



**schoolmoney**

# Club User Guide



**communitybrands**



## Introduction

The club section of **SchoolMoney** allows you to set up payments for various out-of-school activities such as a breakfast club, after-school club, and others that you may run outside of school hours. You are able to record who attends which sessions on the register, similar to the dinner register, as well as allow the parents to pre-book and pay for these clubs online, using their credit/debit card.

We understand that all schools are different, and we want to help find the best way of making our Club module work for you.

If you do not use the Clubs module in **SchoolMoney**, we advise that you call us on **02072378456** to book in a training session, so that we can set you up and talk through the best way to use this section of the system for your school.

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# 1. Setting up Club Payments

During your training on the **SchoolMoney** system, any information regarding your school clubs will be set up by your trainer or a member of the **SchoolMoney** team. Once this has been set up, you will be able to start creating your club payments and registers.

**If you would like a new club set up or have not been trained on clubs, please call 02072378456. A member of the team will then be able to book you in for a training session.**

## 1.1 Creating the Weekly Payment

To set up your week's payment, you will need to go to the Club Register tab in SchoolMoney.

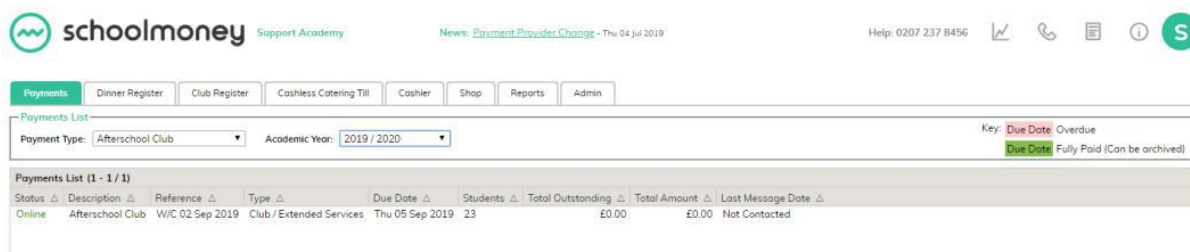
The screenshot shows the 'Club Register' interface in SchoolMoney. At the top, there are navigation tabs: Payments, Dinner Register, Club Register (selected), Cashless Catering Till, Cashier, Shop, Reports, and Admin. Below the tabs, there's a header for the Club Register with a dropdown for 'Afterschool Club' and a 'Date' button set to '09 Sep 2019'. A 'Filter' dropdown is set to 'All'. The main table has columns: Student Name, Year Group, Form, and a grid for selecting sessions (M, T, W, T, F). The table lists students like Bhandari Aakanksha, Blaggs Joe, Darkins Andrew, etc. The bottom of the screen shows session booking statistics and buttons for Copy Bookings, Export, Print, and Save.

Once you are on the Club Register, select the Club name from the first drop-down menu.

You will then need to change the date to the week you would like to set up by clicking on the Date button at the top, and selecting the week you would like to set up. We recommend selecting the Monday of the week you're creating.

The screenshot shows the 'Club Register' interface with a date picker open. The date picker shows the month of September 2019, with the 8th (Monday) highlighted. The table below shows the session booking grid for the selected date.

Once you have filtered correctly, you need to press the Save button in the bottom right-hand corner. Once this has saved, press F5 on your keyboard to refresh the system and send you back to the main Payments page.

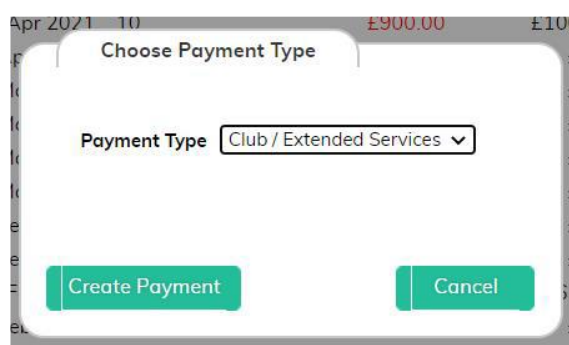


Your payment has now been set up and is ready to use!

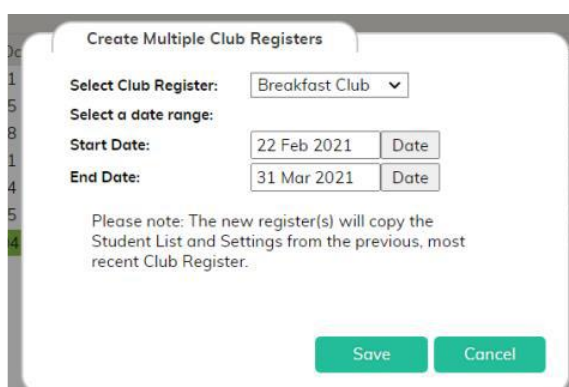
## 1.2 Creating multiple weekly payments from the Payments tab

If you would like to set up your Club Payments in bulk, you can do this easily within the Payments Tab. **We recommend setting up the Club Payments a half-term at a time.**

To set up multiple weeks' payments, you will need to go to the Payments tab in **SchoolMoney** and click on the green Add button in the bottom right corner.



In the Payments Type drop-down, select the Clubs/Extended Services option, and click on the Create Payment button.



If you have more than one Club Register set up (e.g. you have a Breakfast Club and an After-School Club) please ensure that you have chosen the correct club from the Select Club Register drop-down at the top.

Then, use the two Date buttons to choose the Start Date and End Date of the period for which you would like to generate the club payments, and click on the Save button. You will see a confirmation message to show that the payments have been set up successfully. Click OK.

Your new Club Payments will now have been added to your payments list.

Payments List (1 - 7 / 7) Select <a href="#">All</a> <a href="#">None</a>										
△	Status △	Description △	Reference △	Type △	Due Date △	Students △	Total Outstanding △	Total Amount △	Last Message Date △	
<input type="checkbox"/>	Offline	Breakfast Club	W/C 29 Mar 2021	Club / Extended Services	Thu 01 Apr 2021	11	£0.00	£0.00	Not Contacted	
<input type="checkbox"/>	Offline	Breakfast Club	W/C 22 Mar 2021	Club / Extended Services	Thu 25 Mar 2021	11	£0.00	£0.00	Not Contacted	
<input type="checkbox"/>	Offline	Breakfast Club	W/C 15 Mar 2021	Club / Extended Services	Thu 18 Mar 2021	11	£0.00	£0.00	Not Contacted	
<input type="checkbox"/>	Offline	Breakfast Club	W/C 08 Mar 2021	Club / Extended Services	Thu 11 Mar 2021	11	£0.00	£0.00	Not Contacted	
<input type="checkbox"/>	Offline	Breakfast Club	W/C 01 Mar 2021	Club / Extended Services	Thu 04 Mar 2021	11	£0.00	£0.00	Not Contacted	
<input type="checkbox"/>	Offline	Breakfast Club	W/C 22 Feb 2021	Club / Extended Services	Thu 25 Feb 2021	11	£0.00	£0.00	Not Contacted	

If you have more than one Club Register set up, please follow the steps again, remembering to choose the correct Club from the Select Club Register drop-down.

## 1.3 Adjusting your Club Payment

Now that you have set up your club weeks, you can go into the payment to adjust any information such as:

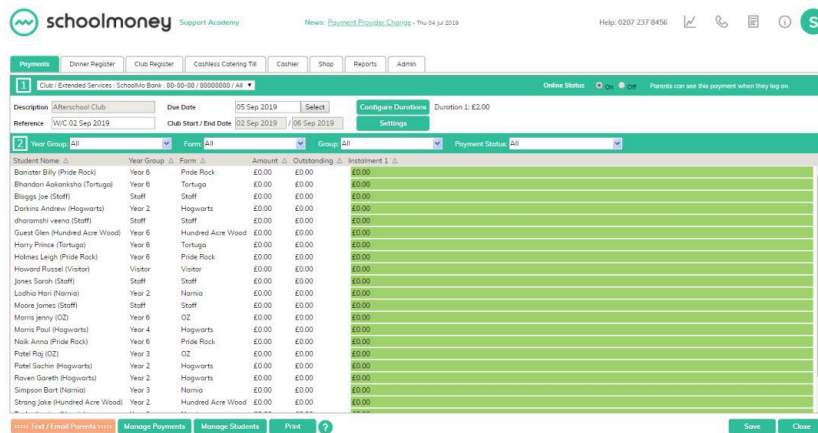
- Setting the payment live so parents can pay or book online
- Changing between whether they pay online via top-up or pre-book specific days
- Adding and removing children as they leave or enter the school
- Contacting the parents via text/email
- Changing the cost of the durations

Find your club week on the payments page.

The screenshot shows the SchoolMoney web interface. At the top, there is a navigation bar with the SchoolMoney logo and 'Support Academy' text. Below the navigation bar, there is a 'Payments List' section. The 'Payments List' section has a dropdown menu for 'Payment Type' set to 'Afterschool Club' and a dropdown for 'Academic Year' set to '2019 / 2020'. Below this, there is a table with the following data:

Status	Description	Reference	Type	Due Date	Students	Total Outstanding	Total Amount	Last Message Date
Online	Afterschool Club	W/C 02 Sep 2019	Club / Extended Services	Thu 05 Sep 2019	23	£0.00	£0.00	Not Contacted

Double click into the payment so that it brings up the information.

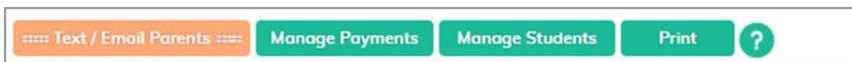


To turn the payment live, you can send out a text or email using the Text/Email Parents button in the bottom left-hand corner, just as you would with trips (Please see the SchoolMoney User Guide). This will let the parents know that they can go online and pay for the club.

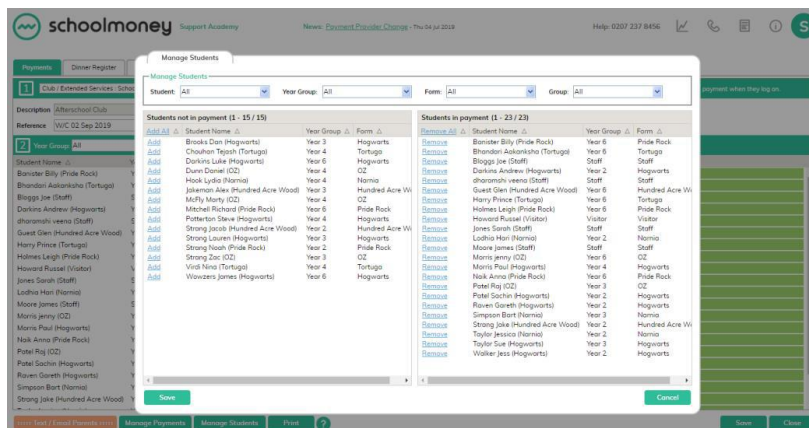
You can also manually turn the payment live by changing the payment status to On in the top right-hand corner. Once you have done this, press Save and the parents will now be able to see the payment when they log in.



You may want to add new students into your club payments if anyone joins during the school year. To do so, click on Manage Students in the bottom left-hand corner of your screen.



This will then bring up a list of all students who have not been added into the payment on the left-hand side of the box.



Select the Add link next to the name of the child you would like to move over and they will be added to the list of children on the register.

If you would like to remove a child from the register, click on the Remove link next to their name on the right-hand side of the screen. Once the correct children are on the right-hand side, click Save in the bottom left-hand corner; the register will have been updated.

If any changes need to be made to the session price, this can be done in the top section of the screen through the Configure Durations button.

The screenshot shows the top section of the SchoolMoney interface. It includes a header with the club name 'Afterschool Club', due date '05 Sep 2019', and a 'Configure Durations' button. Below this, there are fields for 'Reference' (W/C 02 Sep 2019) and 'Club Start / End Date' (02 Sep 2019 / 06 Sep 2019). A 'Settings' button is also visible.

The 'Configure Durations' popup menu is shown. It features a 'Durations per day' dropdown menu set to '1'. Below this is a table with columns for 'Duration', 'Total Cost', and 'Description'. The table contains one row with '1' in the Duration column, '£2.00' in the Total Cost column, and '1 hr' in the Description column. At the bottom of the popup are 'Save' and 'Cancel' buttons.

Click on this and a popup menu will appear in the centre of the screen.

You can then change the price of your club in the duration box or add any extra durations as you need, using the Durations per day drop-down menu.

You also have the option to add any descriptions needed which will be seen by the parents. Press Save when you are ready.

You can also choose whether the parents are going to pre-book their sessions online or pay by the top up by selecting or un-selecting the Online Session Booking tick box. This can be found in the settings box.

If it is ticked, the parents have to book and the register is marked off automatically. If not, they pay via the top up and you mark off the register manually within the school.

The 'Club Payment Settings' popup menu is shown. It contains several settings: 'Parental Consent' (unchecked), 'Offline Only' (unchecked), 'Limit Places' (checked with a value of 20 and 'Places Taken : See Register' next to it), 'Enable Reservations' (checked), and 'Online Session Booking' (checked). At the bottom are 'Save' and 'Close' buttons.



## 2. Marking & Using the Register

Now that you have set up the payment for clubs, you can mark off the register.

**Please Note:** if the parents are pre-booking online, it will automatically mark off the register for you.

To begin, go to the Register tab and filter as needed (correct club, correct date, and correct year/form group).

The screenshot shows the 'Club Register' interface for 'Afterschool Club' on '02 Sep 2019'. The table lists students with columns for days of the week (M, T, W, T, F) and financial data (Cost this register, Cost so far, Paid so far, Arrears, Paid in advance). The 'Harry Prince' row is highlighted.

Student Name	Year Group	Form	M	T	W	T	F	Cost this register	Cost so far	Paid so far	Arrears	Paid in advance
Bhandari Aakanksha	Year 6	Tortuga	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£10.00	£0.00	£-10.00	
Bloggs Joe	Staff	Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£6.00	£20.00		£14.00
Darkins Andrew	Year 2	Hogwarts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£28.75	£31.75		£3.00
dharamshi veena	Year 3	Hundred Acre Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£0.00	£0.00		£0.00
Guest Glen	Year 6	Hundred Acre Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£12.00	£0.00	£-12.00	
Harry Prince	Year 6	Tortuga	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£2.00	£0.00	£-2.00	
Holmes Leigh	Year 6	Pride Rock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£14.00	£0.00	£-14.00	
Howard Russel	Visitor	Visitor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£11.50	£21.50		£10.00
Jones Sarah	Staff	Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£4.00	£0.00	£-4.00	
Ladhia Hari	Year 2	Narnia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£10.00	£20.00		£10.00
Moore James	Staff	Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£0.00	£8.00		£8.00
Morris jenny	Year 6	OZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£0.00	£0.00		£0.00
Morris Paul	Year 4	Hogwarts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£0.00	£0.00		£0.00
Naik Anna	Year 6	Pride Rock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£0.00	£0.00		£0.00

If you have only one duration, you need to go down the list and put a mark in the box against each child who has attended that day.

The screenshot shows the 'Club Register' interface with the 'Harry Prince' row highlighted. The 'M' column for that row is marked with a green box, indicating attendance for Monday.

Student Name	Year Group	Form	M	T	W	T	F	Cost this register	Cost so far	Paid so far	Arrears	Paid in advance
Bhandari Aakanksha	Year 6	Tortuga	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£10.00	£0.00	£-10.00	
Bloggs Joe	Staff	Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£6.00	£20.00		£14.00
Darkins Andrew	Year 2	Hogwarts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£28.75	£31.75		£3.00
dharamshi veena	Year 3	Hundred Acre Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£0.00	£0.00		£0.00
Guest Glen	Year 6	Hundred Acre Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£12.00	£0.00	£-12.00	
Harry Prince	Year 6	Tortuga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£2.00	£0.00	£-2.00	
Holmes Leigh	Year 6	Pride Rock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£14.00	£0.00	£-14.00	
Howard Russel	Visitor	Visitor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£11.50	£21.50		£10.00
Jones Sarah	Staff	Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£4.00	£0.00	£-4.00	
Ladhia Hari	Year 2	Narnia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£10.00	£20.00		£10.00
Moore James	Staff	Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£0.00	£8.00		£8.00
Morris jenny	Year 6	OZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£0.00	£0.00		£0.00
Morris Paul	Year 4	Hogwarts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£0.00	£0.00		£0.00
Naik Anna	Year 6	Pride Rock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00	£0.00	£0.00		£0.00

If you have more than one duration, you will need to choose the correct duration from the drop-down menu next to each child. You can mark any day as a holiday, inset day, or school trip day by selecting one of the weekday boxes at the top of the register.

Once you have finished marking the register, you will need to select the Save button in the bottom right-hand corner of the screen. This will save the marks and calculate the costs.

The screenshot shows the SchoolMoney Club Register interface. At the top, there are navigation tabs: Payments, Dinner Register, Club Register (selected), Cashless Catering Till, Cashier, Shop, Reports, and Admin. Below the tabs, there are filters for Club (Breakfast Club), Date (02 Sep 2019), and a Filter dropdown set to All. A 'Show Bookings Only' checkbox is also present. The main table lists students with columns for Student Name, Year Group, Form, and days of the week (M, T, W, T, F). Each cell contains a duration and cost (e.g., 1 (£3.00 - £) or H for holiday). To the right of the table, columns show 'Cost this register', 'Cost so far', 'Paid so far', 'Arrears', and 'Paid in advance'. At the bottom, there are buttons for 'Copy Bookings', 'Export', 'Print', and 'Save'. A summary bar at the bottom left shows 'All Sessions Booked: Mon: 5 Tue: 0 Wed: 5 Thu: 5 Fri: 5 Total: 20' and 'Total Sessions Booked (Limit per day 5): Mon: 5 Tue: 0 Wed: 5 Thu: 5 Fri: 5 Total: 20'.

Student Name	Year Group	Form	M	T	W	T	F	Cost this register	Cost so far	Paid so far	Arrears	Paid in advance
Bhandari Aakanksha	Year 6	Tortuga	1 (£3.00 - £)	H	3 (£1.50 - £)	0	0	£0.00	£19.00	£0.00	£-19.00	
Brooks Dan	Year 3	Hogwarts	2 (£5.00 - £)	H	2 (£5.00 - £)	1 (£3.00 - £)	1 (£3.00 - £)	£0.00	£9.00	£0.00	£-9.00	
Chouhan Tejash	Year 4	Tortuga	4 (£2.50 - £)	H	0	0	0	£0.00	£12.00	£15.00		£3.00
Darkins Andrew	Year 2	Hogwarts	1 (£3.00 - £)	H	2 (£5.00 - £)	2 (£5.00 - £)	2 (£5.00 - £)	£0.00	£21.00	£24.00		£3.00
Darkins Luke	Year 6	Hogwarts	3 (£1.50 - £)	H	0	0	0	£0.00	£28.00	£15.00	£-13.00	
Dunn Daniel	Year 4	OZ	0	H	3 (£1.50 - £)	3 (£1.50 - £)	0	£0.00	£6.00	£0.00	£-6.00	
Guest Glen	Year 6	Hundred Acre Wood	0	H	0	0	0	£0.00	£6.00	£0.00	£-6.00	
Harry Prince	Year 6	Tortuga	0	H	0	4 (£2.50 - £)	4 (£2.50 - £)	£0.00	£6.00	£0.00	£-6.00	
Holmes Leigh	Year 6	Pride Rock	0	H	0	4 (£2.50 - £)	4 (£2.50 - £)	£0.00	£0.00	£0.00		£0.00
Hook Lydia	Year 4	Narnia	0	H	0	0	0	£0.00	£0.00	£15.00		£15.00
Jakeman Alex	Year 3	Hundred Acre Wood	0	H	1 (£3.00 - £)	0	1 (£3.00 - £)	£0.00	£5.00	£5.00		£0.00
Lodhia Hari	Year 2	Narnia	0	H	0	0	0	£0.00	£0.00	£10.00		£10.00
McFly Marty	Year 4	OZ	0	H	0	0	0	£0.00	£0.00	£0.00		£0.00

The costs will appear on the right-hand side of the screen, allowing you to always see if a child is in debt or credit for clubs.

If you want to see just children who have booked, tick Hide Students Without Bookings at the top of the screen. This will reduce the list to just the children with marks against their names for that week. You can then print off or export a more precise list.

## Copy Feature

Once you have marked off a week in the register you can use our copy feature to migrate those marks onto a future week. Change the date on the register to the week you want to move the ticks to, save that register, and then click on the Copy Bookings button in the bottom right-hand corner. A box will pop up in the middle of the screen.

	Source Register	Current Register
Number of sessions	1	1
Number of students	14	14
Number of bookings	0	0

Choose the date you want to copy the bookings from in the drop-down box available. You also have the option to overwrite any bookings that may already be in the register. When you are ready, press OK and your new register will be filled out with the relevant data.

**Confirm**

**WARNING: You are about to copy the bookings to this register from a previous week. Are you sure that you wish to continue?**

## 3. New Club Groups

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If you would like any new clubs added to the system, please call our support team on **02072378456** and they will be able to set these up for you.

Alternatively, you can log a request on our support page at [www.eduspot.co.uk/support](http://www.eduspot.co.uk/support)

You will need to provide the following information:

- The name of the club.
- If there are any durations and what the cost for each is as well as a description for each if needed.
- If you want the parents to pre-book or not.
- When you would like to start the club.
- If there are a limited number of places.
- Which children are going to attend.

## 4. Contact Details

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We hope this user guide has helped you to use the **SchoolMoney** system. If you have any questions or require further assistance, please get in contact with us and we will be more than happy to help.

Telephone number: **02072378456**

Online: [www.eduspot.co.uk/support](http://www.eduspot.co.uk/support)

We look forward to hearing any ideas or feedback you have about **SchoolMoney**, so let us know what you think!

