

Coventry HAF Booking system

Supported Bookings
User-Guide
(Schools)

Updated March 2022





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To access the HAF booking system, click on to the link below and log in with your Coventry MyAccount:

https://myaccount.coventry.gov.uk/service/Coventry_HAF___Supported

If you don't have a Coventry My Account, you can <u>register for a Coventry MyAccount</u>



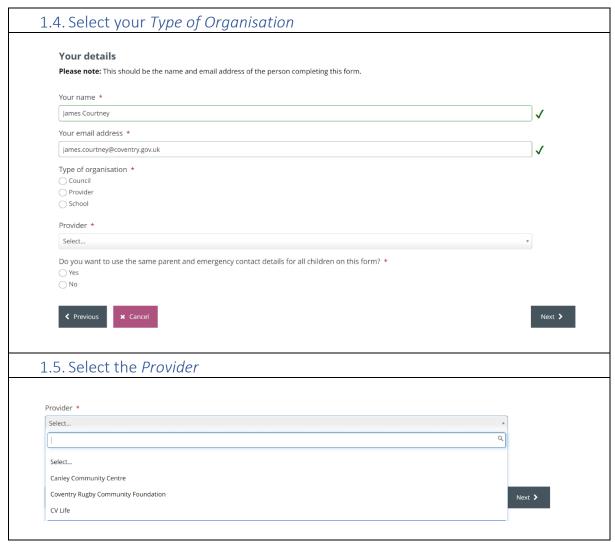
1. Supported bookings – Booking children from the same family

1.1. Click the link below				
https://myaccount.cov	rentry.gov.uk/service/Coventry_HAFSupported			
1.2. Click Log in				
Before you begin				
Register for My Account and you will be	able to access our services without having to pick up the phone, write to or visit us.			
Once you have registered for My Account it will remember your details for the next time you need to contact us. You will also be able to view your payments and track the progress of any requests you have made. Find out more about My Account.				
	Register now Degin			
· · · · · · · · · · · · · · · · · · ·	ntry MyAccount details, If you don't have a Coventry inst your work e-mail, you can <u>register for a Coventry</u>			
Log in				
Email address	Email address			
Password	Password			
Log in Register	Cancel			
Forgotten your passwo	ord?			



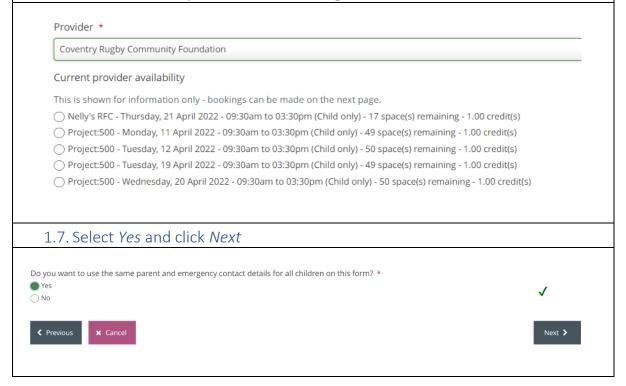








1.6. Once you have selected the provider, you will be able to see all the sessions on offer. This will also tell you how much capacity remains in a session or even if it is fully booked. If the sessions that the parent/guardian would like to book are full, you should at this stage inform them.

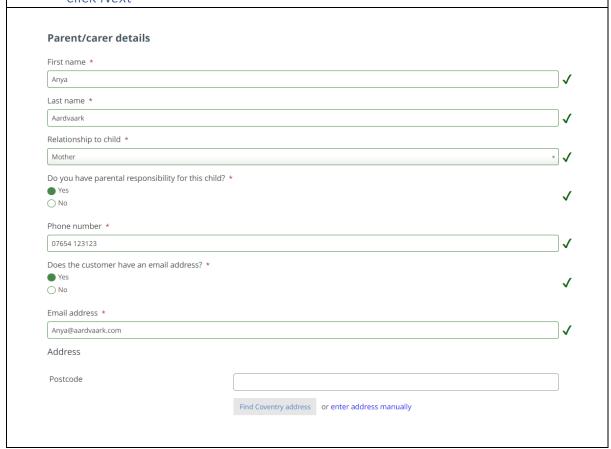




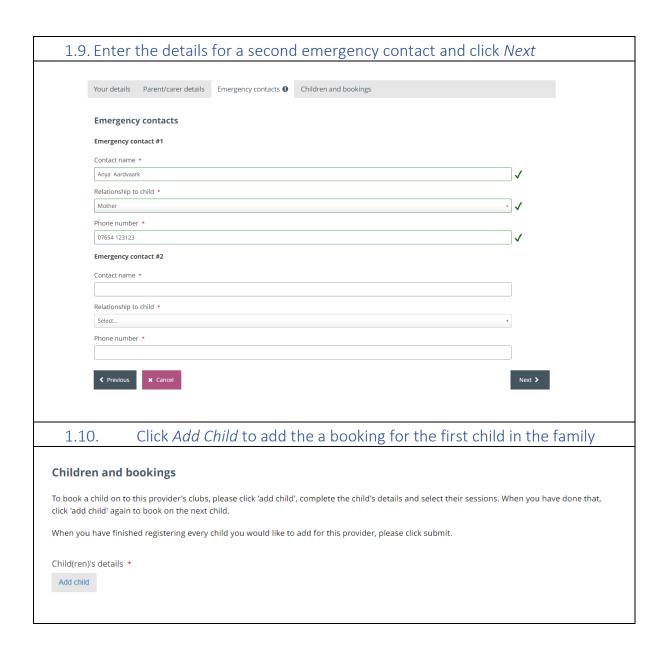




1.8. Enter the parent's details, using the postcode to search for their address and click *Next*













1.11. Read out the summary privacy notice and ask for their consent for the use of their data in this way.

Privacy notice	Child's details	Bookings	Additional needs	Consent		
Privacy not	ice					
Please read the summary privacy notice and let us know if you are happy for us to use your data in this way:						
on to your chose customer feedba will not share you	n club or activity and ack survey. We will the ur data collected for ti afeguarding purposes	to help us imp in share the da his purpose w	orove our services, for e	nation to book your child example by sending you a on providing the activity. We the law says we have to or our full Privacy notice,		
☐ I consent to the	e use of my personal in	formation in thi	is way			
1.10 [:]	n the child's	dotoile e	nd aliak Charle	dotails If the se	rant daasn't	
				details. If the pa		
	th schools via			parent using the s	preausneet	
Silaieu Wil	II SCHOOLS VIA	uataiUC	NCI.			
Privac	y notice Child's de	tails () Bo	okings Additional ne	eeds Consent		
Child	d's details					
HAF co	ode *					
e.g. HA	AFXYZ					
If the p	parent is unable to prov	ide this, please	state 'unavailable'.			
First n	ame *					
Last no	ame *					
Date o	of birth *					
Postco	ode *					
Chec	k details					



1.13. If you see this message, you can be confident the booking will be confirmed. Click Next Status Details matched We have found and matched this child on our database. Please click next to continue the form. If you see this message, please double check the details and click 1.14. Check Details again. If you still recieve this message, please advise the parent that the details will be checked by the HAF team before the booking is confrmed and click Next Status Details not matched Unfortunately, we couldn't find this child on our database using these details. 1.15. Select the sessions the parent wishes to book for this child and click Next Project:500 - Monday, 11 April 2022 - 09:30 am to 03:30 am (Child only) - 49 space(s) remaining -Project:500 - Tuesday, 12 April 2022 - 09:30 am to 03:30 am (Child only) - 50 space(s) remaining -1.00 credit(s) Project:500 - Tuesday, 19 April 2022 - 09:30 am to 03:30 am (Child only) - 49 space(s) remaining -1.00 credit(s) Project:500 - Wednesday, 20 April 2022 - 09:30 am to 03:30 am (Child only) - 50 space(s) remaining - 1.00 credit(s) Nelly's RFC - Thursday, 21 April 2022 - 09:30 am to 03:30 am (Child only) - 17 space(s) remaining -1.00 credit(s)





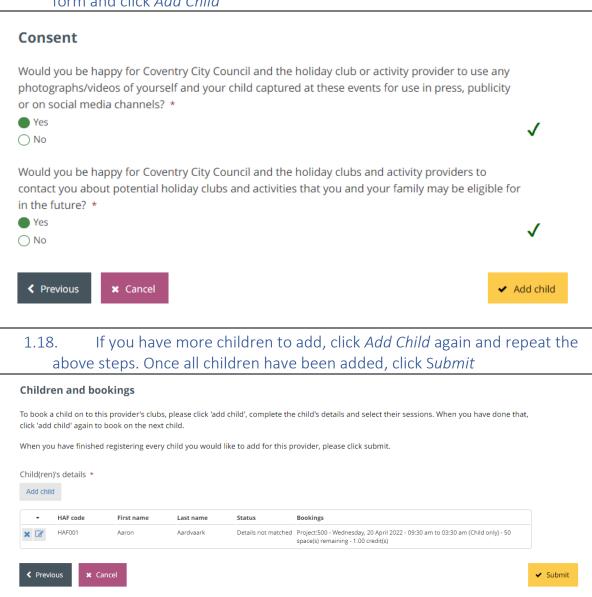
YesNo



1.16. Enter any additional needs that the child may have. When all are entered, click Next. Privacy notice Child's details Bookings Additional needs **①** Consent Additional needs Does your child have any special needs or disabilities? * O Yes ○ No Does your child have any medical needs that the provider should be aware of? * O Yes \bigcirc No Does your child suffer from any food or drink allergies? * O Yes ○ No Does your child have any other dietary requirements? * O Yes ○ No Does your child have access to the internet to be able to take part in online provision? *



1.17. Ask the parent these questions related to the use of the data in the form and click *Add Child*





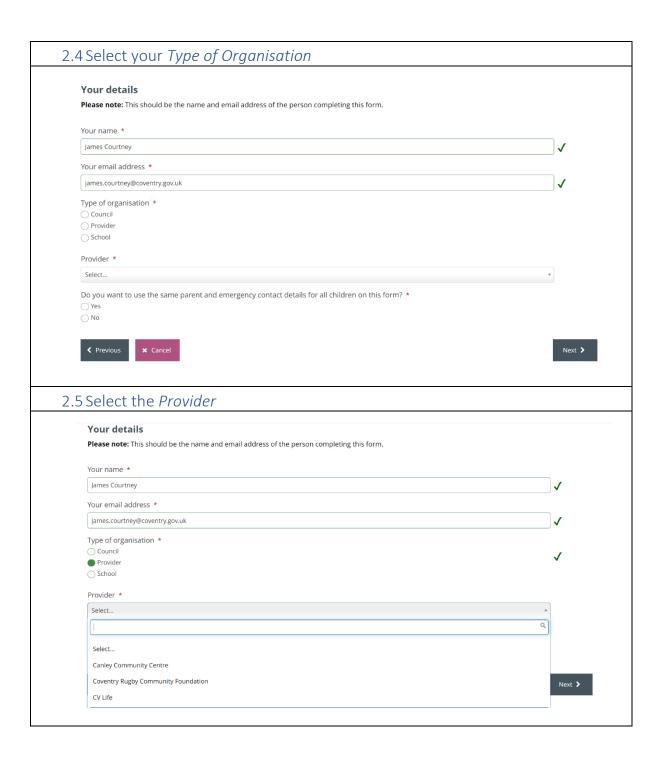




2. Supported bookings – Booking children from different families

2.1 Click the link below	
https://myaccount.cov	rentry.gov.uk/service/Coventry_HAFSupported
2.2 Click Log in	
I	Before you begin
Once you have registered for My Account it will remen	able to access our services without having to pick up the phone, write to or visit us. nber your details for the next time you need to contact us. You will also be able to view your payments track the progress of any requests you have made. Find out more about My Account. Register now Dog in
	ry MyAccount details, If you don't have a Coventry nst your work e-mail, you can register for a Coventry
Log in	
Email address	Email address
Password	Password
Log in Register	Cancel
Forgotten your passwo	ord?











2.6 Once you have selected the provider, you will be able to see all the sessions on offer. This will also tell you how much capacity remains in a session or even if it is fully booked. If the sessions that the parent/guardian would like to book are full, you should at this stage inform them.

Coventry Rugby Community Foundation
Current provider availability
This is shown for information only - bookings can be made on the next page.
Nelly's RFC - Thursday, 21 April 2022 - 09:30am to 03:30pm (Child only) - 17 space(s) remaining - 1.00 credit(s)
Project:500 - Monday, 11 April 2022 - 09:30am to 03:30pm (Child only) - 49 space(s) remaining - 1.00 credit(s)
O Project:500 - Tuesday, 12 April 2022 - 09:30am to 03:30pm (Child only) - 50 space(s) remaining - 1.00 credit(s)
O Project:500 - Tuesday, 19 April 2022 - 09:30am to 03:30pm (Child only) - 49 space(s) remaining - 1.00 credit(s)
O Project:500 - Wednesday, 20 April 2022 - 09:30am to 03:30pm (Child only) - 50 space(s) remaining - 1.00 credit(s)
.7 Select <i>No</i> and click <i>Next</i>
you want to use the same parent and emergency contact details for all children on this form? *
Yes
No



2.8 Click Add Child to add the a booking for the first child **Children and bookings** To book a child on to this provider's clubs, please click 'add child', complete the child's details and select their sessions. When you have done that, click 'add child' again to book on the next child. When you have finished registering every child you would like to add for this provider, please click submit. Child(ren)'s details * Add child 2.9 Read out the summary privacy notice and ask for their consent for the use of their data in this way. Child's details Bookings Additional needs Privacy notice Consent **Privacy notice** Please read the summary privacy notice and let us know if you are happy for us to use your data in this way: Coventry City Council's HAF team will use your/your child's personal information to book your child on to your chosen club or activity and to help us improve our services, for example by sending you a customer feedback survey. We will then share the data with the organisation providing the activity. We will not share your data collected for this purpose with anyone else unless the law says we have to or we need to for safeguarding purposes. More information can be found in our full Privacy notice, available on our website. I consent to the use of my personal information in this way





2.10 Fill in the child's details and click *Check details*. If the parent doesn't have the HAF code, please look it up for the parent using the spreadsheet shared with schools via datalocker.

snared with schools via datalocker.
Privacy notice Child's details • Bookings Additional needs Consent
Child's details
HAF code *
e.g. HAFXYZ
If the parent is unable to provide this, please state 'unavailable'.
First name *
Last name *
Date of birth *
Postcode *
rositode *
Check details
2.11 If you see this message, you can be confident the bookng will be confirmed. Click <i>Next</i>
Status
Details matched
We have found and matched this child on our database.
Please click next to continue the form.
2.12 If you see this message, please double check the details and click Check Details again. If you still recieve this message, please advise the parent that the details will be checked by the HAF team before the booking is confrmed and click Next
Status
Details not matched
Unfortunately, we couldn't find this child on our database using these details.



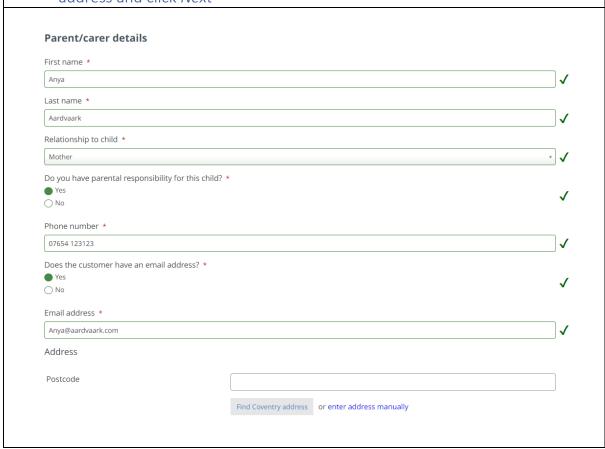
2.13	Select the sessions the parent wishes to book for this child and click					
Next	t e e e e e e e e e e e e e e e e e e e					
Booking	c *					
_	s " ct:500 - Monday, 11 April 2022 - 09:30 am to 03:30 am (Child only) - 49 space(s) remaining -					
1.00 cred						
	Project:500 - Tuesday, 12 April 2022 - 09:30 am to 03:30 am (Child only) - 50 space(s) remaining - 1.00 credit(s)					
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	s RFC - Thursday, 21 April 2022 - 09:30 am to 03:30 am (Child only) - 17 space(s) remaining -					
1.00 cred	11(5)					
2.14	Enter any additional needs that the child may have. When all are					
	ered, click <i>Next</i> .					
	,					
	Privacy notice Child's details Bookings Additional needs 1 Consent					
	Additional needs					
	Does your child have any special needs or disabilities? *					
	Yes					
	○ No					
	Does your child have any medical needs that the provider should be aware of? *					
	Yes					
	○ No					
	Does your child suffer from any food or drink allergies? *					
	○Yes					
	○ No					
	Does your child have any other dietary requirements? *					
	○Yes					
	○ No					
	Does your child have access to the internet to be able to take part in online provision? *					
	○Yes					
	○ No					







2.15 Enter the parent's details, using the postcode to search for their address and click *Next*





	HAFPDB - Supported bookings	
	Your details Parent/carer details Emergency contacts 0 Children and bookings	
	Emergency contacts	
	Emergency contact #1	
	Contact name *	
	Anya Aardvaark	 ✓
	Relationship to child * Mother	· /
	Phone number *	•
	07654 123123	✓
	Emergency contact #2	
	Contact name *	
	Relationship to child *	
	Select	Ψ
	Phone number *	
2 17	A ck the parent these questions related to the u	Next >
2.17 fo	Ask the parent these questions related to the upper and click Add Child	
Cons	Ask the parent these questions related to the upper and click <i>Add Child</i>	use of the data in the
Cons Would photo	Ask the parent these questions related to the upper and click <i>Add Child</i> sent d you be happy for Coventry City Council and the holiday club or activity pro	use of the data in the
Cons Would photo	Ask the parent these questions related to the union and click Add Child sent d you be happy for Coventry City Council and the holiday club or activity prographs/videos of yourself and your child captured at these events for use in social media channels? *	use of the data in the
Cons Would photogor on s	Ask the parent these questions related to the union and click Add Child sent d you be happy for Coventry City Council and the holiday club or activity prographs/videos of yourself and your child captured at these events for use in social media channels? *	use of the data in the
Would photogor on s Yes No Would contact	Ask the parent these questions related to the union and click Add Child sent d you be happy for Coventry City Council and the holiday club or activity prographs/videos of yourself and your child captured at these events for use in social media channels? *	ovider to use any n press, publicity
Would photogor on s Yes No Would contact	Ask the parent these questions related to the userm and click Add Child sent d you be happy for Coventry City Council and the holiday club or activity prographs/videos of yourself and your child captured at these events for use in social media channels? * d you be happy for Coventry City Council and the holiday clubs and activity prographs to the program of the	ovider to use any n press, publicity
Would photogor on some No Would contact in the	Ask the parent these questions related to the userm and click Add Child sent d you be happy for Coventry City Council and the holiday club or activity prographs/videos of yourself and your child captured at these events for use in social media channels? * d you be happy for Coventry City Council and the holiday clubs and activity prographs to the program of the	ovider to use any n press, publicity







2.18 If you have more children to add, click *Add Child* again and repeat the above steps. Once all children have been added, click *Submit*

Children and bookings

To book a child on to this provider's clubs, please click 'add child', complete the child's details and select their sessions. When you have done that, click 'add child' again to book on the next child.

When you have finished registering every child you would like to add for this provider, please click submit.

Child(ren)'s details *



•	HAF code	First name	Last name	Status	Bookings
×	HAF001	Aaron	Aardvaark		Project:500 - Wednesday, 20 April 2022 - 09:30 am to 03:30 am (Child only) - 50 space(s) remaining - 1.00 credit(s)

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