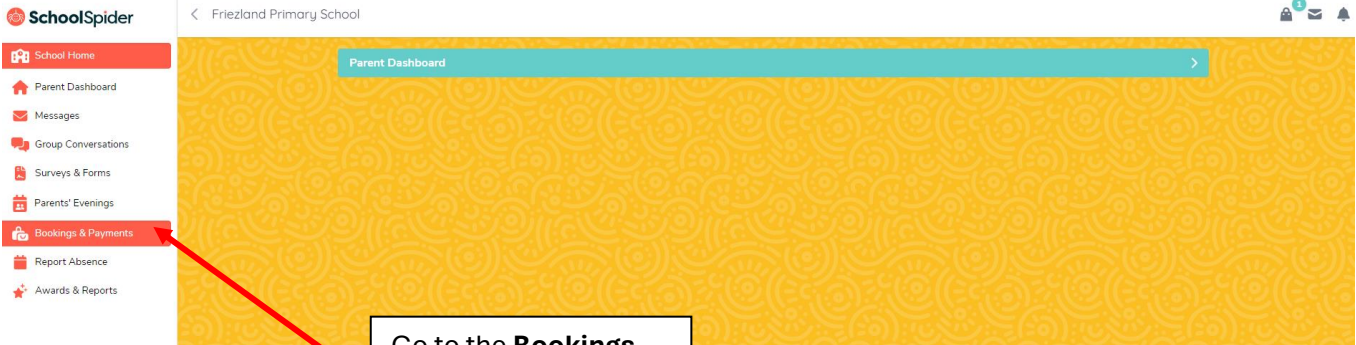


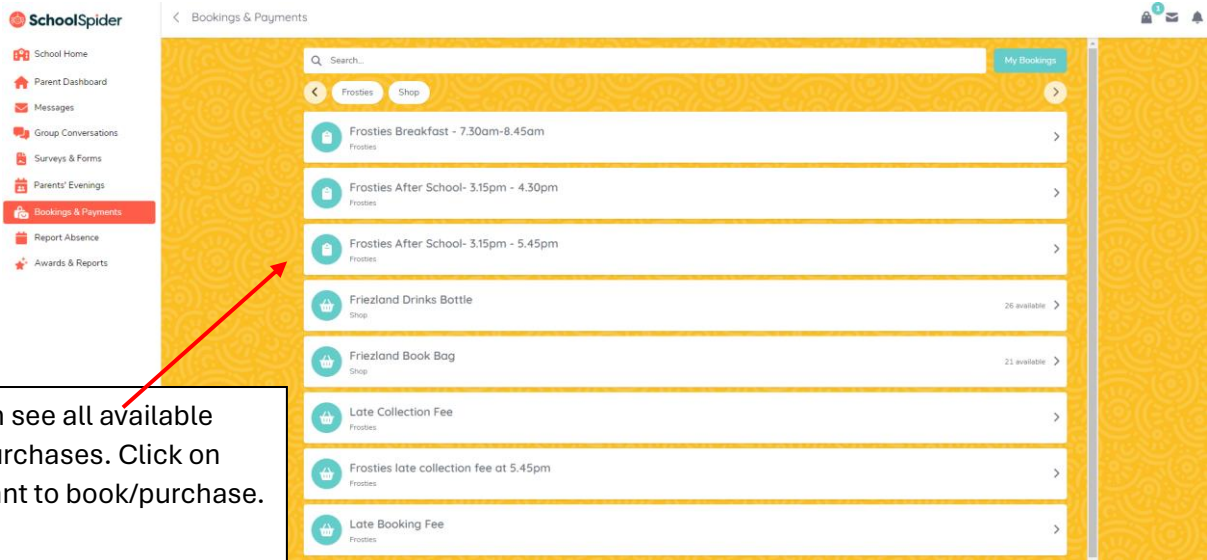


School Spider User Guide

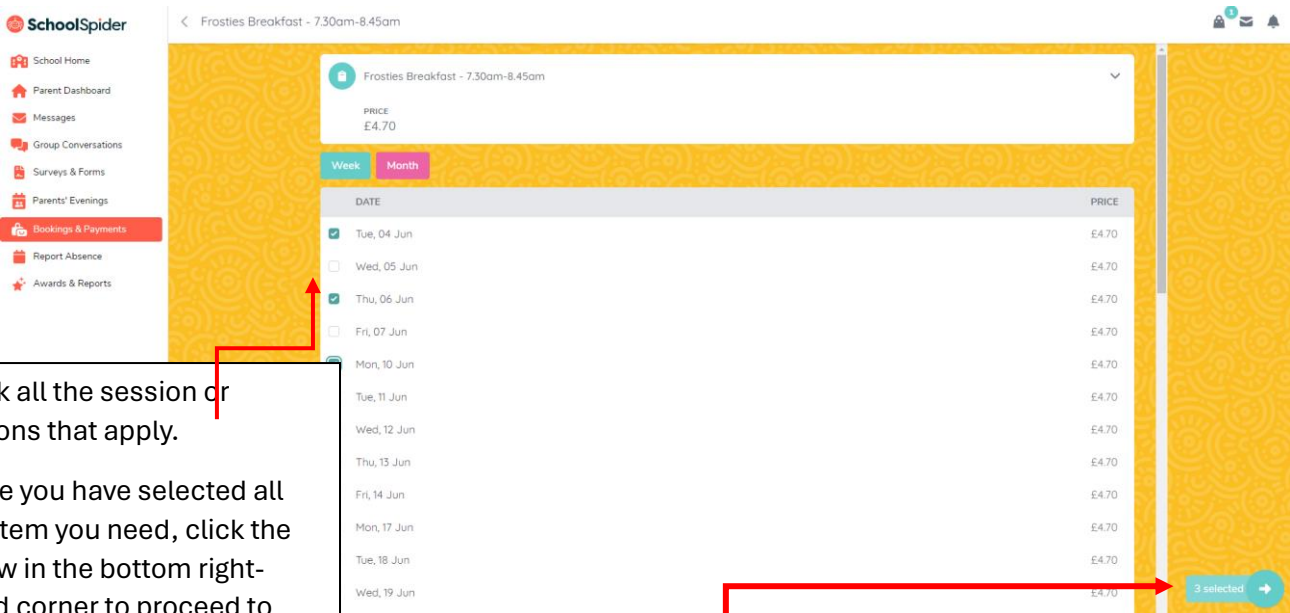
How to book Frosties and pay with a voucher



Go to the **Bookings and Payments** tab



You will then see all available bookings/purchases. Click on what you want to book/purchase.



Click all the session or options that apply.

Once you have selected all the item you need, click the arrow in the bottom right-hand corner to proceed to add these to your basket.

SchoolSpider

Frosties Breakfast - 7.30am-8.45am

Complete Booking

3 Selected Days

Children

This booking is for the following children:

- Lisa Baulk

Summary

CHILD	DAYS	COST
Lisa Baulk	3	£14.10
TOTAL		£14.10

Add to Cart

When happy with your booking click add to cart

Added to Cart!

Do you want to continue shopping or checkout?

Continue

Checkout

Add to Cart

Click **Checkout** if happy to proceed

Frosties After School- 3.15pm - 4.30pm

Vouchers accepted 1 item £4.30

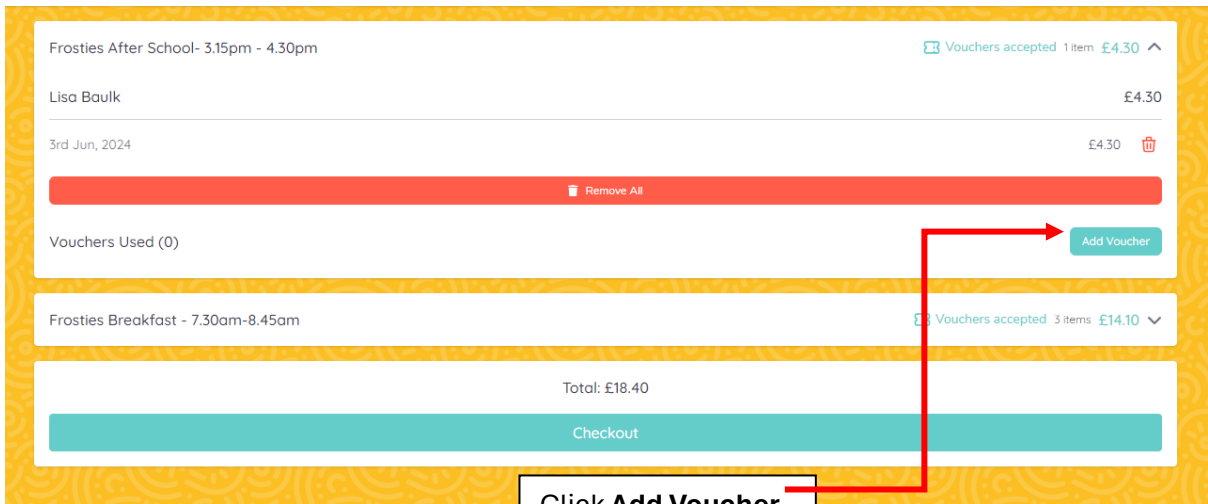
Frosties Breakfast - 7.30am-8.45am

Vouchers accepted 3 items £14.10

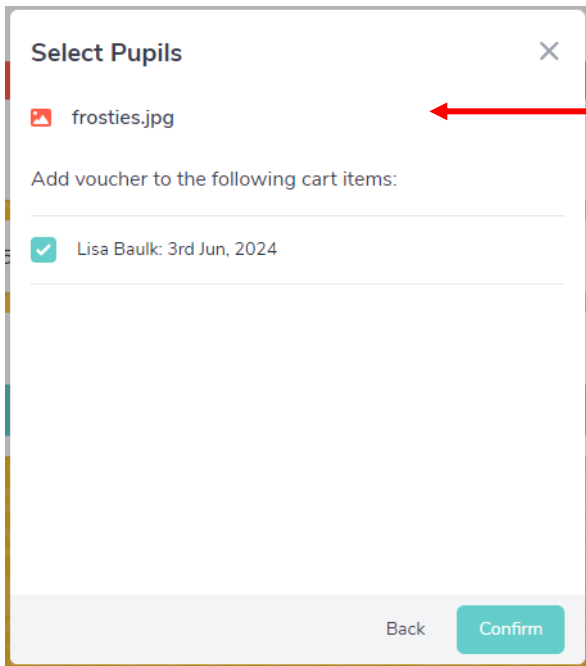
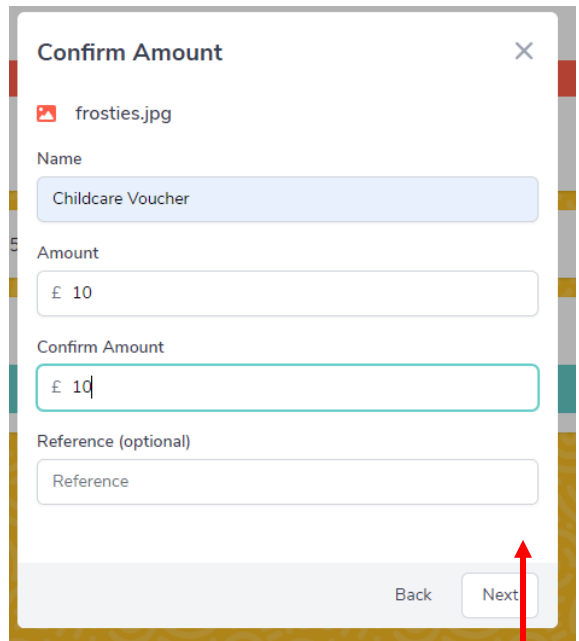
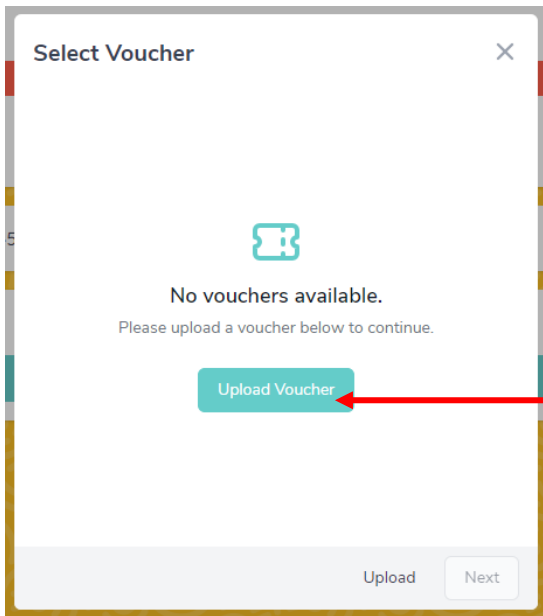
Total: £18.40

Checkout

When in your basket you can edit your bookings or add vouchers by clicking the arrow next to each booking



Click **Add Voucher**



You can upload a voucher directly at checkout.

You will be asked to upload an image – this can just be a screenshot of the confirm when ordering the voucher

Then add a name (e.g. childcare voucher) and the amount

Or if you have already added the voucher to your account, it will be visible here and you can select it as needed.

Frosties After School- 3.15pm - 4.30pm Vouchers accepted 1 item £0.00

Lisa Baulk £0.00

3rd Jun, 2024 Remove Voucher £0.00

Remove All

Vouchers Used (1) Add Voucher

Childcare Voucher 1 item

Total: £0.00

Checkout

The voucher will then show in your basket and clear any balances as appropriate.

Once happy with the purchase click **Checkout** and then **Complete Order**. This is where you will be able to pay any remaining balances as appropriate.

Back to Cart

Checkout

VISA

Complete Order



Adding vouchers without making a purchase



School Home

Parent Dashboard

Messages

Group Conversations

Surveys & Forms

Parents' Evenings

Bookings & Payments

Report Absence

Awards & Reports

Edit Profile

My Bookings

Previous Orders

Account Balance

My Vouchers

Logout

Lisa Balk
View Profile

To add a voucher without making a purchase click the 3 lines at the top right-hand corner of the app.

Click on your name at the bottom and then 'My Vouchers'

Upload the voucher as below and this will then be available to use when you next book.

When uploading a voucher you will be asked to upload an image, please use a screenshot of the confirmation you receive once ordering the voucher on you childcare voucher account.

Select Voucher

No vouchers available.
Please upload a voucher below to continue.

Upload Voucher

Upload Next

Confirm Amount

frosties.jpg

Name
Childcare Voucher

Amount
£ 10

Confirm Amount
£ 10

Reference (optional)
Reference

Back Next