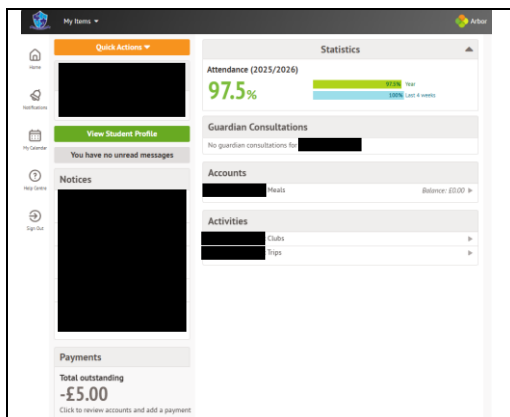


How to Guide – Payments on Arbor (Parents)

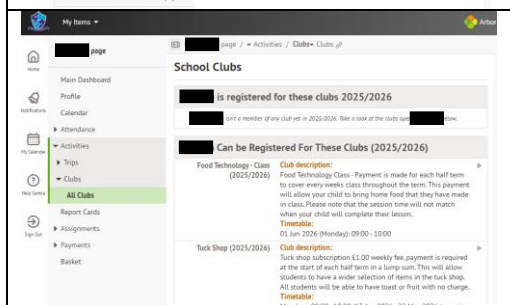
Please follow the following steps to complete payments on a student profile.

Once logged in you will see your child’s profile. From this page you can access different areas with information about your child and their school profile. You can also use this to message the school and update information regarding your child.



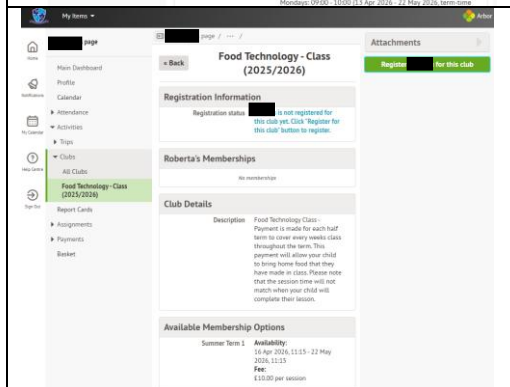
The home dashboard will show you any trips, clubs or events that your child has been invited to.

To make a payment for these select one of the “Activities”, to move to the next page.

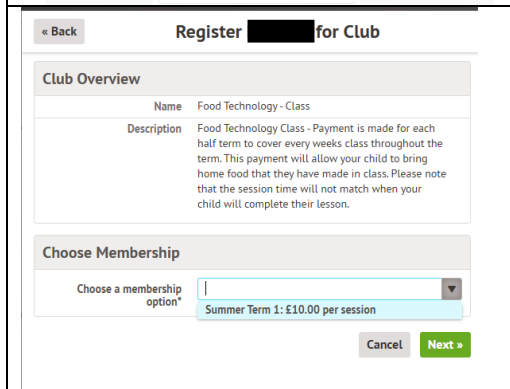


The “Activities” page will list different Clubs/Trips your child has been invited too. You can switch between Clubs & Trips by selecting from the “Menu” on the left of the screen.

Select which item you want to pay.



Once selected you will see all information for that item. Select “Register Child for this club”



Using the drop-down option select which membership you would like your child to participate.

Using the drop-down option select which dates you would like your child to participate.

Once you are happy with the overview you can select “Make Payment”.

Enter your card details and select “Pay £*.**” to complete payment.

By using the “Menu” to left and select “Payments” you can then see options to view active sessions and top ups.

If you have any issues logging in, please contact a member of the office team who can help get this resolved.