

Using the Tucasi Online Booking System for Pirbright Club Class

Step 1) Login to Tucasi as you would do normally via the school website

Step 2) You must TOP UP before being able to book sessions. Enter an amount in the Top Up Amount box and then click Add To BASKET. You will be transported to a payment screen, where you can insert payment details, once this is completed you will see a GREEN BALANCE for the amount you have topped up.

The screenshot shows the Tucasi account balances page. The table below is a representation of the data shown:

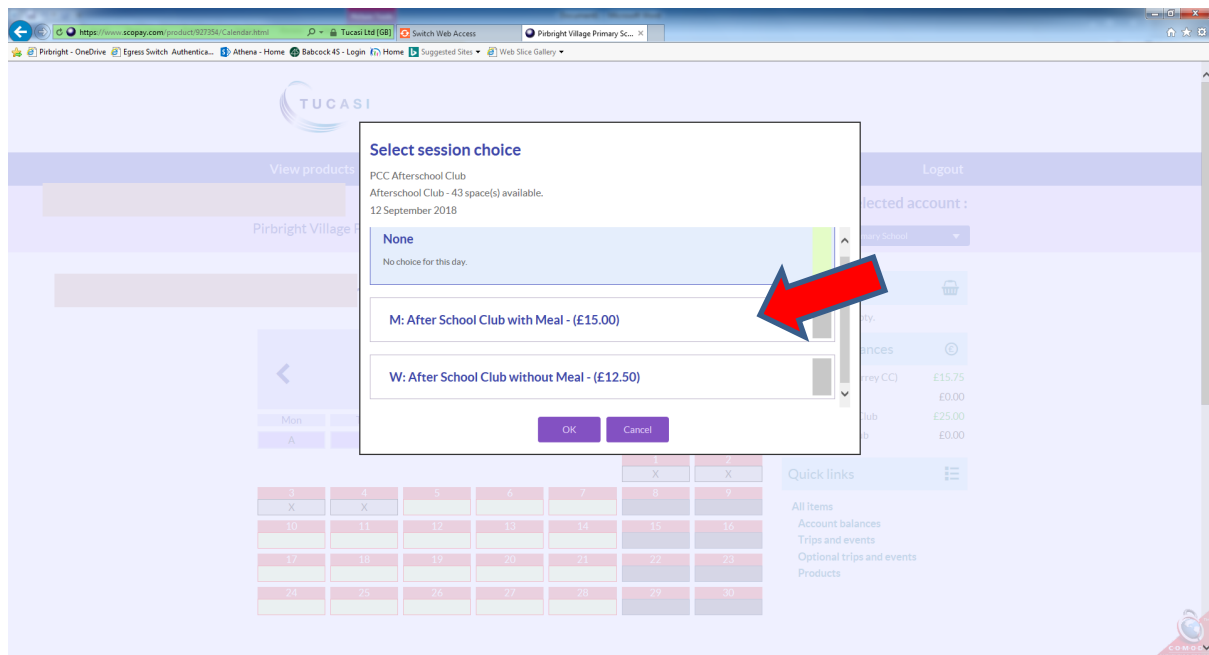
Name	Actions	Balance	Enter top-up amount
Dinner Money (Surrey CC)	View history View calendar	£15.75	£ 0.00
PCC Admin Fee	View history View calendar	£0.00	£ 0.00
PCC Afterschool Club	View history Order sessions	£0.00	£ 0.00
PCC Breakfast Club	View history Order sessions	£0.00	£ 0.00

Step 3) Click ORDER SESSIONS – a new screen like the one below will appear. Click on the date you would like to book.

The screenshot shows the Tucasi calendar page for the PCC Afterschool Club. The calendar is for September 2018. The table below is a representation of the calendar data:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
A	A	A	A	A	1	2
3	4	5	6	7	8	9
X	X				X	X
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Step 4) The following screen will appear, once you have selected a date. Please then select the option you want (with meal or without). This will immediately charge your account.



N/B) If you need to cancel a booking, select the date for the cancellation and the same screen as above will appear. Select NONE and this will cancel your booking and put the amount back in your account.