

Dear Parents/Carers,

To book a club on Arbor please log into your Arbor account and, if you have more than one child at the school, select which child to view. Please then follow the steps below:

Step 1: Scroll down to **Activities > Clubs >**

Here you will see a list of clubs your child can be registered for

Step 2: Select the club you are interested in and then select **Register for this club**

Step 3: Choose a Membership Option

The option should be 'Sign up for Term/Year'

Step 4: Select **Next>>**

Step 5: Select Membership Period

*This will show you the dates the club runs from and to**

**Please note, if at this stage there are no dates to select this means the club is already fully booked*

For a Free Club:

Step 6: After you have applied the membership period dates select

Confirm Registration

Step 7: You will then be asked to confirm you consent for your child to take part in the club, select **YES**

Step 8: You should then see 'Registration Information' confirming your child's place at the club.

or

For a club with a joining fee:

Step 6: Select **Next>>**

Step 7: Select **Pay Now**

We strongly recommend making payment at the time of booking, your child's place at the club will not be confirmed until payment has been made

Step 8: Once payment has been made you should then see 'Registration Information' confirming your child's place at the club.

You will be able to see the clubs your child is signed up for under **Activities > Clubs >**

Kind Regards,
School Office

