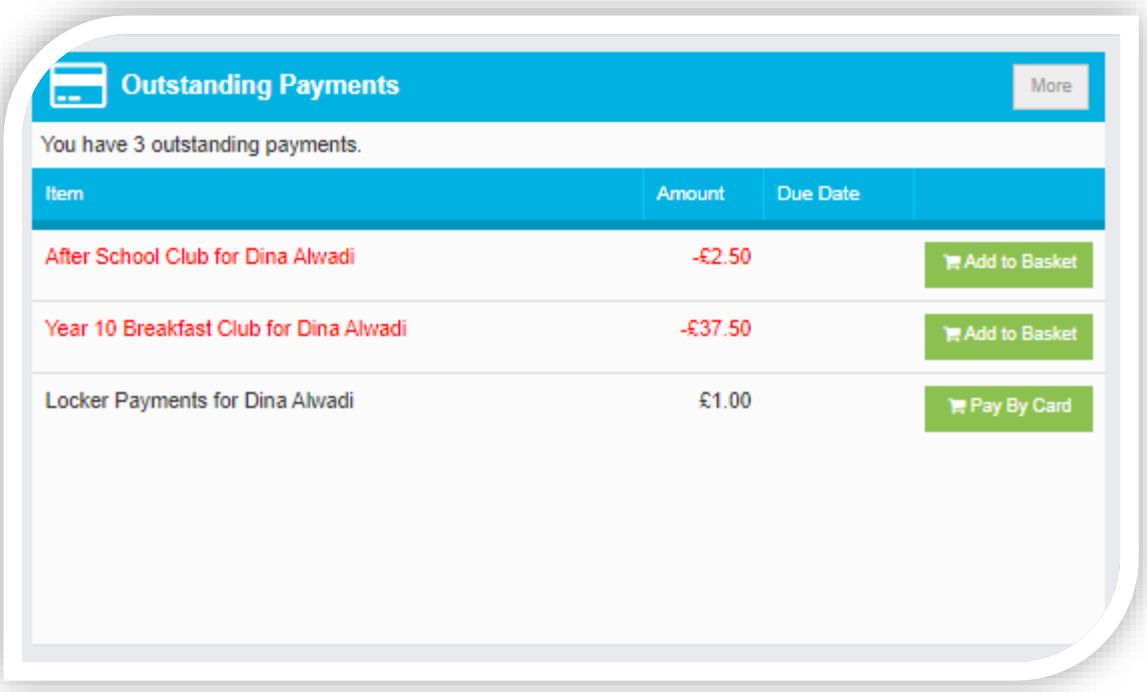
Now when we go back to **Wraparound Care** we can see the balance with the option to **Add to Basket**



Add to Basket

The **payment** will stay in the **basket** for an amount of time set by your school.

In this example you can also see the payment in **Outstanding Payments** on the **Dashboard**



Outstanding Payments Widget