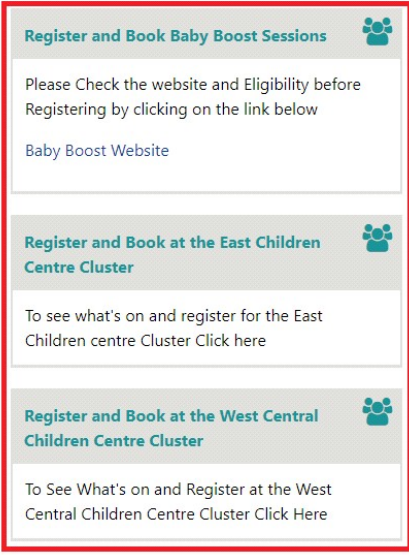
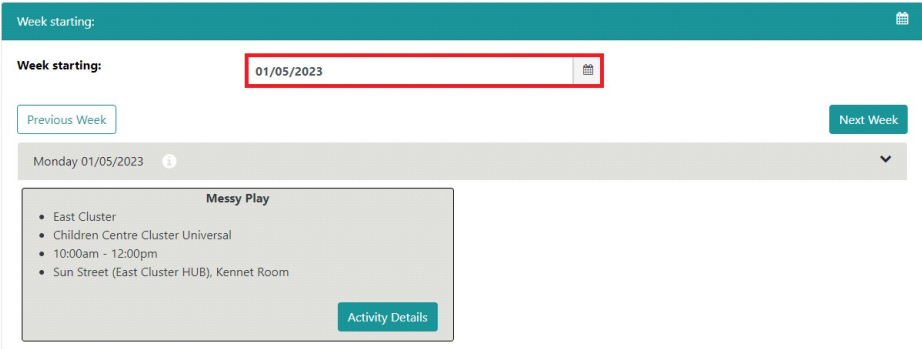

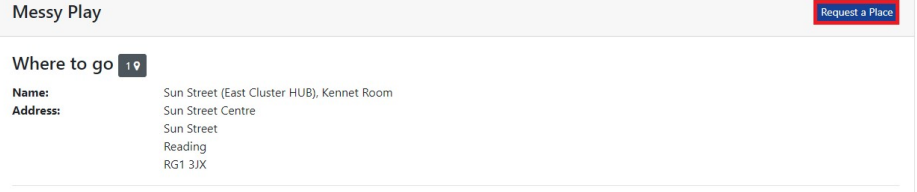
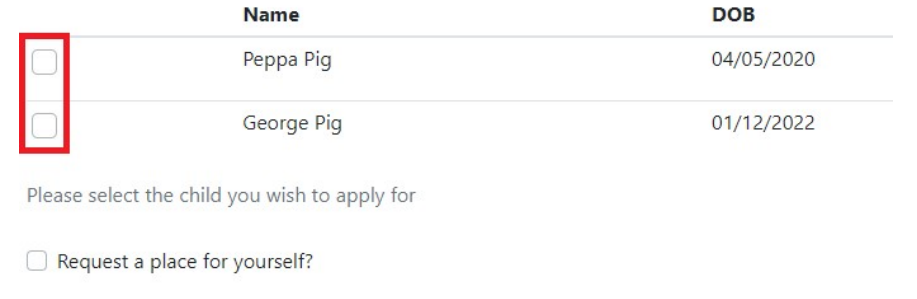
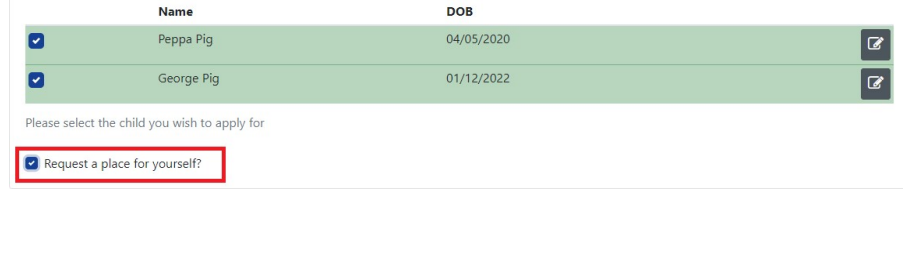
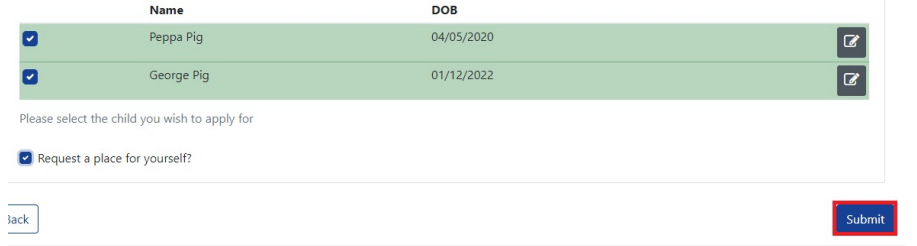
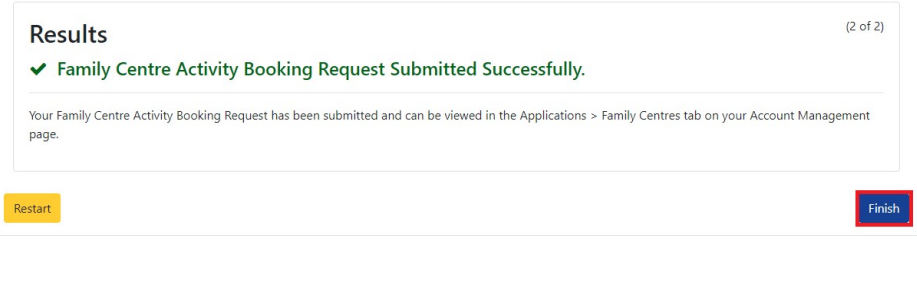


Parent/Carer Guide – Booking a Children’s Centre Session

<p>1. Log in to the Portal using the account details you have set up</p>	<p>https://bf.cloud.servelec-synergy.com/SynergyWeb/</p>
<p>2. Once logged in select the Children’s Centre you want to view</p>	
<p>3. Select a Week from the calendar to view sessions</p> <p>NB the Previous Week and Next Week buttons can be used to switch between weeks quickly</p>	
<p>4. Click the Activity Details button for the session you would like to book</p>	

<p>5. Click Request a Place</p>	
<p>6. Select the Child(ren) you'd like to book a place for using the tick boxes next to their names</p>	
<p>7. If your child's name does not appear in the list to select from, click the New Child button and add their details. Click Save to add them.</p>	
<p>8. Also request a space for yourself by clicking the tick box next to Request a place for yourself.</p>	
<p>9. Click Submit</p>	
<p>10. A message will let you know that your booking has been submitted successfully. Click Finish to return to the homepage.</p>	
<p>11. Once your booking has been reviewed by the team you will receive an email letting you know if your booking has been approved or rejected.</p>	