



Guide on how to book using Child Care Vouchers

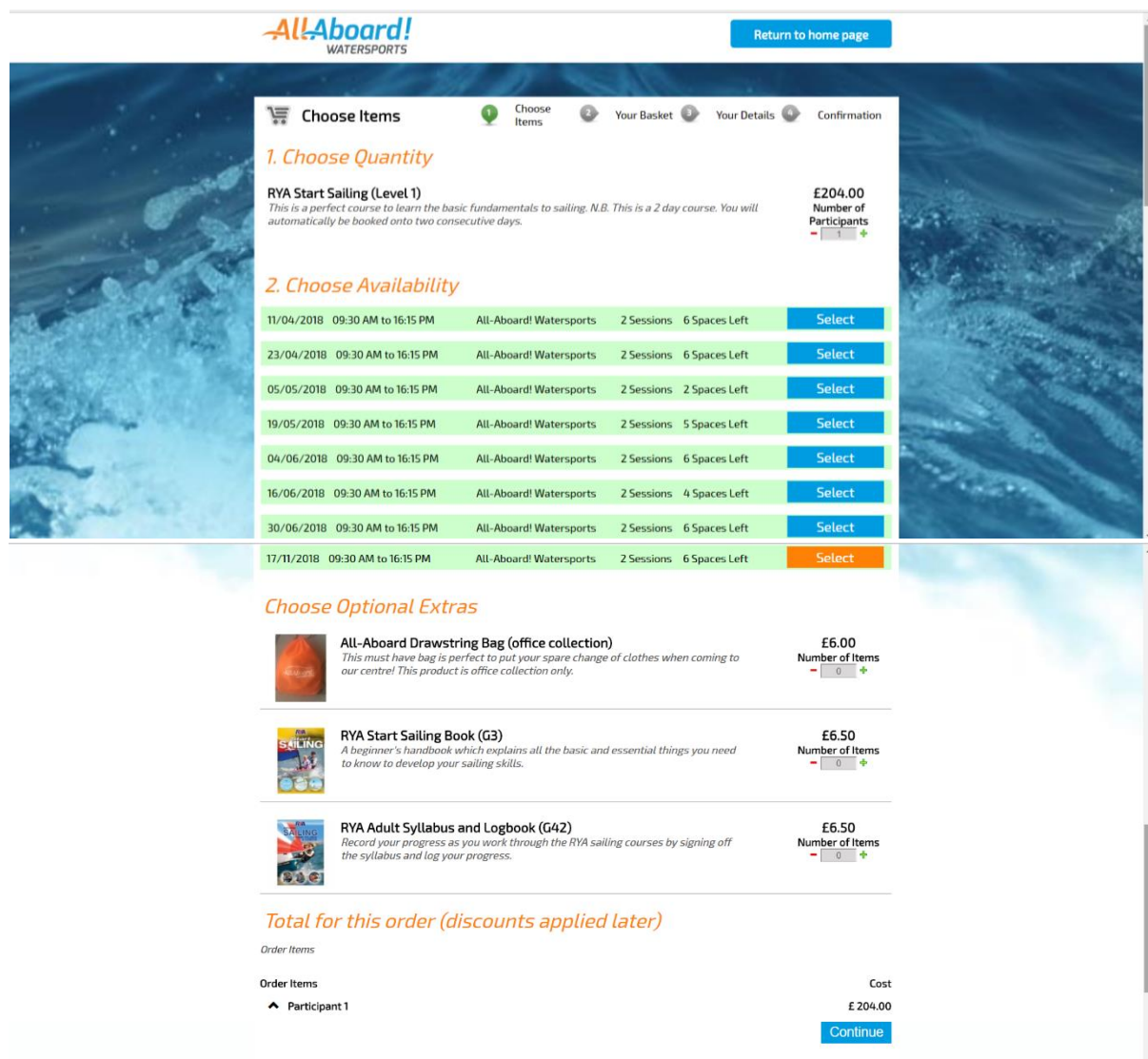
How to Book Guide

Once you have selected the course which will bring you to the information page.

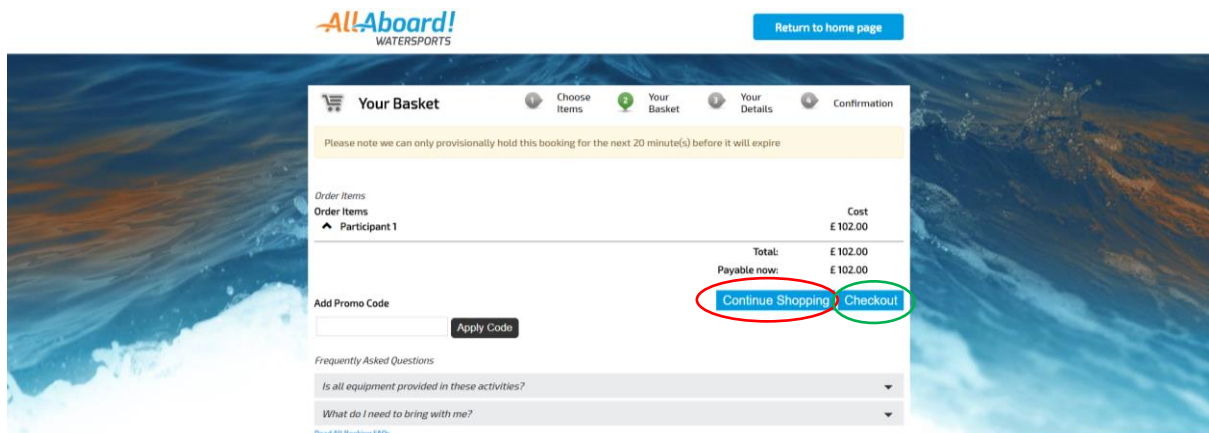


You will see all of our dates and times for this course available for your chosen course. Enter the number of participants and select your desired date. Select any upsell items you may want and then click 'continue'.

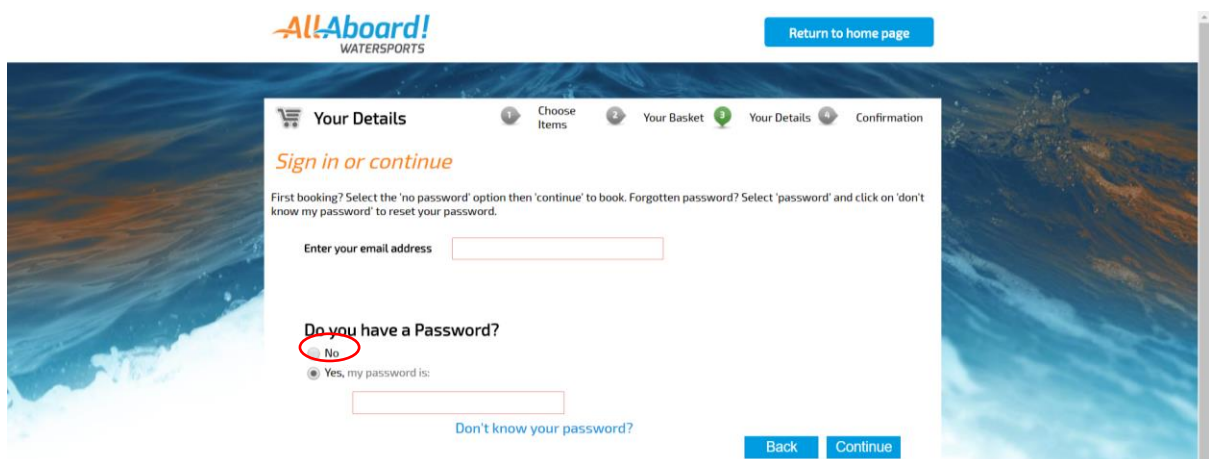
If you want to select several dates you will need to select one at a time, unless you see a calendar view.



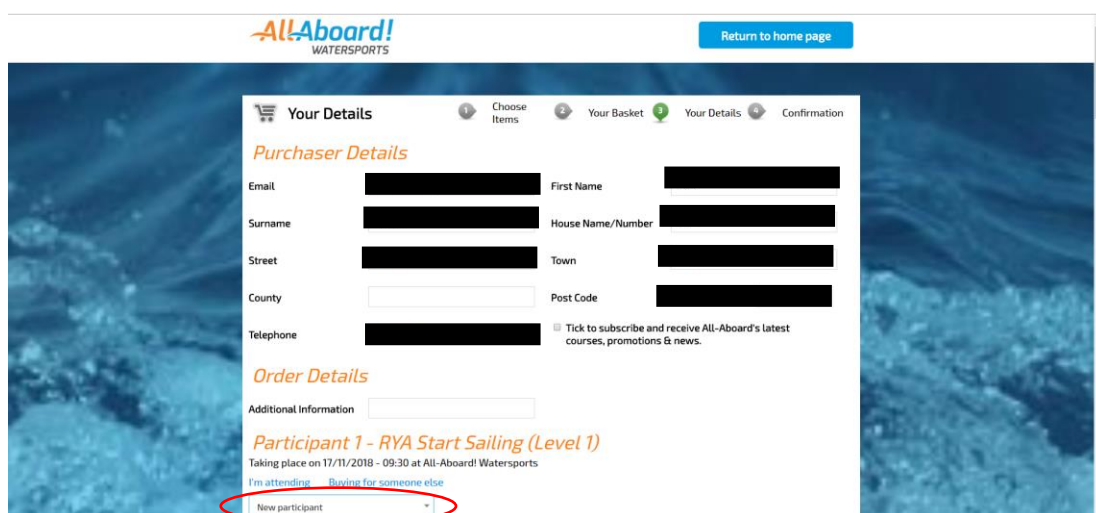
This is where you can click 'Continue Shopping' (red circle) to add another date or event to your basket. If you want to complete your booking, please click 'Checkout' (green circle).



You will be taken to this page. If you have never booked with us before please enter your email address, click no, (red circle) and press continue. If you have already booked with us you will have a password to your account. Please enter your email address, yes and enter your password. If you have forgotten your password please click 'Don't know your password?' and follow the instructions.



You will be asked to enter the details of the purchaser and participants. If this is not your first time, then the system will remember your information. If you click the drop-down menu (red circle) when entering the participant details it will show a list of the previous participants' you have entered. Click on their name and it will upload their details for you.



Once you have entered the participants details and ticked the 'I agree to your terms & conditions box' please scroll down to the 'Payment Information' section. You will see a blue box labelled 'Add Childcare Voucher' to click.

Terms & Conditions

☐ Please check this box to confirm you have read, understood and accept the [terms and conditions](#)

Payment Information

Child Care Vouchers

[Add Childcare Voucher](#)

Payment Method

Pay by card £52.00

sagepay

VISA VISA MasterCard JCB

Order Items

Order Items

Participant 1

Cost

£ 52.00

VAT: £ 0.00

Total (inc. VAT): £ 52.00

Total Payable now: £ 52.00

[Checkout](#)

Enter the name of your Childcare Voucher Provider (red circle). As you type your provider should appear in blue for you to select, if it does not, please write the name in full.

Once

Payment Information

Child Care Vouchers

Voucher Provider:

Amount:

£

+

?

Childcare Voucher Solutions

Employers for Childcare

Kiddicare

RG Childcare

care4

Payment Method

Pay by card £52.00

sagepay

VISA VISA MasterCard JCB

Order Items

Order Items

Participant 1

Cost

£ 52.00

VAT: £ 0.00

Total (inc. VAT): £ 52.00

Total Payable now: £ 52.00

[Checkout](#)

Next enter the amount you wish the voucher to pay, then click the green '+' box (blue circle).

Payment Information

Child Care Vouchers

Voucher Provider:

Amount:

£ 25

+

?

Kiddicare

Payment Method

Pay by card £52.00

sagepay

VISA VISA MasterCard JCB

Order Items

Order Items

Participant 1

Cost

£ 52.00

VAT: £ 0.00

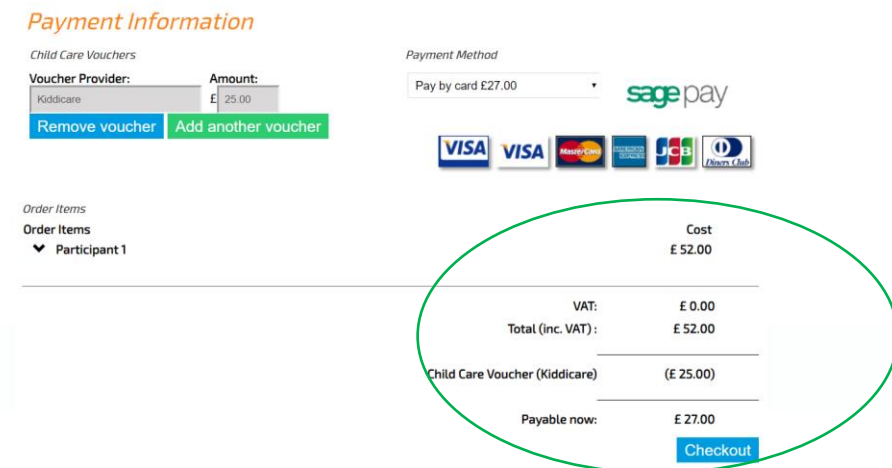
Total (inc. VAT): £ 52.00

Total Payable now: £ 52.00

[Checkout](#)

You will be able to add more vouchers or remove any vouchers at this point. The payment breakdown (green circle) will show the deduction of the childcare voucher from the total, leaving the remaining payment to be made.

Click Checkout to pay the remaining balance.




Payment Information







Child Care Vouchers

Voucher Provider: Kiddicare Amount: £ 25.00

[Remove voucher](#) [Add another voucher](#)

Payment Method

Pay by card £27.00 

Order Items

Order Items

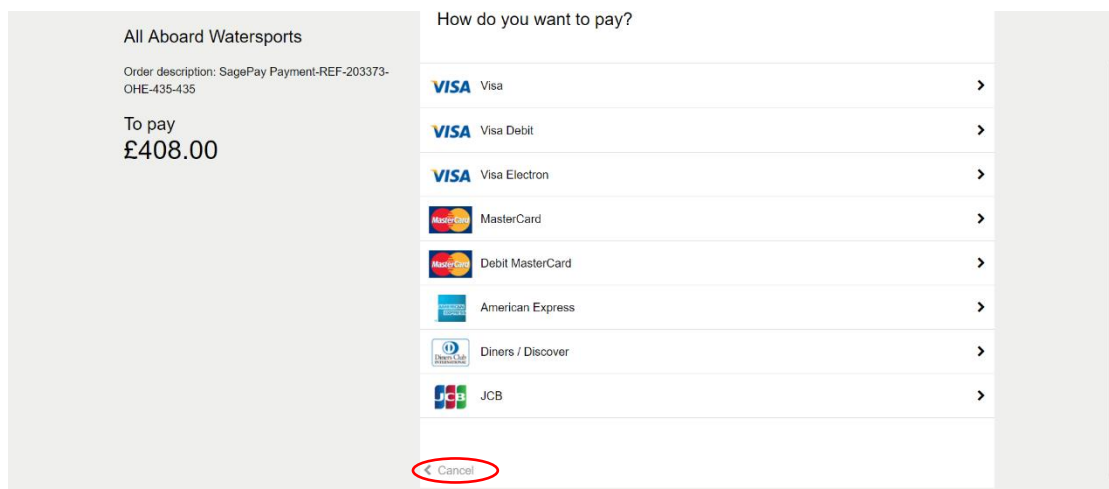
▼ Participant 1

Cost	£ 52.00
VAT:	£ 0.00
Total (inc. VAT):	£ 52.00
Child Care Voucher (Kiddicare)	(£ 25.00)
Payable now:	£ 27.00

[Checkout](#)

You will be taken to the payment page. We have a range of different cards. Please click on the card you wish to pay with.

If you get to this stage and wish to abort your booking you can click cancel (red circle).











All Aboard Watersports

Order description: SagePay Payment-REF-203373-OHE-435-435

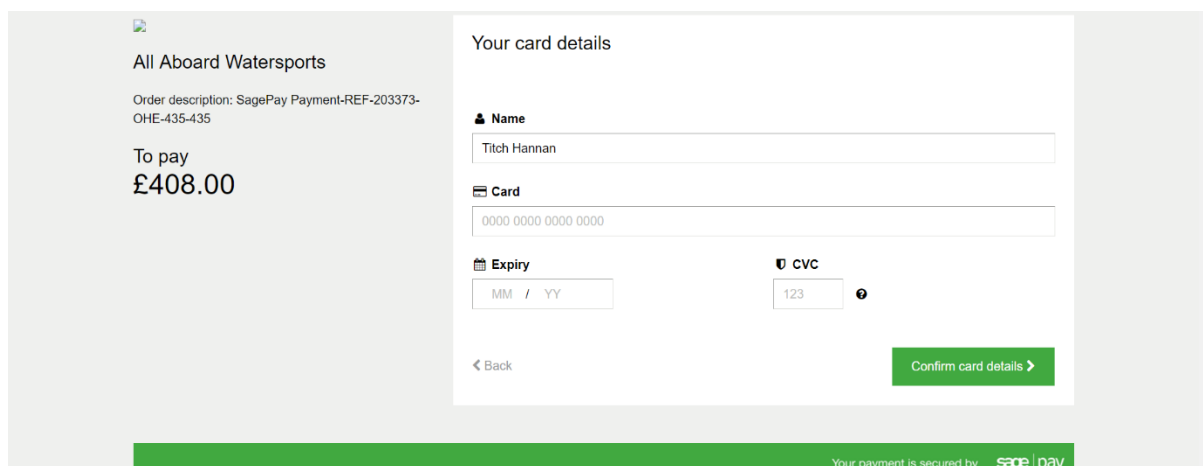
To pay
£408.00

How do you want to pay?

-  Visa
-  Visa Debit
-  Visa Electron
-  MasterCard
-  Debit MasterCard
-  American Express
-  Diners / Discover
-  JCB

[← Cancel](#)

Enter your card details and click 'Confirm card details'.



All Aboard Watersports

Order description: SagePay Payment-REF-203373-OHE-435-435

To pay
£408.00

Your card details

Name

Titch Hannan

Card

0000 0000 0000 0000


Expiry

MM / YY

CVC

123

[← Back](#) [Confirm card details →](#)

Your payment is secured by 

You will be sent to a confirmation email. If this is your first booking, your confirmation email will prompt you to set your password.

Dear Will

Your order has been received and is being processed.

Your username is [REDACTED] Please click on the following link to log in and set your password: [Set Your Password](#)

Order Summary

BookingID:	REF-201699-ZLS
Purchase Date:	2018-01-18 10:48:24
Order Status:	Completed
Comments or Special Instructions:	Booking Live Test