

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>



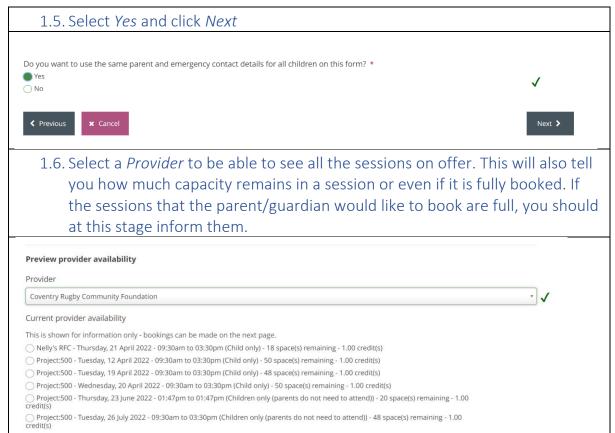
### 1. Supported bookings – Booking children from the same family

1.1. Click the link below	
https://myaccount.com	ventry.gov.uk/service/Coventry_HAFSupported
1.2. Click Log in	
	Before you begin
Register for My Account and you will b	e able to access our services without having to pick up the phone, write to or visit us.
	mber your details for the next time you need to contact us. You will also be able to view your payments d track the progress of any requests you have made.  Find out more about My Account.
	Register now ◆ Log in
	ntry MyAccount details, If you don't have a Coventry ainst 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 passw	word?
1.4. Select your <i>Type of Org</i>	ganisation
Your details  Please note: This should be the name and email a	
Your name *	
James Courtney  Your email address *	
james.courtney@coventry.gov.uk	✓
Type of organisation * Council Provider School	



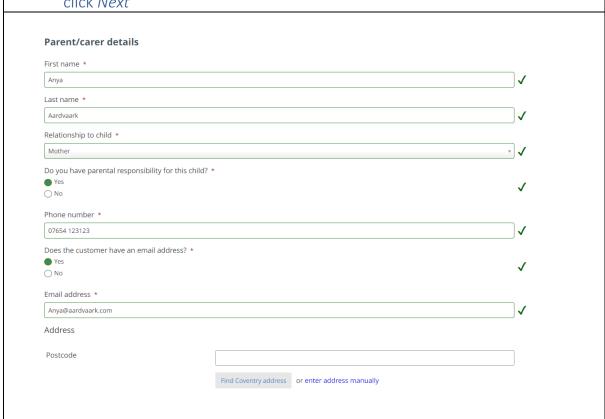








# 1.7. Enter the parent's details, using the postcode to search for their address and click Next









1.8. Enter the details for a second emergency contact and click <i>Next</i>	
Your details Parent/carer details Emergency contacts <b>9</b> Children and bookings	
Emergency contacts	
Emergency contact #1	
Contact name *	
Anya Aardvaark 🗸	
Relationship to child *	
Mother ▼ ✓	
Phone number *	
07654 123123 <b>✓</b>	
Emergency contact #2	
Contact name *	
Relationship to child *	
Select v	
Phone number *	
⟨ Previous	
1.9. Click Add Child to add the a booking for the first child in the family	
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	
Pada Gillia	



	d out the summary privacy notice and ask for their consent for t r data in this way.	he
Privacy notice	Child's details Bookings Additional needs Consent	
Privacy noti	ice	
Please read the so this way:	summary privacy notice and let us know if you are happy for us to use your data in	
on to your choser customer feedba will not share you	uncil's HAF team will use your/ your child's personal information to book your child en club or activity and to help us improve our services, for example by sending you a activity and to help us improve our services, for example by sending you activity. We ack survey. We will then share the data with the organisation providing the activity. We ur data collected for this purpose with anyone else unless the law says we have to or afeguarding purposes. More information can be found in our full Privacy notice, website.	
I consent to the	e use of my personal information in this way	
1.11. Fill ir	n the child's details and click <i>Check details</i> . If the parent doesn't	t
have the H	IAF code, please look it up for the parent using the spreadsheet	
shared witl	h schools via datalocker.	
Privacy	ry notice Child's details   Bookings Additional needs Consent	
Child	d's details	
HAF co	ode *	
e.g. HAF	FXYZ	
If the p	parent is unable to provide this, please state 'unavailable'.	
First na	ame *	
Last na	ame *	
Date of	of birth *	
Postco	pde *	
Check	k details	







1.12. If you see this message, you can be confident the booking will be confirmed. Click <i>Next</i>
Details matched  We have found and matched this child on our database.  Please click next to continue the form.
1.13. 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.
1.14. Select the by typing in the name of the club
Adam has used 0.00 credit(s) and has 16.00 credit(s) remaining.
Bookings *  Check bookings



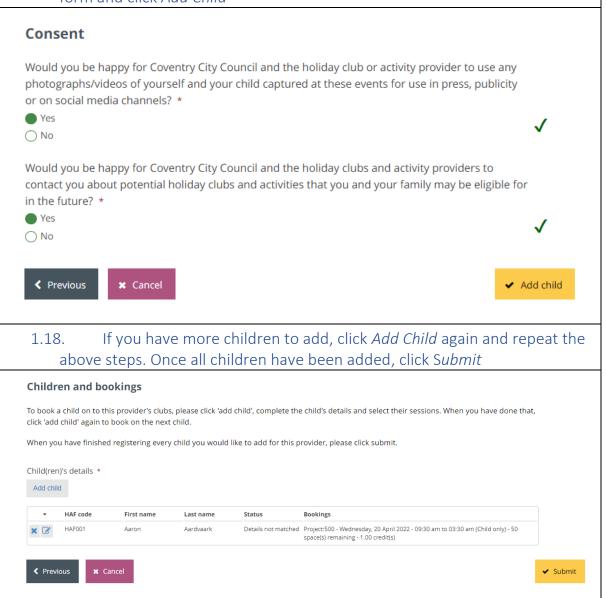
1.15. Select the session that is being booked. You can repeat 1.14 to book other sessions, for all clubs and providers available.
CV Life - Alan Higgs Centre - Tuesday, 12 July 2022 - 10:00 am to 12:00 am (Children must be accompanied by a parent/carer) - 3 space(s) remaining - 1.00 credit(s)
<u>CV</u> Life - The Wave Easter Splash Event - Saturday, 23 July 2022 - 01:15 pm to 01:15 pm (Children only (parents do not need to attend)) - 48 space(s) remaining - 1.00 credit(s)
Check bookings
1.16. Enter any additional needs that the child may have. When all are entered, 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







### 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	
	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.  short your details for the next time you need to contact us. You will also be able to view your payments at track the progress of any requests you have made.  Find out more about My Account.  Register now  Log 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 passw	ord?







Your details  Please note: This should be the name and email address of the person co	mpleting this form.	
Your name *		
James Courtney		<b>✓</b>
Your email address *		_
james.courtney@coventry.gov.uk		✓
Type of organisation * Council Provider School		
Provider *		
Select		¥
Do you want to use the same parent and emergency contact details for a Yes No	ill children on this form? *	
✓ Previous ★ Cancel		Next >
2.5 Select <i>No</i> and click <i>Next</i>		
Do you want to use the same parent and emergency conta  Yes  No	ct details for all children on this form? *	
Do you want to use the same parent and emergency conta	all the sessions on offer. This win a session or even if it is fully bo	oked. If
Do you want to use the same parent and emergency conta  Yes  No  2.6 Select a <i>Provider</i> to be able to see you how much capacity remains in the sessions that the parent/guard at this stage inform them.	all the sessions on offer. This win a session or even if it is fully bo	oked. If
Do you want to use the same parent and emergency conta  Yes  No  2.6 Select a <i>Provider</i> to be able to see you how much capacity remains ir the sessions that the parent/guard at this stage inform them.	all the sessions on offer. This win a session or even if it is fully bo	oked. If
Do you want to use the same parent and emergency contactory yes  No  2.6 Select a <i>Provider</i> to be able to see you how much capacity remains in the sessions that the parent/guard	all the sessions on offer. This win a session or even if it is fully bo	oked. If

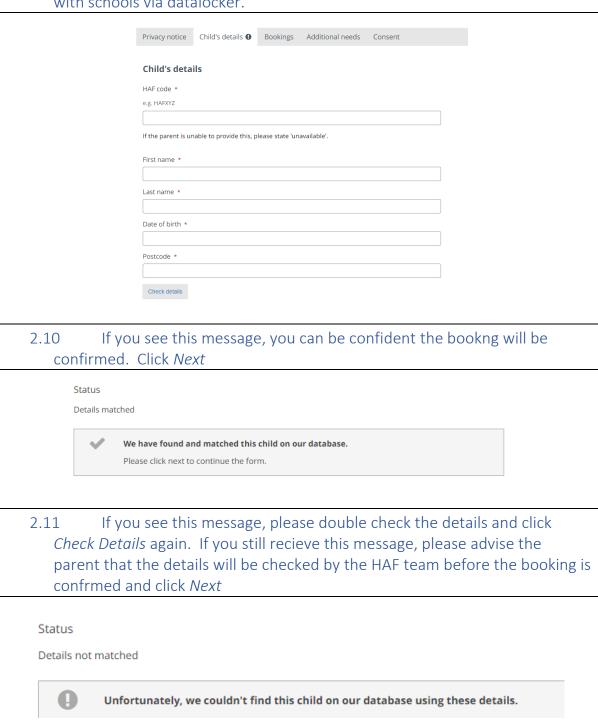


#### 2.7 Click Add Child to add the a booking for the first child **Children and bookings** To book a child on to this provider's clubs, please click 'add child', complete the child's details and select their sessions. When you have done that, click 'add child' again to book on the next child. When you have finished registering every child you would like to add for this provider, please click submit. Child(ren)'s details \* Add child 2.8 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





2.9 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.





0.10	
2.12	Select the by typing in the name of the club
Adam has	used 0.00 credit(s) and has 16.00 credit(s) remaining.
Bookings	*
Check bo	okings
2.12	
2.13	Select the session that is being booked. You can repeat 1.14 to book
Othe	er sessions, for all clubs and providers availible.
	Life - Alan Higgs Centre - Tuesday, 12 July 2022 - 10:00 am to 12:00 am (Children must be accompanied a parent/carer) - 3 space(s) remaining - 1.00 credit(s)
	Life - The Wave Easter Splash Event - Saturday, 23 July 2022 - 01:15 pm to 01:15 pm (Children only
(pa	arents do not need to attend)) - 48 space(s) remaining - 1.00 credit(s)
CV	
	· ·
Ch	neck bookings



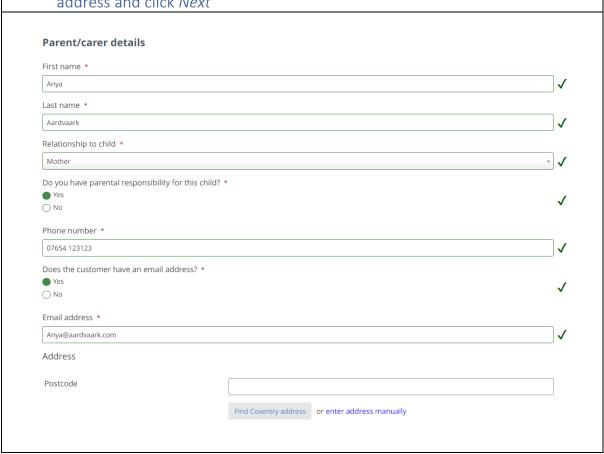




2.14 Enter any additional needs that the child may have. When all are entered, click *Next*.

Privacy notice	Child's details	Bookings	Additional needs <b>①</b>	Consent
Additional r	needs			
Does your child	have any special ne	eds or disabili	ties? *	
Yes				
○ No				
Does your child	have any medical n	eeds that the	orovider should be awar	e of? *
○ Yes				
○ No				
Does your child	suffer from any foo	d or drink alle	rgies? *	
○ Yes				
○ No				
Does your child	have any other diet	tary requireme	nts? *	
○ Yes				
○ No				
Does your child	have access to the i	internet to be	able to take part in onlin	e provision? *
○ Yes				
○ No				

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









Enter the details for a second emergency contact and click Next 2.16 **Emergency contacts** Emergency contact #1 Contact name \* Anya Aardvaark Relationship to child \* Phone number \* 07654 123123 Emergency contact #2 Contact name \* Relationship to child \* Select... Phone number \* Ask the parent these questions related to the use of the data in the 2.17 form and click Add Child Consent Would you be happy for Coventry City Council and the holiday club or activity provider to use any photographs/videos of yourself and your child captured at these events for use in press, publicity or on social media channels? \* Yes ○ No Would you be happy for Coventry City Council and the holiday clubs and activity providers to contact you about potential holiday clubs and activities that you and your family may be eligible for in the future? \* Yes ○ No Previous Add child **x** Cancel



# 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 provide

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.











