



Ace Sports Coaching - Wrap around care - Step by step booking process.

Please note the system does work better on a laptop or tablet. There is also an app, search IPAL on your app store.

1, Create an account using the link, this should take around 5 minutes;

<http://www.acesportscoaching.schoolipal.co.uk> or visit www.AceSportsCoaching.co.uk and select Wraparound care tab and select school.

2, Once you have set up an account go to the "make booking" tab

3, Select ASC Breakfast and After School club

4, Select your venue

5, Select your course - ASC Breakfast and After School club

6, Select your dates, if you need every Monday then you can select the day on the right hand side and this will select every Monday in the academic year.

We do ask that you select your sessions for the whole academic year to secure your place. (you will not have to pay for all sessions at once).

7, Then you can select if you need AM or PM sessions for the days you have selected.

8, Select your child's name for these selected sessions.

9, Proceed to payment, Please select PARTIAL PAYMENT, this will generate a monthly invoice for you. You will only pay for sessions within that month, e.g. Septembers invoice will be for Septembers sessions only etc. The invoices will be generated within the last week of the previous month so that funds are cleared in time for the booked sessions.

10, From here you will be able to log in and pay each invoice separately. On your home page select the *invoice* tab and this will show all of your invoices.

When you select to pay your invoice you can then chose whether you would like to pay using a card or childcare voucher.

11, If you chose to pay by childcare voucher this must be allocated to your account to clear the balance. Please note that some childcare vouchers do take 2 - 3 working days to clear.

12, To allocate a voucher, Go to invoice tab -> Select invoice -> pay now -> Select pay by voucher -> input voucher details including reference.

13 At the time of booking you will receive an email which will have all of your selected dates on.

If for some reason you need to book an additional session, this is possible but we will only be able to accommodate this if we have space. Again this can all be done on the booking system.

For adhoc sessions they must be booked in at least 5 days in advance. If you require a booking within that time then we will try our best to accommodate.

*** Please note that only children booked and showing on our registers will be able to attend our sessions***

If you have any questions then please get in touch using :

Email : admin@acesportscoaching.co.uk

Tel: 07581 198 835

Nick

Ace Sports Coaching