

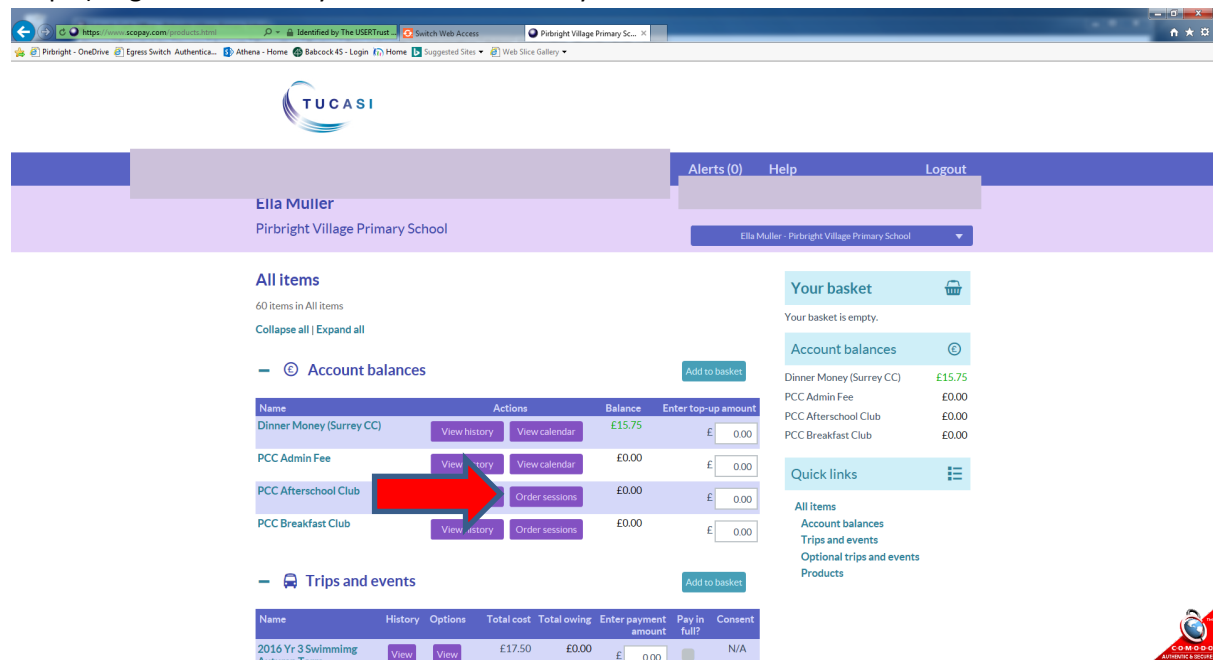
Using the Tucasi Online Booking System for Pirbright Club Class if you pay via Childcare Vouchers

Step 1) Email pcc@pirbright.surrey.sch.uk with the following details:

Name of parent
Name of Childcare Voucher Provider
Parent reference number
Pupil name(s)

You will receive notification that your child(ren)'s account has been set-up as a childcare voucher account.

Step 2) Login to Tucasi as you would do normally via the school website

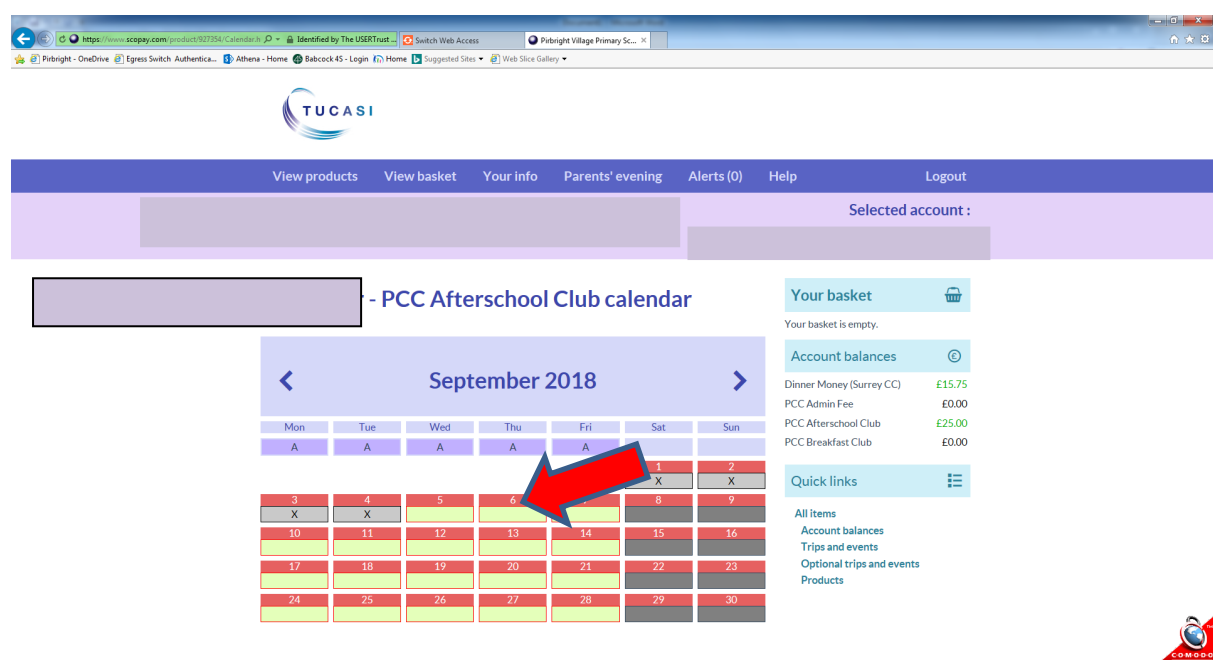


The screenshot shows the Tucasi website interface. The user is logged in as Ella Muller from Pirbright Village Primary School. The 'All items' section shows 60 items in total. Under 'Account balances', there is a table with the following data:

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	Order sessions	£0.00	£ 0.00
PCC Breakfast Club	View history Order sessions	£0.00	£ 0.00

A red arrow points to the 'Order sessions' button for the PCC Afterschool Club. To the right, the 'Your basket' is empty, and 'Account balances' are listed: Dinner Money (Surrey CC) £15.75, PCC Admin Fee £0.00, PCC Afterschool Club £0.00, and PCC Breakfast Club £0.00. A 'Quick links' menu is also visible.

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 website interface for the PCC Afterschool Club calendar. The user is logged in as Ella Muller from Pirbright Village Primary School. The 'Selected account' is PCC Afterschool Club. The calendar for September 2018 is displayed, with a red arrow pointing to the date 6th September. The calendar shows the following 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

A red arrow points to the date 6th September. To the right, the 'Your basket' is empty, and 'Account balances' are listed: Dinner Money (Surrey CC) £15.75, PCC Admin Fee £0.00, PCC Afterschool Club £25.00, and PCC Breakfast Club £0.00. A 'Quick links' menu is also visible.

