

# COMPLETE EDUCATION SOLUTIONS



# PAL USER GUIDE

COMPLETE DIGITAL SOLUTIONS  
& PLATFORMS FOR SCHOOLS  
AND EDUCATIONAL PROVIDERS



## Section 1: Register

### 1. Sign Up

Go to : *yourprovidername*.ipalbookings.com

If you are not sure their link go to:

<https://findipal.ipalbookings.com/> and search for their name here.

### 2. Click Register

To register you will need a live email address and your password must be at least 8 characters and contain each of the following;

- 1 Capital Letter
- 1 Lowercase Letter
- 1 Number
- 1 Special character

You will need to verify your email with a number code that will be emailed to you. Then complete your profile, don't forget to add your collection pickup password for your children.

**Please note the first part of your address to log in will be the name of your nursery / business / school or service i.e;**

**s4yc.ipalbookings.com**

### 3. Adding your children.

Please note, if you have logged out during initial registration or are registering on additional childcare you will need to click on Profile and Add Children. (on mobile this is under the menu icon)

**Daniel James**

- Home
- Book
- Preschool Registration
- Profile**
- My Bookings
- Waiting List
- Calendar
- Accident Forms
- Wallet
- Voucher History
- Register
- Documents

Profile | Bob James | Emily James | Add Children

### Your Details

Required Fields \*

First Name \* Daniel | Building No. \* 14

Surname \* James | Street \* York Pl

Email Address \* comcoco71963@iturchia.com | Town Scarborough

Home Phone \* 01723 365083 | County North Yorkshire

Mobile Phone \* 01873 678123 | Postcode \* YO11 2NP

### Address

### Extra Information

Ref

To edit any children after adding them, proceed to the same area and click the child's name. Edit as required then click Save Changes.

Archive | Save Changes

### Common mistakes:

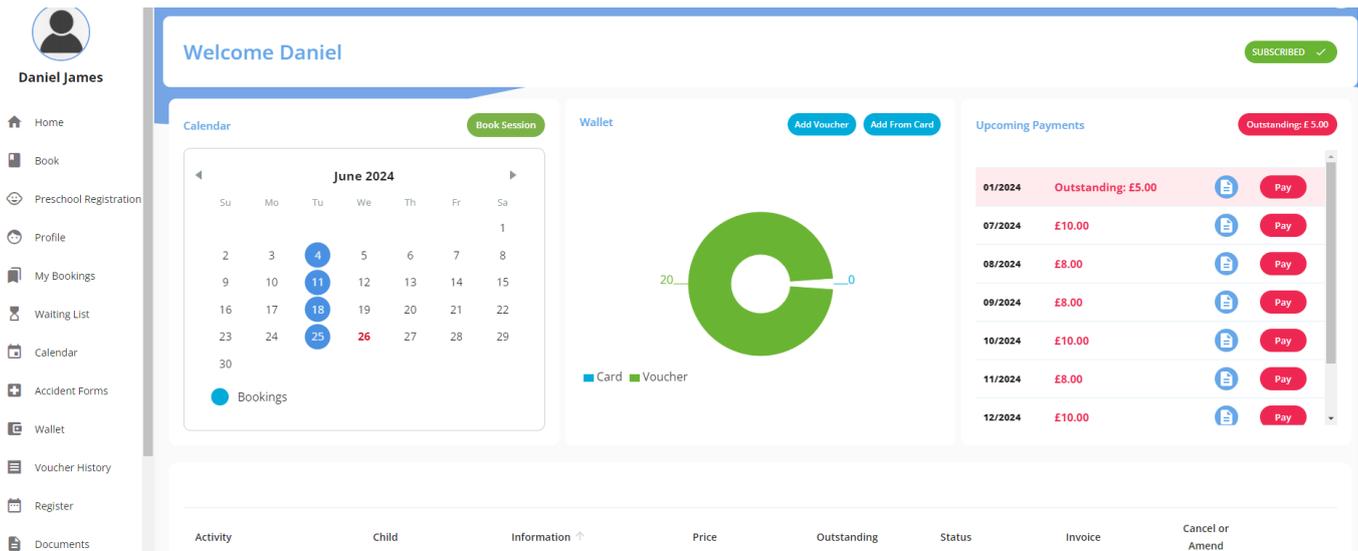
Make sure you have put your child into the correct school, year group and their date of birth is correct. The club may have set restrictions to who can book based on age, year group or school to ensure people don't book the wrong club.

*If you see "no clubs found" when making a booking this will be the reason.*

## Section 2: Navigating iPAL

### 1. Home

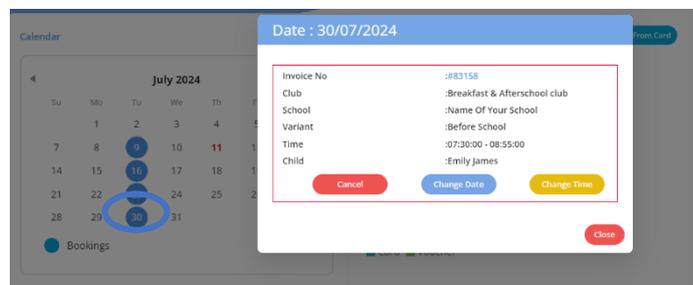
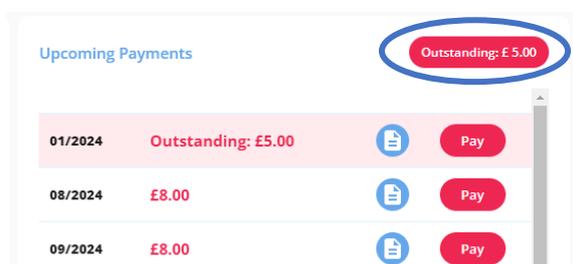
Your Home page is your initial landing page when logging into your iPAL account, this provides you with an overview of your bookings, upcoming payment and a snapshot of your wallet balance – credit you have in the system and how it's made up.



**Upcoming Payments**

Date	Amount	Action
01/2024	Outstanding: £5.00	Pay
07/2024	£10.00	Pay
08/2024	£8.00	Pay
09/2024	£8.00	Pay
10/2024	£10.00	Pay
11/2024	£8.00	Pay
12/2024	£10.00	Pay

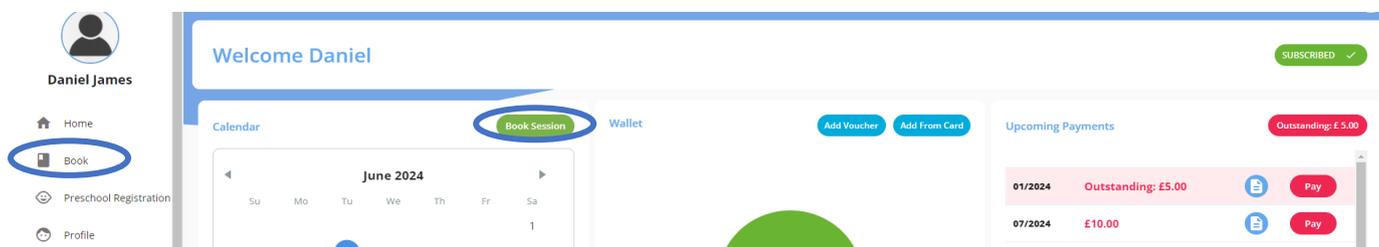
Clicking on the dates you have a booking, you can cancel or amend it depending on the rules set for the club.

Clicking on the outstanding total button you will be taken to the "My Bookings" page with it filtered to the invoices you need to pay currently.

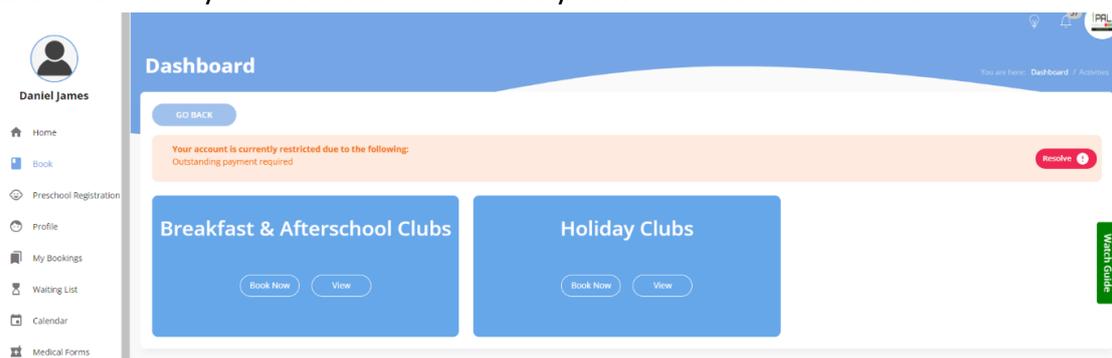
## 2. Book

You can either click on Book from the nav bar or Book Session from the calendar to get to making a booking.



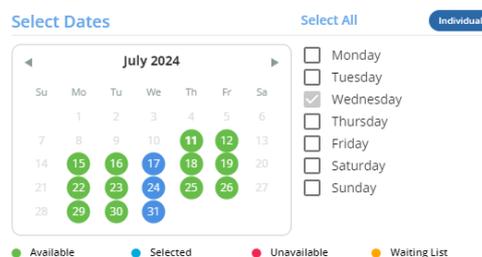
Select the tile for the club you are wanting to book. You can click View to see the info about the clubs to check you have the right option selected as well as age restrictions etc.

Please note that if you are in debt to the club you will not be able to book.



Select your child, school/venue and then club that you want to book. The dates you can book will show in the calendar in green, if no places are available that day you can join the waiting list. Clubs may run in 1 of 3 ways;

- 1) Contract – This means you need to use the day picker at the side e.g. all Mondays
- 2) Block – This means you do not have a choice of dates, you must book all available dates
- 3) Individual – This means you can either use the day picker for all Mondays or individual dates.



*If you are struggling try watching the watch guide on the right of your screen.*

Once you have selected your dates select the booking option you want and click create booking.

Select sessions

	Before School 07:30am-08:55am Standard £2.00	After School 15:05pm-18:00pm Standard £1.00	Late pickup 18:00pm-19:00pm Standard £3.00	Total
Select All	<input type="checkbox"/> Select All <input type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Select All <input checked="" type="checkbox"/> Wednesday	<input type="checkbox"/> Select All <input type="checkbox"/> Wednesday	
17/07/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£1.00
24/07/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£1.00
31/07/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£1.00
07/08/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£1.00

At checkout you have a variety of options depending on the rules set by your club provider.

If they allow you to pay at a later date or monthly, simple click confirm booking or to pay immediately, click “Confirm Booking”

Booking	Activity / School	Cost
Lottie Cooper Fred Cooperson	Breakfast & Afterschool club Name Of Your School	£174.00

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.

[CONFIRM BOOKING](#)

If card payments are accepted by the club you can click pay by card and fill in your information. To pay by voucher or other methods when applicable, you need to click “Pay by voucher and other payment methods” or to use credit in your account, use the pay by wallet function.

To Finalise Your Booking, Please Select Payment Method Below - Pay Today £ 174.00



PAY BY CARD



PAY BY VOUCHER AND OTHER PAYMENT METHODS



PAY BY WALLET

When paying by voucher or other payment methods. Using the drop down menu you can select the voucher pre-populated by your provider and complete the rest of the information.

Please ensure to use your reference number to help identify your payment.

You will need to process the payment with your chosen method of payment to avoid any issues.

**Complete to Finalise Booking**

Payment Method / Voucher Provider ▼

Child Name

Reference

Date this payment was made 📅

Amount Paid  
£ 0.00

I can confirm I have transferred correct funds from my voucher provider where necessary.

Back
Make Booking



iPEP transforms the way your school plans, delivers and assesses physical education to help you consistently deliver high-quality PE lessons. iPEP helps you to:

 Approved and recommended by Complete Education Solutions	 Easy plan PE lessons for the whole year	 Deliver outstanding PE lessons	 Assess students in real-time
 Track the progress of children and PE provision	 See whole school, class and children's reports	 Evidence and measure every lesson	 Improve PE lessons and PE provision



From PPA to teaching support, play schemes and out of school and preschool clubs, S4YC provide a range of sports education and childcare services to schools, including:

 'Get Active' Clubs	 Sports Clubs	 Nursery & Preschool Childcare	 Out of School Childcare Clubs
 Swimming Support	 PPA Cover	 TA Support	 MDA Support

If you have any questions about our products or would like to find out more please call us on **03335 777 321** or email [info@completeeducationsolutions.uk](mailto:info@completeeducationsolutions.uk)

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