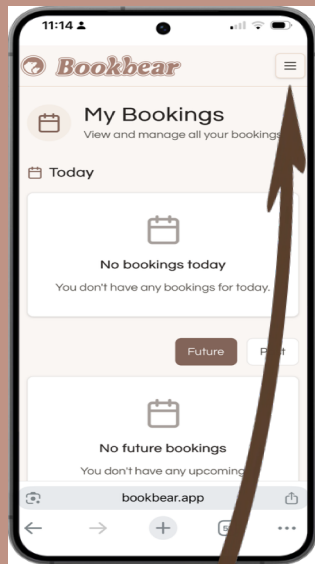
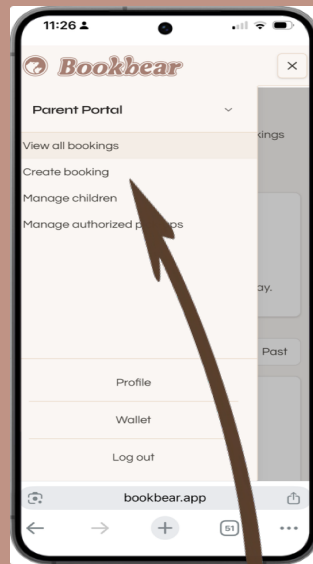


Step by Step Guide to Booking and Payment in Bookbear

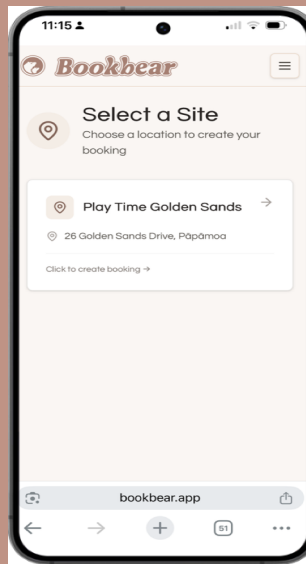
Before booking, your User Profile Details and your Child's Details must be added



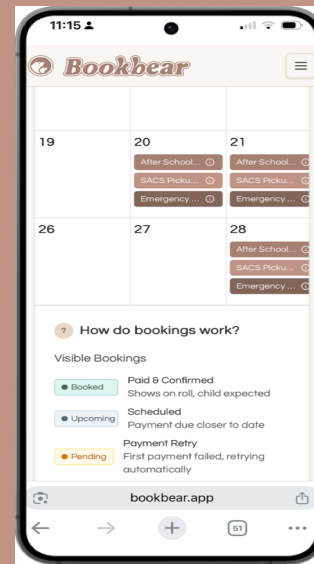
1. Click the menu at top right



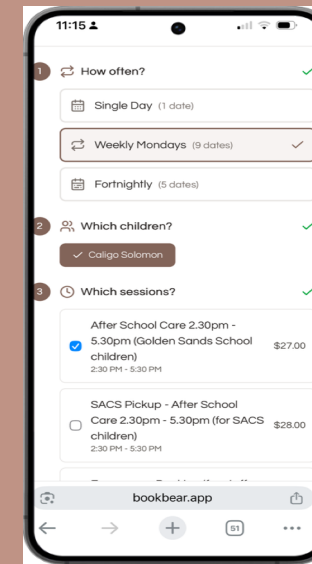
2. Click "Create booking"



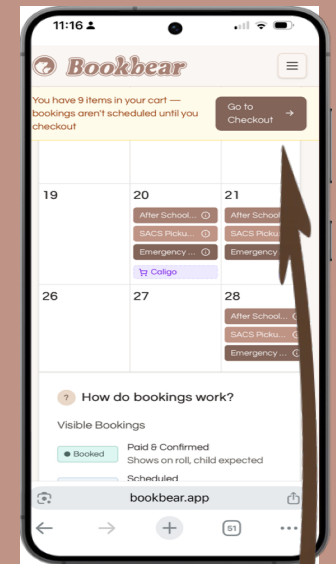
3. Select your site



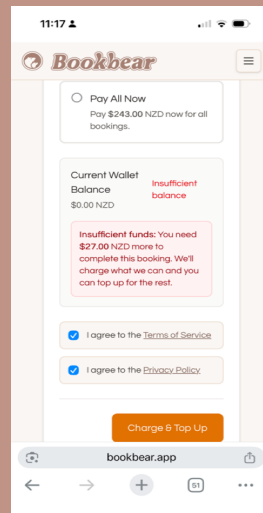
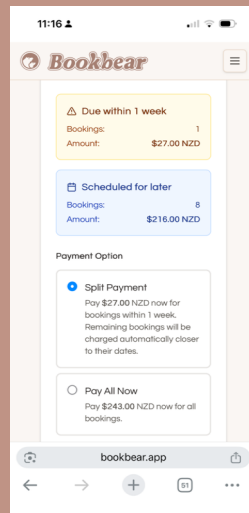
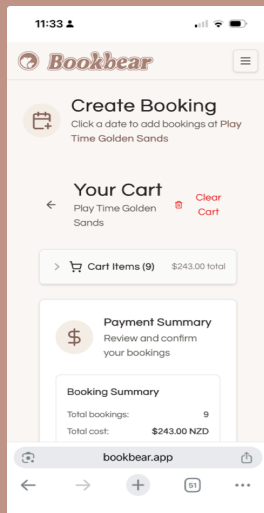
4. Click on the first day you want to book (booking is taken from date you have clicked)



5. Choose "How often" you need the booking ie. for 1 day, for all Monday's of the Term, or Fortnightly, choose "Which children" the booking is for, choose "Which sessions", then scroll down & click "Add to Cart"



6. Booking is now in your Cart (purple). To Confirm the booking, click "Go to Checkout"



7. In your cart you will see a summary of the bookings & payments required.

Scroll down to see what is Due Now/Within 1 week, and what is Scheduled for later.

You can add funds to your wallet to cover the bookings when they become due, or you can wait for a reminder that you need to add funds to your wallet to confirm the bookings. **Insufficient funds will result in a "Failed" payment, so the booking is not confirmed (the scheduled booking is removed by the system).**

Payment Terms:

Bookings are payable 1 week in advance, through the Bookbear wallet.

If not paid, the bookings are not confirmed so the child is not on the roll.

All transactions are visible in your Wallet.

Bookings status can be seen under the "Create Booking" calendar, or in "My Bookings" - only Green "Booked" bookings are confirmed (child is on roll)

Meaning of Colour Codes:

Visible Bookings	
Booked	Paid & Confirmed Shows on roll, child expected
Upcoming	Scheduled Payment due closer to date
Pending	Payment Retry First payment failed, retrying automatically
In Cart	In Your Cart Not yet submitted, go to cart to confirm

Hidden Bookings (click "Show Hidden" to view)	
Failed	Payment Failed Removed by system
Cancelled	Cancelled/Refunded Removed by user/you

Important: Only green "Booked" bookings appear on the roll and guarantee your child's place.

WINZ Clients:

Please contact Play Time directly to discuss how WINZ subsidies work in Bookbear