

Parent/Carer Guide – Booking a Children's Centre Session

1.	Log in to the Po	tal using the account	details you have set up		
	https://bf.cloud	servelec-synergy.cor	n/SynergyWeb/		
			Register and Book Baby Boost Sessions		
			Please Check the website and Eligibility befor Registering by clicking on the link below	pre	
			Baby Boost Website		
2.	Once logged in select the Children's		Register and Book at the East Children Centre Cluster		
	Centre you want to view		To see what's on and register for the East Children centre Cluster Click here		
			Register and Book at the West Central Children Centre Cluster		
			To See What's on and Register at the West Central Children Centre Cluster Click Here		
3.	Select a Week from the calendar to view sessions	Week starting:		ti i i i i i i i i i i i i i i i i i i	
	NB the	Previous Week	01/05/2023	Next Week	
	Previous Week and	Monday 01/05/2023	ssy Play	~	
	Next Week buttons can	East Cluster Children Centre Cluster Universal 10:00am - 12:00pm Constant Constant Reserved			
	be used to	Sun Street (Last claster nob), Re	Activity Details		
	between				
	weeks quickly		Messy Play		
4.	Click the Activity Details button for the session	 East C Childr 10:00a Sun St 	Cluster ren Centre Cluster Universal am - 12:00pm treet (East Cluster HUB), Kennet Room		
	to book			Activity Details	

		Messy Play		Request a Place		
5.	Click Request a Place	Name: Sun Street (East Clux Address: Sun Street Centre Sun Street Reading RG1 3JX RG1 3JX	ter HUB), Kennet Room			
6.	Select the	Name		DOB		
	Child(ren) vou'd like to	Per	opa Pig	04/05/2020		
	book a place	Ge	orge Pig	01/12/2022		
	tick boxes	Please select the child you				
	next to their names	Request a place for you				
7.	If your child's na add their details	me does not appear in th . Click Save to add them.	e list to select from, click the	e New Child button and		
8.	Also request a	Name	DOB			
	space for	Peppa Pig	04/05/2020	ľ		
	yourself by	George Pig	01/12/2022	ß		
	clicking the	Please select the child you wish to apply for		_		
	tick box next	Request a place for yourself?				
	to Request a					
	place for					
	yourself.					
		Name	DOB			
		Peppa Pig	04/05/2020	Ø		
		George Pig	01/12/2022	Ľ		
9.	Click Submit	George Pig Please select the child you wish to apply for	01/12/2022	Le .		
9.	Click Submit	George Pig Please select the child you wish to apply for Request a place for yourself?	01/12/2022	2		
9.	Click Submit	George Pig Please select the child you wish to apply for Request a place for yourself? ack	01/12/2022	Submit		
9. 10.	Click Submit	George Pig Please select the child you wish to apply for Request a place for yourself? Back	01/12/2022	Submit		
9. 10.	Click Submit . A message will let you	George Pig Please select the child you wish to apply for Request a place for yourself? Jack	01/12/2022	Submit		
9. 10.	Click Submit . A message will let you know that	George Pig Please select the child you wish to apply for Request a place for yourself? Hack Results	01/12/2022	Submit (2 of 2)		
9.	Click Submit A message will let you know that your booking	☑ George Pig Please select the child you wish to apply for ☑ Request a place for yourself? Jack	oting Request Submitted Successfully.	(2 of 2)		
9.	Click Submit A message will let you know that your booking has been	George Pig Please select the child you wish to apply for Request a place for yourself? Jack Results Family Centre Activity Boo Your Family Centre Activity Booking Request	01/12/2022 Diverse of the submitted Successfully.	(2 of 2) amily Centres tab on your Account Management		
9.	Click Submit A message will let you know that your booking has been submitted	Certain George Pig Please select the child you wish to apply for Request a place for yourself? Jack Results Family Centre Activity Booking Request page.	01/12/2022 Diversional statement of the	(2 of 2) amily Centres tab on your Account Management		
9.	Click Submit A message will let you know that your booking has been submitted successfully.	☑ George Pig Please select the child you wish to apply for ☑ Request a place for yourself? Jack Results ✓ Family Centre Activity Booking Request page.	01/12/2022 Dking Request Submitted Successfully. has been submitted and can be viewed in the Applications > F	(2 of 2) amily Centres tab on your Account Management		
9.	Click Submit A message will let you know that your booking has been submitted successfully. Click Finish to	Certein George Pig Please select the child you wish to apply for Request a place for yourself? Ack Results Family Centre Activity Booking Request page. Restant	oting Request Submitted Successfully.	(2 of 2) amily Centres tab on your Account Management		
9.	Click Submit A message will let you know that your booking has been submitted successfully. Click Finish to return to the	Centre Activity Booking Request Page. Centre Cent	01/12/2022 Dking Request Submitted Successfully. has been submitted and can be viewed in the Applications > F	(2 of 2) amily Centres tab on your Account Management		
9.	Click Submit A message will let you know that your booking has been submitted successfully. Click Finish to return to the homepage.	Certain George Pig Please select the child you wish to apply for Request a place for yourself? Jack Results Family Centre Activity Booking Request page. Restart	01/12/2022 Dking Request Submitted Successfully. has been submitted and can be viewed in the Applications > F	(2 of 2) amily Centres tab on your Account Management		
9.	Click Submit A message will let you know that your booking has been submitted successfully. Click Finish to return to the homepage. 11. Once your bo	Certain Contract of the second secon	oting Request Submitted Successfully. has been submitted and can be viewed in the Applications > F	(2 of 2) amily Centres tab on your Account Management Finis		