



Saltaire Primary School

- ENJOY ACHIEVE THRIVE -

magicbooking

PARENT MANUAL

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CREATING AN ACCOUNT

Magic Booking has already created a parent account using the data from our school MIS - Arbor, therefore, if you are using the system for the first time, you will need to request a password reset.

- **Step 1** - please follow the link to Magic Booking
[**https://saltaire.magicbooking.co.uk**](https://saltaire.magicbooking.co.uk)

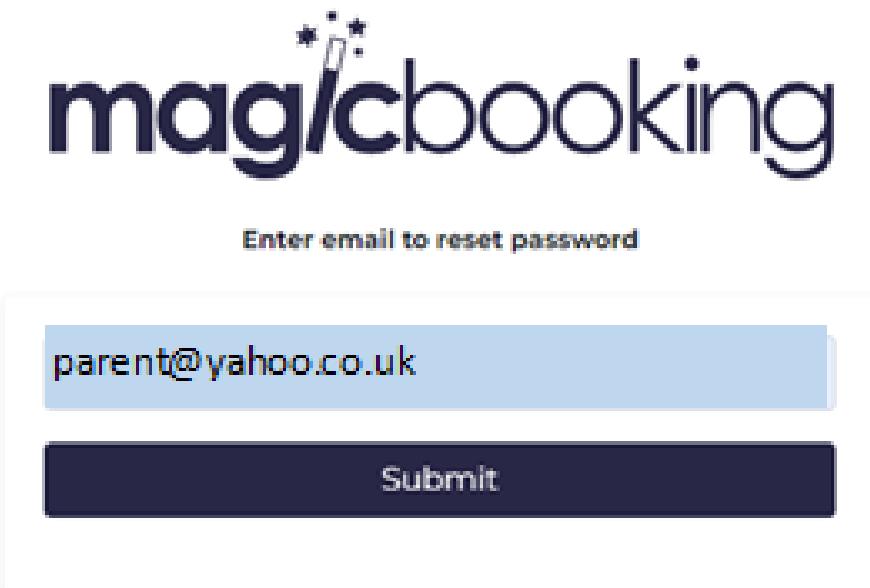
You should then see a page like below.

The image contains two side-by-side screenshots of the magicbooking login page. The left screenshot shows the actual login interface with fields for 'Username' and 'Password', and a 'Log In' button. The right screenshot is a promotional image for magicbooking, featuring a person working on a laptop, with text that reads 'The one-stop solution for schools and out-of-school clubs.' and 'Automate bookings, payments, comms, and admin with **magicbooking**'. At the bottom of the right screenshot, there are social media icons for Facebook, Twitter, and LinkedIn.

- **Step 2** - click the blue '**Forgot your password?**' button. You should then see a page like below, enter your email address to receive a link to reset your password.

Please note this must be the same email address that we hold on the School system, you will not be able to use any other email. If this needs updating, you can do this via Arbor or by contacting the school office on office@saltaireps.co.uk

- **Step 3** – you will then receive a link to reset your password once this is complete you will have access to the system.



BOOKING AN ACTIVITY

Once you have created your account, you will be able to book activities.

- **Step 1** – Select the type of activity you would like to book from the square box in the top right or if you do not see it here you can click the 'Book Activity' tab along the top of the page. This should be 'Rise & Shine/Horizons Club'
- **Step 2** – Follow the steps on screen making sure to select your child, Rise & Shine or Horizons (or both) and days of the week. To add different days for Rise & Shine and Horizons, you will need to add these dates separately. This will book repeated days throughout the year. If you need to book specific days, tick **Ad-Hoc Days?** Which does charge an additional £1.00 per session. Click **NEXT**.

NB: Please do not skip any steps and go straight to the basket as you may skip out an important question required to proceed successfully. When progressing through the steps, if you would like to set up a payment plan, please

- **Step 3** – Review your dates. Weeks highlighted in **RED** either mean it is a school holiday or that there are no spaces that week. Click **NEXT** if you are happy to proceed.

Click **Proceed to Checkout**.

To pay in monthly instalments, click

Split into Monthly Payments

To pay the whole amount via the Tax-Free Childcare Scheme, click

One-Off Tax Free Childcare

To pay the whole amount or a partial amount via any other child care voucher (CCV) provider, click the following and follow

Other Childcare Vouchers

If setting up a payment plan select the methods by which you want to pay - you can select all that apply. If paying with TFC, you need to connect your HMRC Tax Free childcare account to use your TFC vouchers. Please follow the instructions on the next page:



HMRC Tax-Free Childcare is now INSTANT & EASY. Set up now!

1



Link your childcare provider

- Sign in: gov.uk/sign-in-childcare-account
- Click 'Your Tax-Free Childcare account'
- Select your child's account
- Click 'Add Childcare Provider'
- Search by name, registration code or postcode
- Find any needed details in MagicBooking: 'Account' -> 'Centres' tab (info in 'Tax-Free Childcare Info' column)
- Select provider and click 'Continue'
- Optionally, link other children -> 'Continue'



2



Connect your HMRC account

- Log into MagicBooking
- Go to 'Account' -> 'Account Details' -> Find the HMRC card
- Click 'Connect Account'
- You'll be redirected to GOV.UK
- Follow the steps
- Return to MagicBooking & see breakdown of TFC account

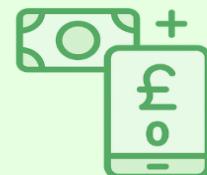


3



Check balance & top up

- Go to 'Account' -> 'Account Details' -> Find the HMRC card
- If not connected, do Step 2 first
- Reload the page to refresh balance
- Click 'Top-up' to open the HMRC portal and add funds to your account



4



Find help easily

- Log into MagicBooking
- Look top right for the 'Help' button
- Or add '/Help/Index' to your account URL after 'co.uk'



Please ensure to make the necessary payment(s) at the time of booking to ensure your booking does not get cancelled by the system.

If paying by credit/debit card or bank transfer - you will need to make the payment within 24 hours, otherwise your booking will automatically be cancelled by the Magic Booking system.

- **Step 4** - Confirmation of your bookings can be accessed on the Magic Booking main page

Office Email: office@saltaireps.co.uk | 01274584093

Saltaire Primary School - ENJOY ACHIEVE THRIVE

Home Book Activity **Bookings** Account Children Contact Us Help Logout

Account Balance: **-£805.00**

Overdue Balance: **-£805.00**

Make payment(s)

Upcoming Instalments

View

Bookings

Include Archived Bookings

Showing 1 to 1 of total 1 entry(s)

← Previous Next →

Show 10 entries

Search:

Pay	Activity	Ref	Child(ren)	First date	Last date	Balance	View Booking
<input type="checkbox"/>	Rise & Shine Club and Horizons Club - 25/26	[REDACTED]		05/01/2026	20/07/2026	-£805.00	

Showing 1 to 1 of 1 entries

Previous 1 Next

CANCELLING A BOOKING

- **Step 1** - Click on the 'Bookings' tab at the top of the page.
- **Step 2** - Find the activity you would like to cancel on the list.
- **Step 3** - Click on the 'View Booking' button in the very right hand column (looks like an eye).
- **Step 4** - Go to the 'Amend Date(s)' tab you should then see this page

Dates Booked Payments Made Expected Payments **Amend Dates(s)** Invoice(s) / Credit Note(s)

Select Dates

Choose what you'd like to do

Add Dates Cancel Dates

Activity *: Rise & Shine Club and Horizons Club - 25/26

Activity Session *:

Extra Options:

Dates *: 05/01/2026 - 20/07/2026

Day of the Week *: Select All, Monday, Tuesday, Wednesday, Thursday, Friday

Child(ren) *: [Redacted]

View Dates

- **Step 5** - Make sure 'Cancel Dates' 'Day of the Week' and 'Child(ren)' are ticked, you will need to select the 'Activity' from the drop down menu and you can select the date ranges if applicable. Please be

aware of deadlines for cancelling because if you cancel outside of the notice period you will still be charged.

- **Step 6** - Click 'View Dates' you should now have a page like this.

Amend Dates						<input checked="" type="checkbox"/> All Activity Sessions
Show	10	entries	Search:			
Select	Child	Date	Day	Time	Activity	Session
<input checked="" type="checkbox"/>	[REDACTED]	05/01/26	Mon	07:30:00	Rise & Shine Club and Horizons Club - 25/26	Rise & Shine Club
<input checked="" type="checkbox"/>	[REDACTED]	06/01/26	Tue	07:30:00	Rise & Shine Club and Horizons Club - 25/26	Rise & Shine Club
<input checked="" type="checkbox"/>	[REDACTED]	07/01/26	Wed	07:30:00	Rise & Shine Club and Horizons Club - 25/26	Rise & Shine Club
<input checked="" type="checkbox"/>	[REDACTED]	08/01/26	Thu	07:30:00	Rise & Shine Club and Horizons Club - 25/26	Rise & Shine Club
<input checked="" type="checkbox"/>	[REDACTED]	09/01/26	Fri	07:30:00	Rise & Shine Club and Horizons Club - 25/26	Rise & Shine Club
<input checked="" type="checkbox"/>	[REDACTED]	12/01/26	Mon	07:30:00	Rise & Shine Club and Horizons Club - 25/26	Rise & Shine Club
<input checked="" type="checkbox"/>	[REDACTED]	13/01/26	Tue	07:30:00	Rise & Shine Club and Horizons Club - 25/26	Rise & Shine Club
<input checked="" type="checkbox"/>	[REDACTED]	14/01/26	Wed	07:30:00	Rise & Shine Club and Horizons Club - 25/26	Rise & Shine Club
<input checked="" type="checkbox"/>	[REDACTED]	15/01/26	Thu	07:30:00	Rise & Shine Club and Horizons Club - 25/26	Rise & Shine Club
<input checked="" type="checkbox"/>	[REDACTED]	16/01/26	Fri	07:30:00	Rise & Shine Club and Horizons Club - 25/26	Rise & Shine Club

Showing 1 to 10 of 115 entries

First Previous [1](#) [2](#) [3](#) [4](#) [5](#) ... [12](#) Next Last

[Go Back](#) [Cancel All Dates](#)

- **Step 7** - Confirm you are happy with the sessions that have been ticked on the left (these are the ones you will be cancelling) then click 'Cancel All Dates'
- **Step 8** - You should then see this page where you will need to give a brief description and tick the box.

Dates Booked Payments Made Expected Payments **Amend Dates(s)** Invoice(s) / Credit Note(s)

Cancel Dates

Please give a reason for your amendment

I acknowledge that all the dates selected will be cancelled.

[← Back](#) **Submit**

- **Step 9** - Click 'Submit' then a pop up will appear for you to confirm, once this is done the activity is cancelled.

AMENDING A BOOKING

- **Step 1** - Click on the 'Bookings' tab at the top of the page.
- **Step 2** - Find the activity you would like to amend on the list.
- **Step 3** - Click on the 'View Booking' button in the very right hand column (looks like an eye).
- **Step 4** - Go to the 'Amend Date(s)' tab.
- **Step 5** - If you wish to amend the booking you will need to tick 'Add Dates' You then just need to make sure you select the appropriate drop downs and ensure 'Day of the Week' and 'Child(ren)' are ticked for what you would like to book. Your page should look something like this.

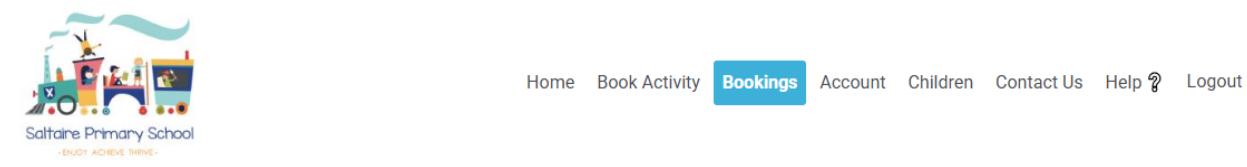
Dates Booked	Payments Made	Expected Payments	Amend Dates(s)	Invoice(s) / Credit Note(s)
<div style="border: 1px solid #ccc; padding: 10px;"> <p>Select Dates</p> <p>Choose what you'd like to do</p> <div style="display: flex; justify-content: space-between;"> Add Dates Cancel Dates </div> <p>Activity *</p> <p>Activity Session *</p> <p>Extra Options</p> <p>Dates *</p> <p>05/01/2026 20/07/2026</p> <p>Day of the Week *</p> <p>Select All Monday Tuesday Wednesday Thursday Friday</p> <p>Child(ren) *</p> <p style="background-color: black; width: 100px; height: 50px; margin-top: 10px;"></p> <p style="text-align: right; margin-top: 10px;">View Dates</p> </div>				

- **Step 6** - Click 'Check Availability'
- **Step 7** - You then need to click 'Add Dates' which will bring a pop up to confirm then once you confirm this is all booked.

CHECKING PAYMENTS

There are a few different options for viewing payments so please see below how to get to these options and then what each option will show you:

- **Step 1** – Once you are logged in go to the ‘Bookings’ tab at the top of the page.



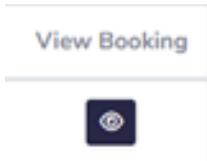
- **Step 2** – Scroll to the bottom, this will show you all the activities you have signed your child up for. The ‘balance’ column refers to any outstanding amount to pay so in the example below all money is ‘cleared’ meaning there is no money left to pay.

Dates Booked								
Show 10 entries		Search:						
Date	Day	Time	Session	Child(ren)	Status	View Booking		
05/01/2026	Mon	07:30 - 08:50	Rise & Shine Club	Finlay	Cleared			
06/01/2026	Tue	07:30 - 08:50	Rise & Shine Club	Finlay	Cleared			
07/01/2026	Wed	07:30 - 08:50	Rise & Shine Club	Finlay	Cleared			
08/01/2026	Thu	07:30 - 08:50	Rise & Shine Club	Finlay	Cleared			
09/01/2026	Fri	07:30 - 08:50	Rise & Shine Club	Finlay	Cleared			
12/01/2026	Mon	07:30 - 08:50	Rise & Shine Club	Finlay	Cleared			
13/01/2026	Tue	07:30 - 08:50	Rise & Shine Club	Finlay	Cleared			
14/01/2026	Wed	07:30 - 08:50	Rise & Shine Club	Finlay	Cleared			
15/01/2026	Thu	07:30 - 08:50	Rise & Shine Club	Finlay	Cleared			
16/01/2026	Fri	07:30 - 08:50	Rise & Shine Club	Finlay	Cleared			

Showing 1 to 10 of 115 entries

Previous [1](#) [2](#) [3](#) [4](#) [5](#) ... [12](#) Next

- **Step 3** – If you have any that are not ‘Cleared’ or you would just like to view payments of the cleared activity click on the ‘View Booking’ button in the very right hand column

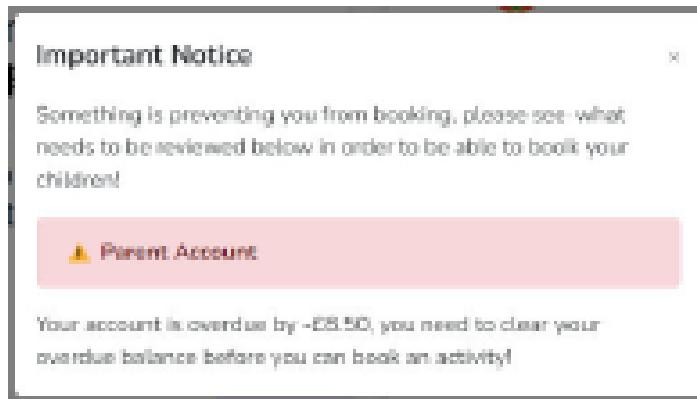


You should now see a page with tabs labelled: ‘**Payments Made**’ ‘**Expected Payments**’ and ‘**Invoice(s) / Credit Note(s)**’.

- ‘**Payments Made**’ will show you all the transactions we have received
- ‘**Expected Payments**’ will show you all the transactions we are expecting and when, as well as the date we received the amount (if applicable).
- ‘**Invoice(s) / Credit Note(s)**’ will show you all the invoices for this activity and also any credit notes, where applicable.

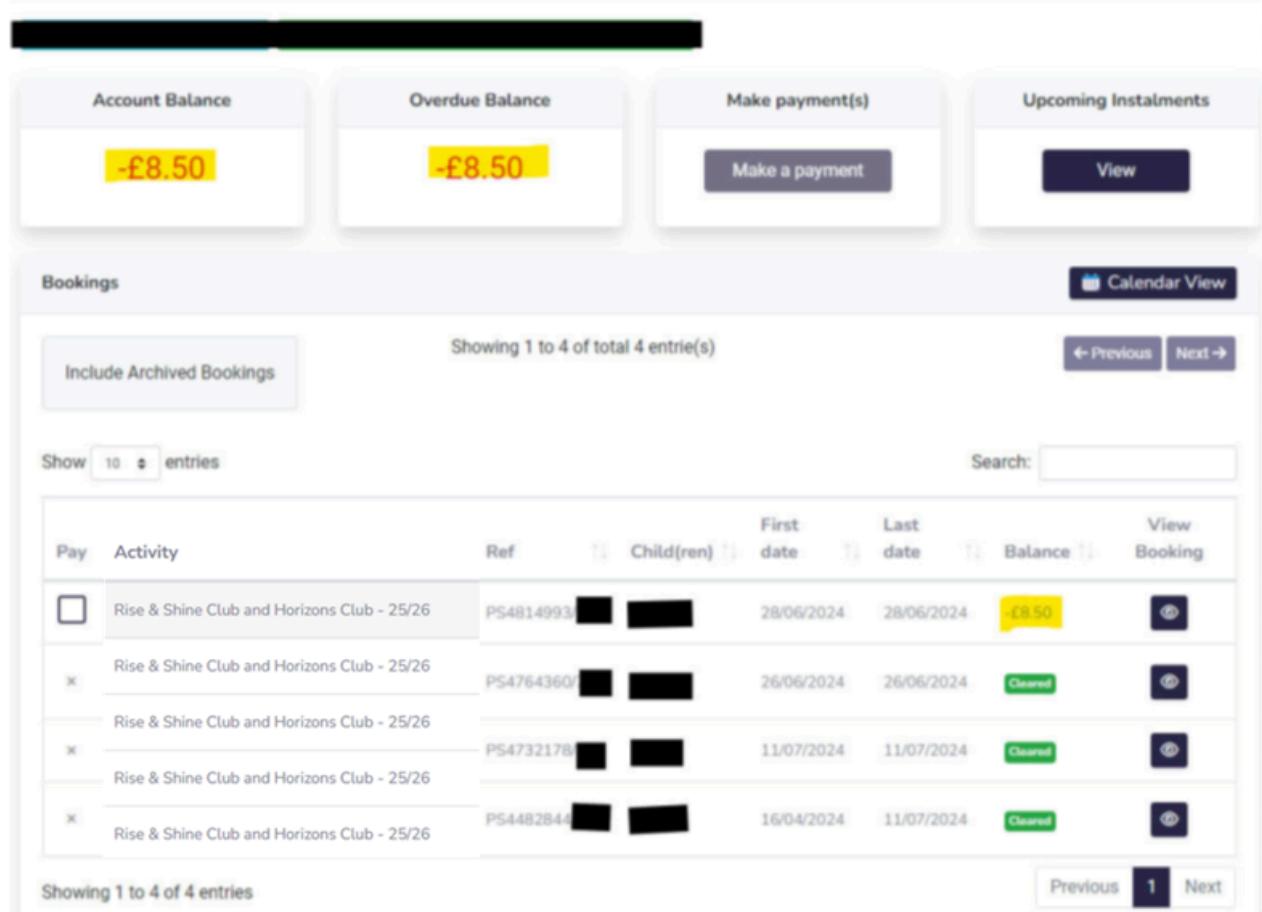
HOW TO MAKE PAYMENTS

If you have an overdue balance on your account you will be unable to book any activities until this is cleared. You will therefore need to make a payment on your account. You will receive the below pop up if this is the case. You can also use this same method if you wish to pay off any activity.



- **Step 1** - Click on the 'Bookings' tab at the top of the page. You should then see a page like this (below).

The highlighted sections show the amounts left to pay. If you have more than one item with an amount outstanding and they do not equal the total overdue, you can follow the steps from the previous 'Checking Payments' section above to determine what activity to make payment for.



The screenshot shows a payment interface with the following sections:

- Account Balance:** -£8.50
- Overdue Balance:** -£8.50
- Make payment(s):** Make a payment
- Upcoming Instalments:** View

Bookings:

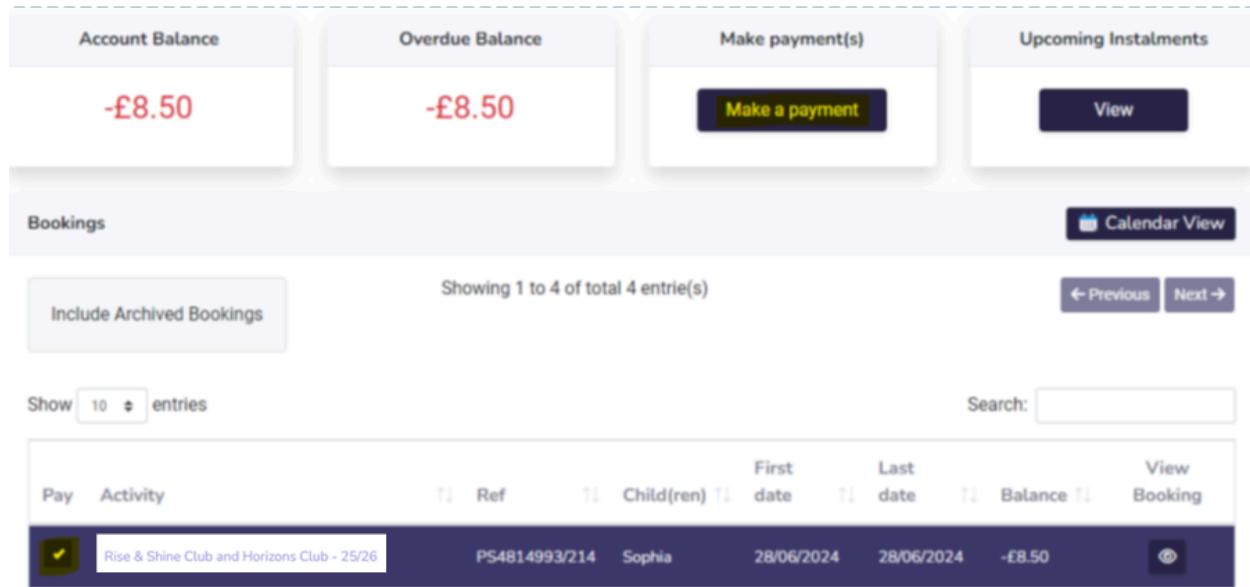
- Include Archived Bookings:** (checkbox)
- Showing 1 to 4 of total 4 entry(s):** (text)
- Previous** and **Next** buttons
- Show 10 entries:** (button)
- Search:** (input field)

Pay	Activity	Ref	Child(ren)	First date	Last date	Balance	View Booking
<input type="checkbox"/>	Rise & Shine Club and Horizons Club - 25/26	PS4814993	[REDACTED]	28/06/2024	28/06/2024	-£8.50	
<input checked="" type="checkbox"/>	Rise & Shine Club and Horizons Club - 25/26	PS4764360	[REDACTED]	26/06/2024	26/06/2024	Cleared	
<input checked="" type="checkbox"/>	Rise & Shine Club and Horizons Club - 25/26	PS4732178	[REDACTED]	11/07/2024	11/07/2024	Cleared	
<input checked="" type="checkbox"/>	Rise & Shine Club and Horizons Club - 25/26	PS4482844	[REDACTED]	16/04/2024	11/07/2024	Cleared	

Showing 1 to 4 of 4 entries: (text)

Previous and **Next** buttons

- **Step 2** - Tick the activity you would like to make payment for. If you wish to make part payment on multiple activities, make sure to only tick one activity at a time, unless you want to pay the full amount for all activities.



The screenshot shows a payment interface with the following sections:

- Account Balance:** -£8.50
- Overdue Balance:** -£8.50
- Make payment(s):** A yellow button labeled "Make a payment".
- Upcoming Instalments:** A button labeled "View".
- Bookings:** A section showing booking history. It includes a "Calendar View" button, a "Show 10 entries" dropdown, and a "Search" input field.
- Booking Details:** A table row showing a booking for "Rise & Shine Club and Horizons Club - 25/26" with reference PS4814993/214, child Sophia, and dates 28/06/2024 to 28/06/2024. The balance is -£8.50.

- **Step 3** - Once you have the activity ticked, the 'Make a payment' button will be enabled so this is your next step.
- **Step 4** - You should now be able to follow the steps online to complete this payment. You can use your bank card or any credit you may have on your account.