1. Logon to the school website
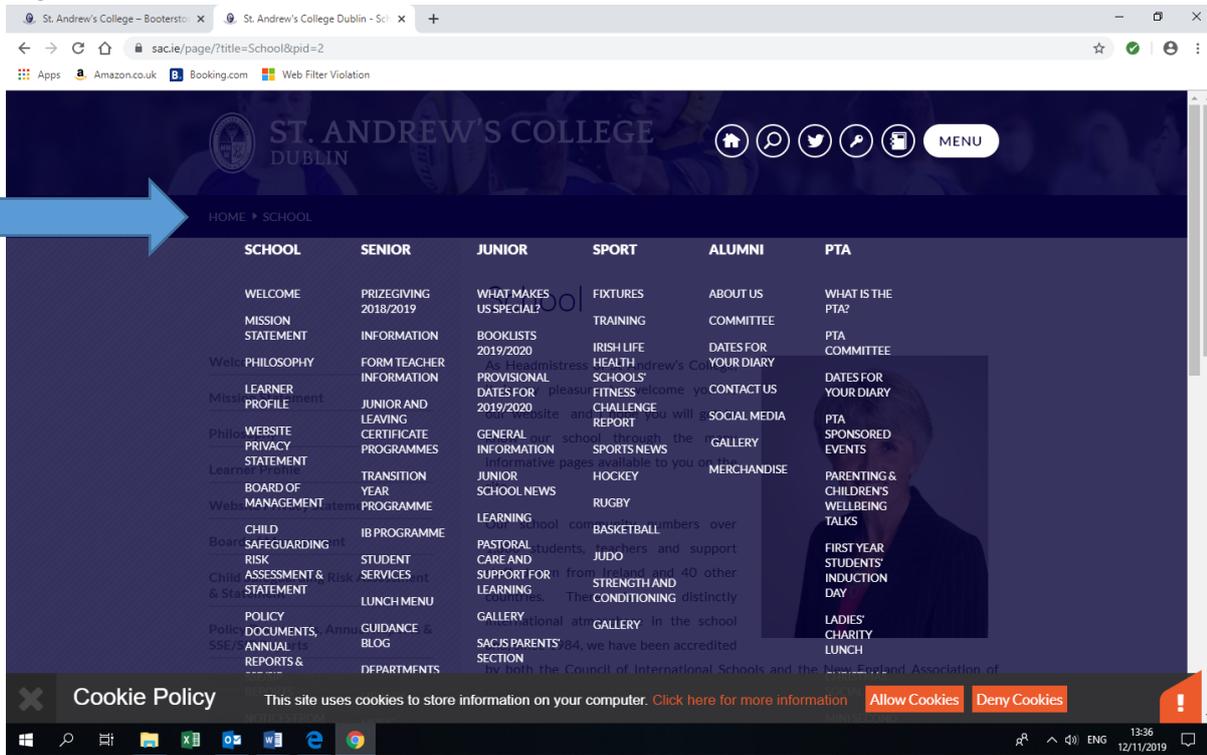
2. Scroll down to 'Payments' and click
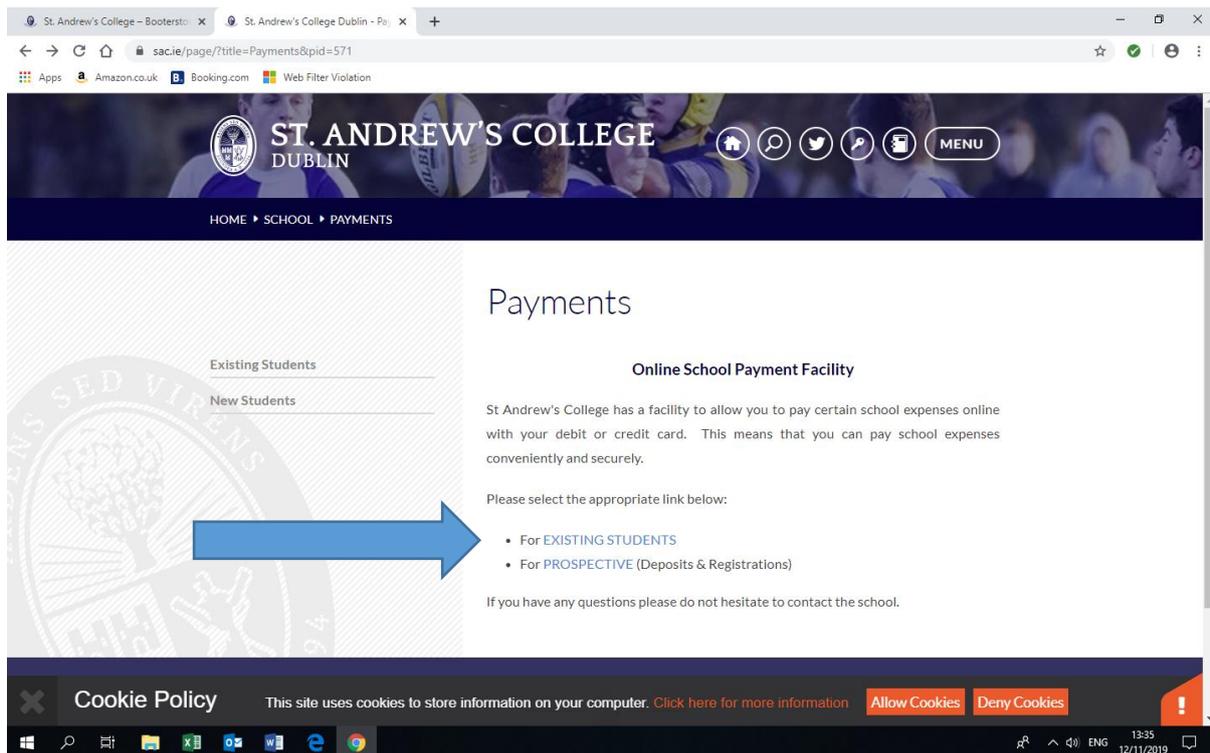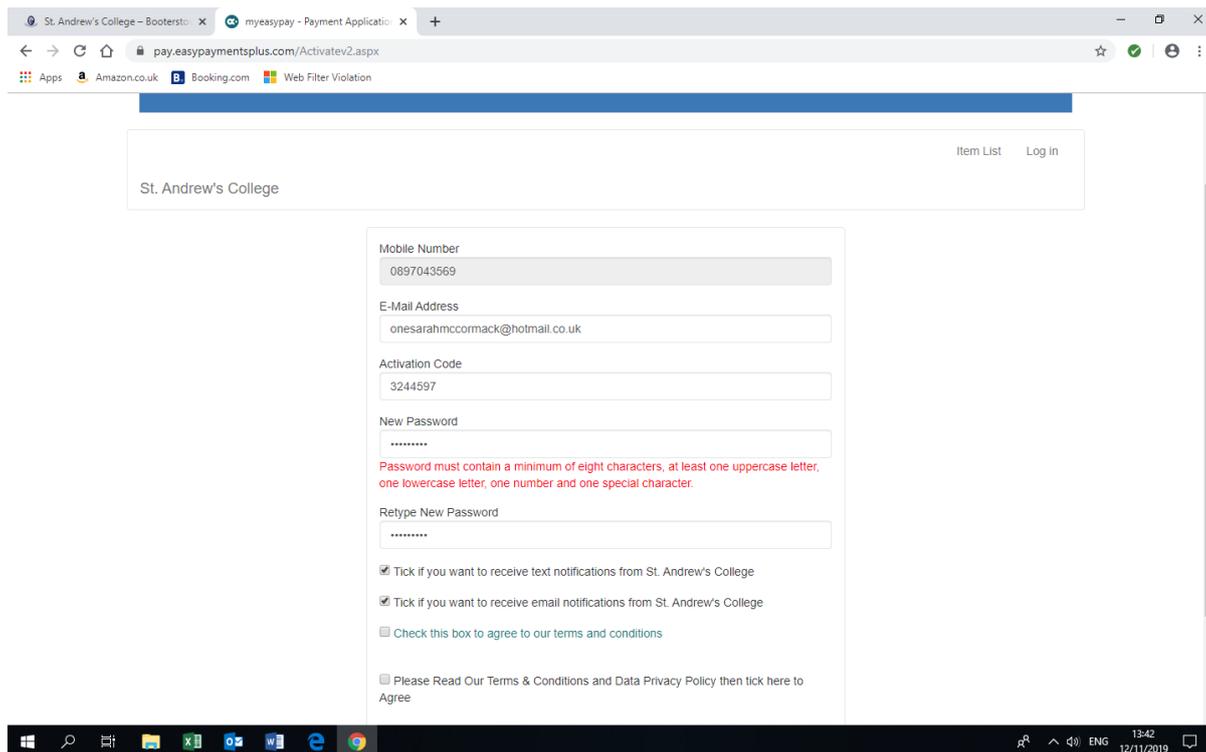
3. Click existing students

4. Follow instructions to activate your account, using your mobile phone number

5. Await code to arrive on mobile and then complete the following screen

6. Once you have activated your account, you can go into the following screen to find, book and pay for activities once they are released. Please select 'Junior School Extra Curricular' from the drop down menu of items.
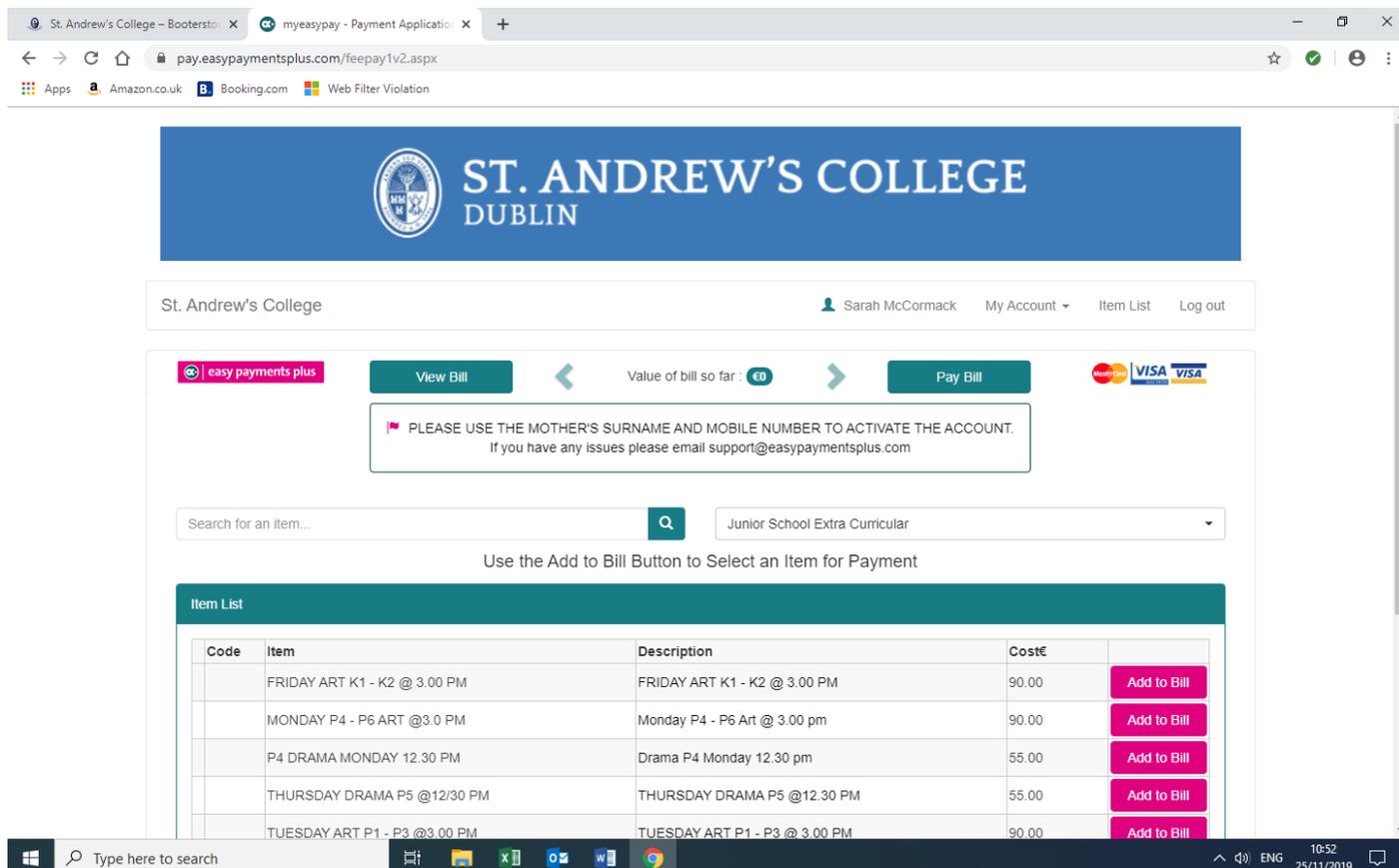
7. If you have more than one child you will be able to select the child's name on the next screen. You have to book and pay for one child's activities at one time – but you can add multiple activities for that child to your basket.
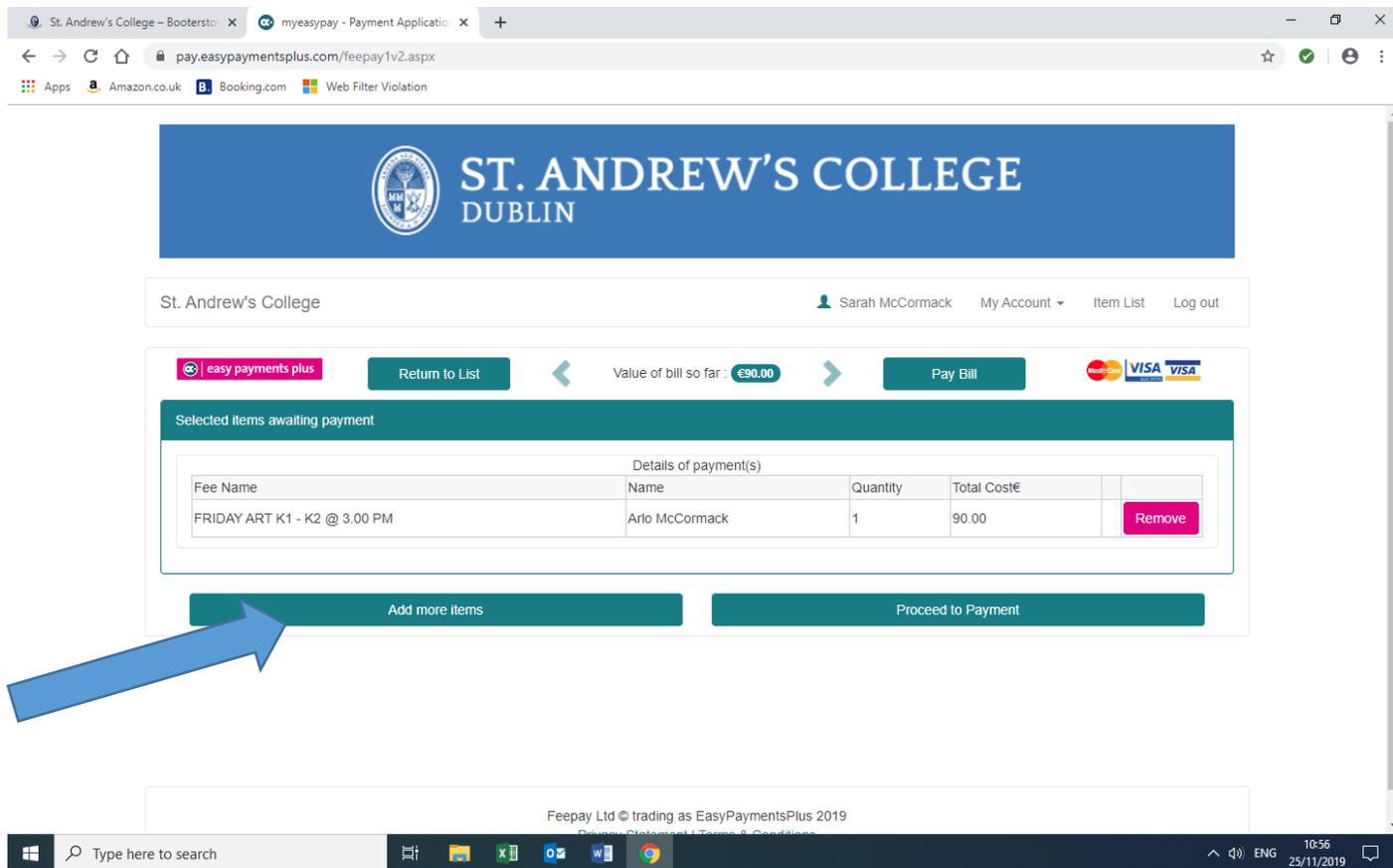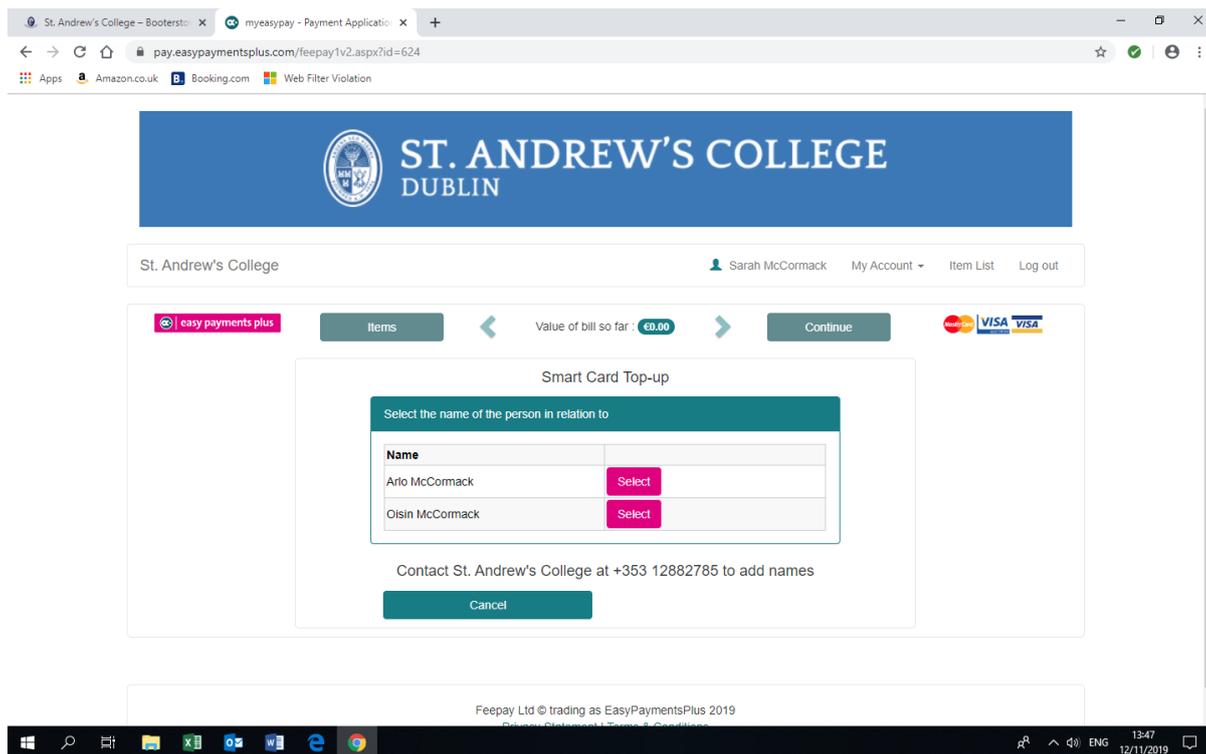
9. You will then be taken through to a payment screen. There is a 1.25 administration fee per booking
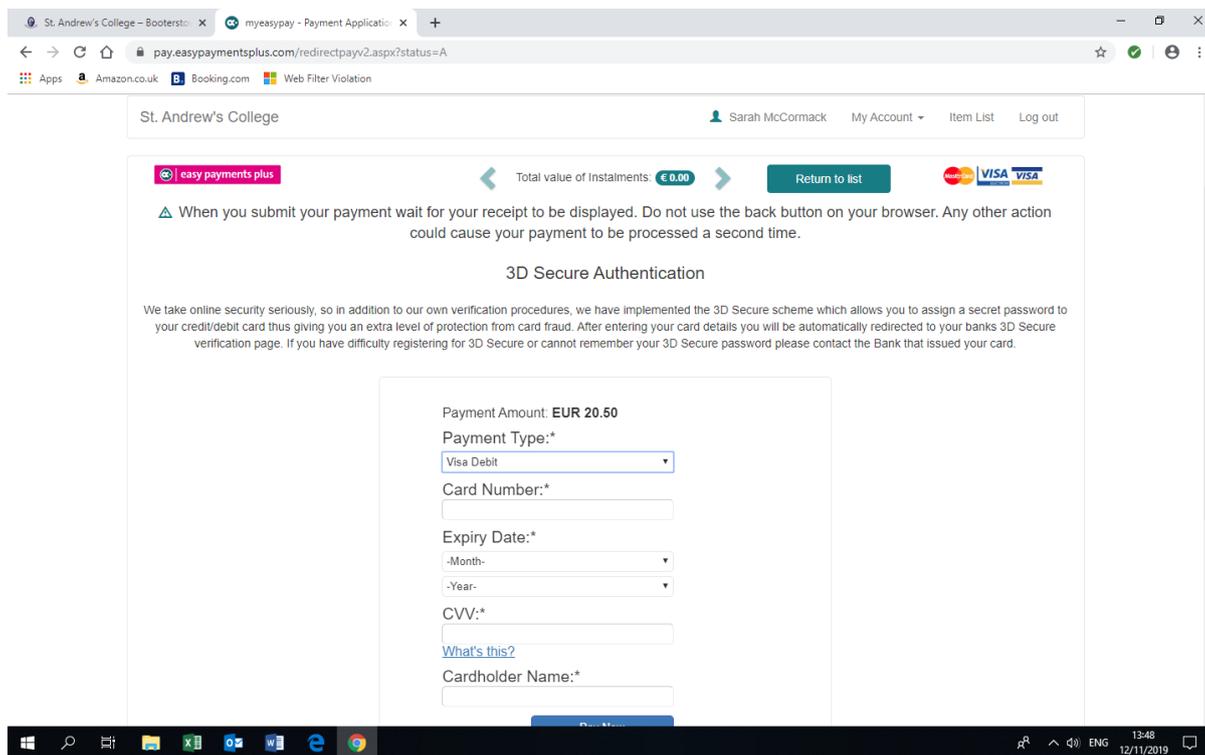
9. Once future reference, your account is set up, logon here: