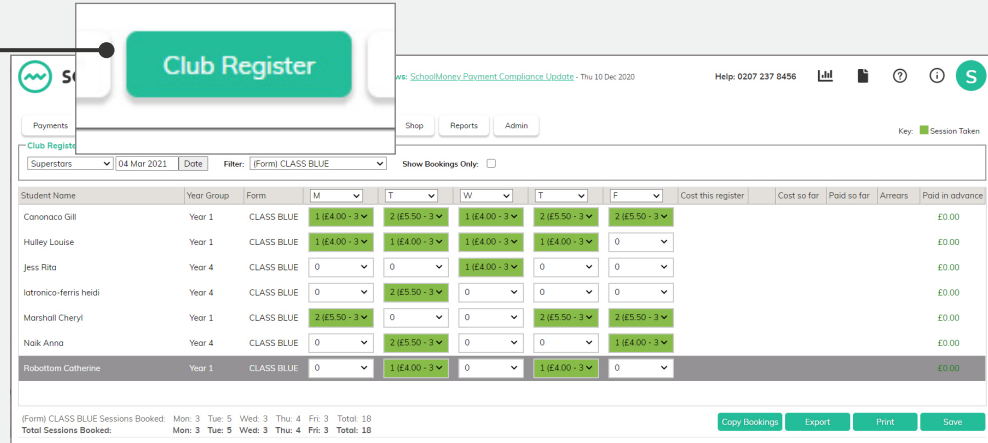


# Club Register - Cheat Sheet

## Club Register Home Page

### Club Register Tab

Allows a school to set up payments for various out of school activities such as a breakfast club, after-school club and any other club that may run outside of school hours.

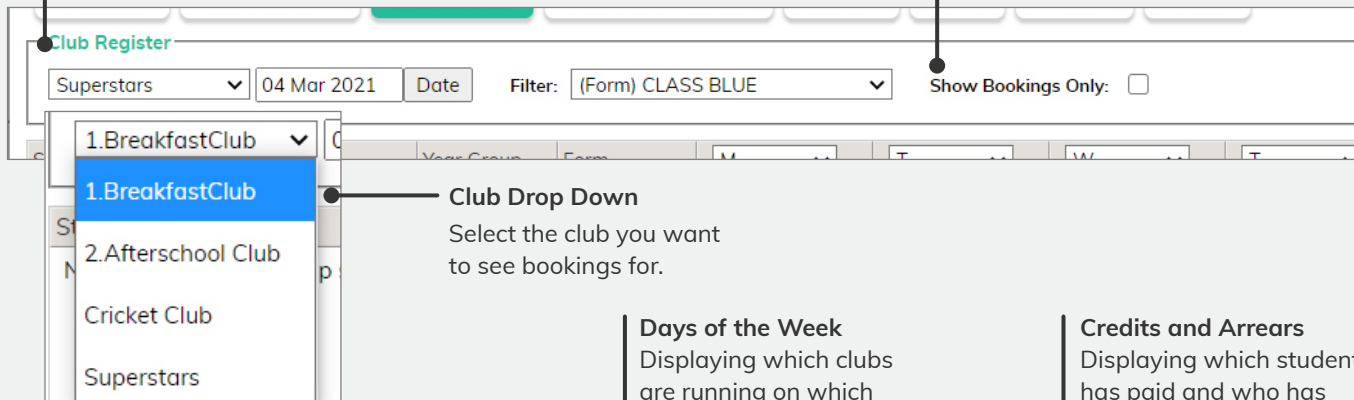


### Club Register Search Facility

Allows a school to search between clubs from the pull down menu, search by date range and filter by class.

### Show Bookings Only

Click here to see bookings already made.



### Club Drop Down

Select the club you want to see bookings for.

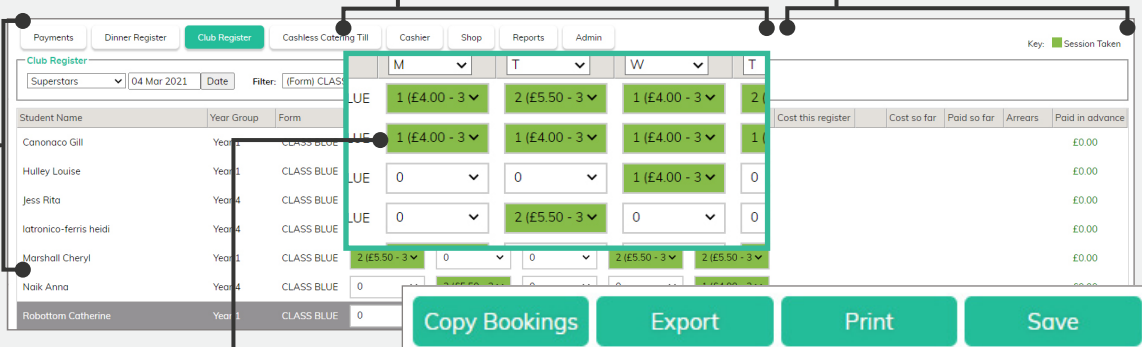
### Days of the Week

Displaying which clubs are running on which day.

### Credits and Arrears

Displaying which student has paid and who has outstanding payments.

### Student Names



Displays the cost of each club from a drop down.

### Copy Club Bookings

You can copy bookings from a previous register.

### Export

Export the clubs register to MS Excel.

### Print

Print the register.

### Save

Save the register.