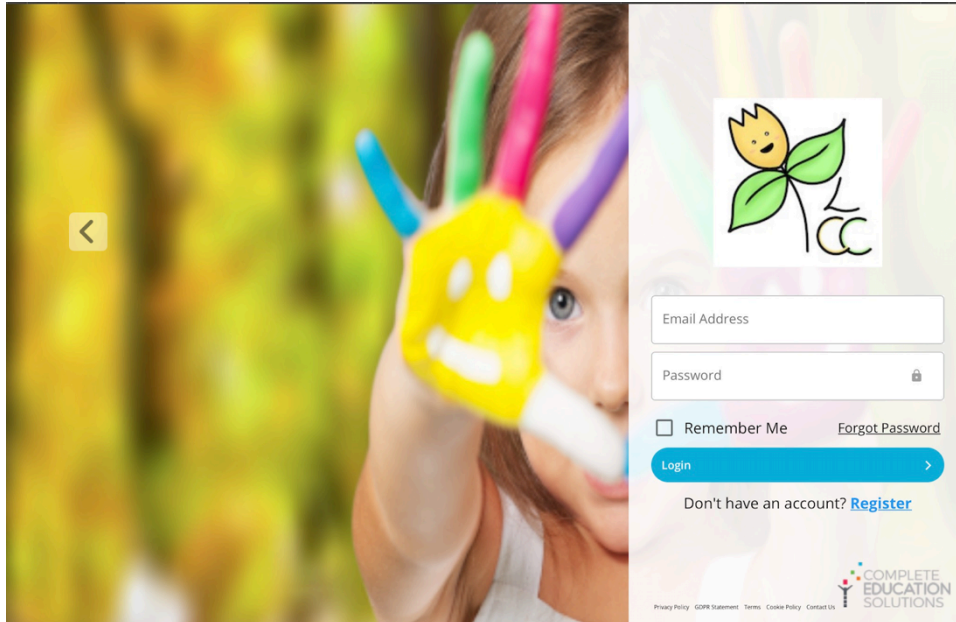




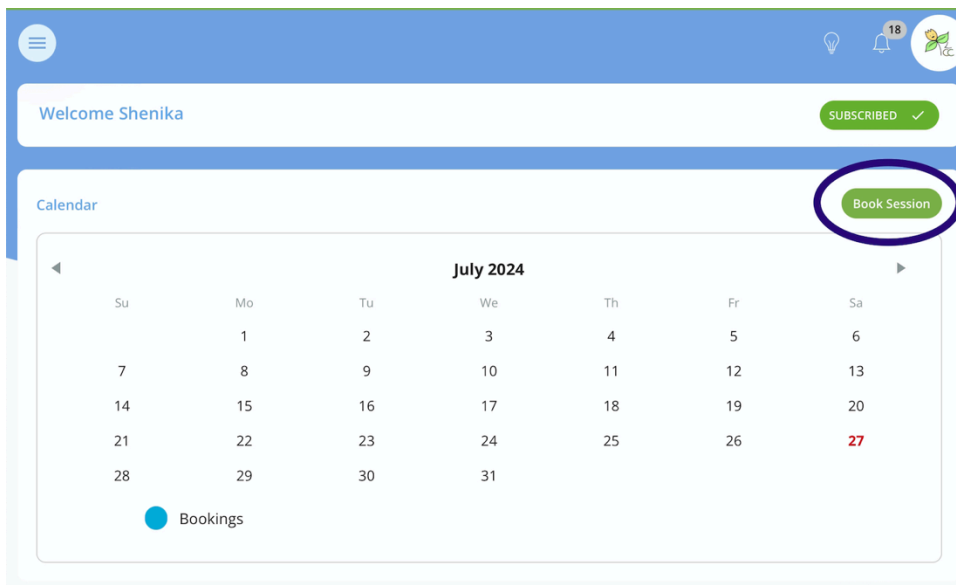
The Little Creators Club

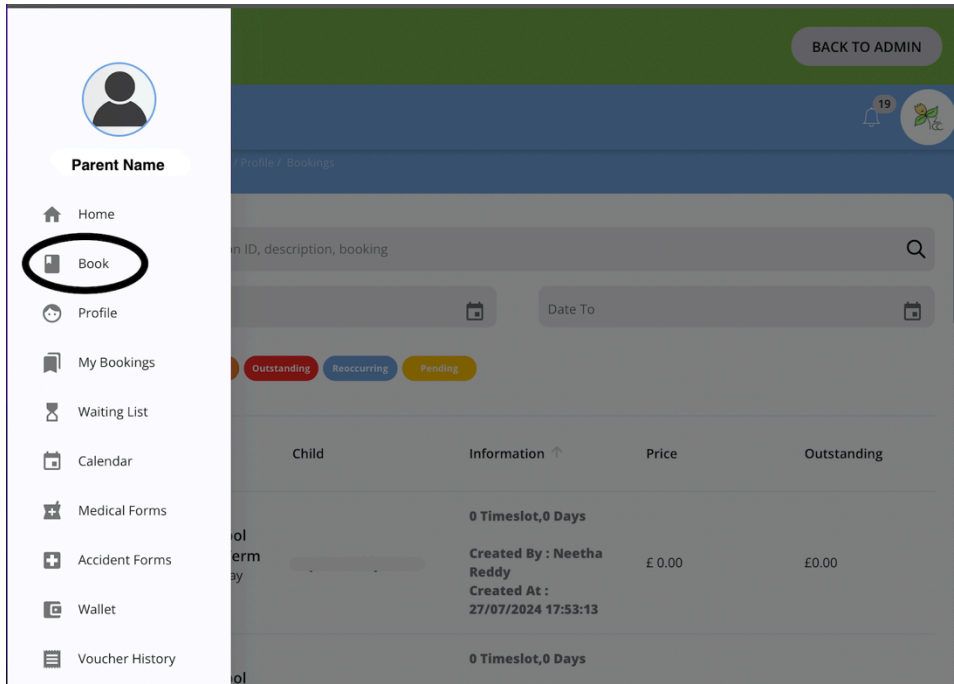
How to make a booking

1. Log in to your iPAL account at <https://tlcc.ipalbookings.com/>.

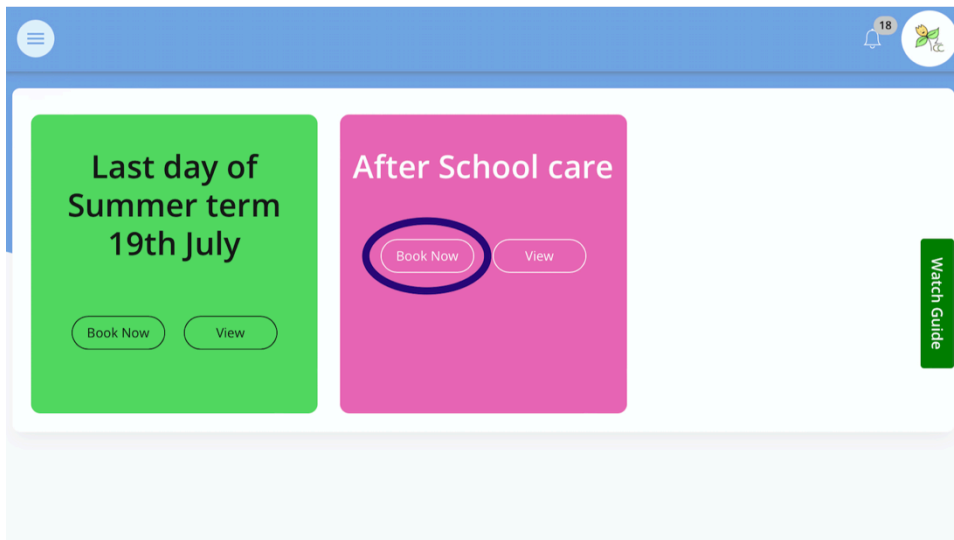


2. Click on the button that says 'Book Session' or click on 'Book' on your side tab.





3. Under After School care click on 'Book Now'.





4. Select the children you are booking for under 'Select Children'.
5. Select "TLCC @ Malvern Way" under 'Select Venue'.

After School Care

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Select Children

Child's Name

Select Venue

TLCC @ Malvern Way
[See Address](#)

Select Club

23/24 After School Care - Summer Term
[More Info](#)

24/25 After School Care - Autumn Term
[More Info](#)

Watch Guide

6. Select the term you would like to book for under 'Select Club'.

Select Club

23/24 After School Care - Summer Term
[More Info](#)

24/25 After School Care - Autumn Term
[More Info](#)

Select Dates

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Select All Monday Tuesday Wednesday Thursday Friday

Individual

Watch Guide

7. Select the dates you would like to book for under 'Select Dates'. Available dates are green, selected dates are blue, unavailable dates are red and waiting list dates are orange, as seen below the calendar. If you would like to book every week for a certain day of the week then tick the box corresponding



to that day. For example, if Tuesday has been ticked then the booking will be for all Tuesdays.

Select Dates

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Select All

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

● Available ● Selected ● Unavailable ● Waiting List

Watch Guide

8. Select the session you would like for each day of the week under 'Select sessions'. Your total will be shown at the bottom.

Select sessions

	After School Basic 15:00pm-16:30pm Standard £12.76	After School Standard 15:00pm-17:30pm Standard £15.18	After School Extended 15:00pm-18:30pm Standard £18.72	Total
Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	
	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Tuesday	
03/09/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£12.76
10/09/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£15.18
17/09/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£15.18
24/09/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00
01/10/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£12.76
08/10/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£18.72

Watch Guide

9. Once you have ensured you have made a selection under each heading, click 'Create Booking'.



Date	Option 1	Option 2	Option 3	Price
12/11/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00
19/11/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00
26/11/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00
03/12/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00
10/12/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00
17/12/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0.00

Option	Standard	Within Days	Weekly
1	£12.76	£13.40	£12.00
2	£15.18	£15.94	£14.05
3	£18.72	£19.66	£17.05

Subtotal £89.78

CREATE BOOKING >

10. Select your payment option, either 'Pay Monthly' or 'Pay When Due'.

You are here: [Dashboard](#) / [Bookings](#) / [Payment](#) / 550911

Your Order Pending £ 89.78

Booking	Activity / School	Cost
Child's Name	24/25 After School Care - Autumn Term TLCC @ Malvern Way	£89.78

Pay Monthly

I confirm I am happy for monthly total to be deducted from my wallet on the 1st of the month and will ensure suitable funds are in my wallet.

Pay When Due

I confirm I would like to pay for this invoice on the day it becomes due.

CONFIRM BOOKING OR **PAY NOW**

11. When you click on 'Pay Now' or 'Confirm Booking', your booking will be confirmed and you will receive an email confirmation with your invoice. If you have not clicked one of these buttons, the booking will not be confirmed.



12. If you click on 'Pay Now' you will be prompted to select your payment method.

The screenshot shows a mobile application interface for a payment confirmation. At the top, there is a blue header with a menu icon on the left, a notification bell with '19' on the right, and a circular profile icon. Below the header, the invoice details are displayed: '24/25 After School Care - Autumn Term' and 'TLCC @ Malvern Way' on the left, and '£67.80' on the right. A section titled 'Pay When Due' contains a checked checkbox and the text 'I confirm I would like to pay for this invoice on the day it becomes due.' Below this is a prominent blue button labeled 'CONFIRM BOOKING'. Underneath the button, a message reads 'To Finalise Your Booking, Please Select Payment Method Below - Pay Today £ 67.80'. This message is followed by four blue buttons with icons and text: 'PAY BY VOUCHER AND OTHER PAYMENT METHODS' (with a voucher icon), 'PAY BY WALLET' (with a wallet icon), 'MAKE FUNDED SESSION' (with a hand holding a money bag icon), and 'MARK AS OUTSTANDING ORDER' (with a piggy bank icon).

13. If you click on 'Confirm Booking' you will have to ensure you pay before your child attends the session.

For more information on how to pay, see the relevant How-To guide.

If you do not complete all the steps to confirm your booking it will time out after 15 minutes and the booking will disappear.