

# How to book..... Finding your course

1. Visit [www.premier-education.com](http://www.premier-education.com)

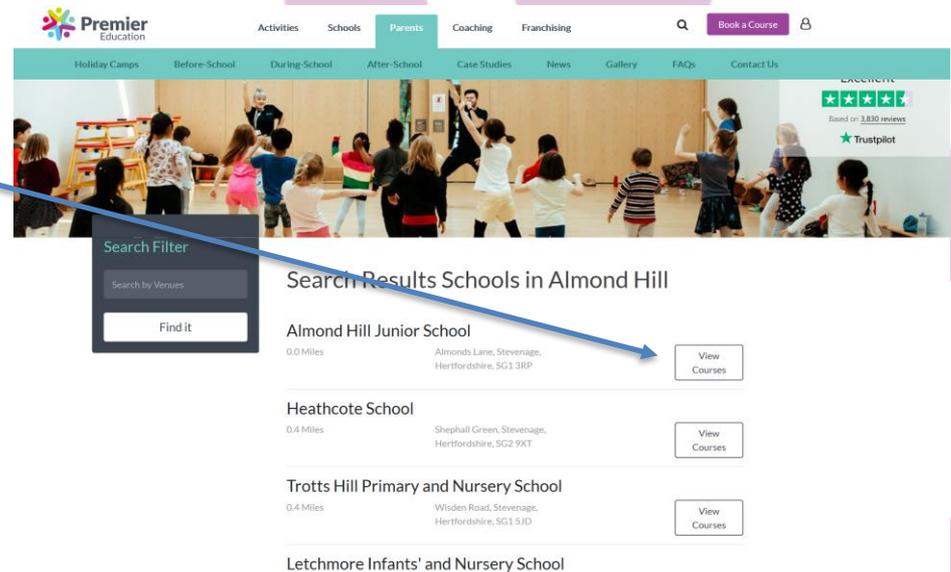
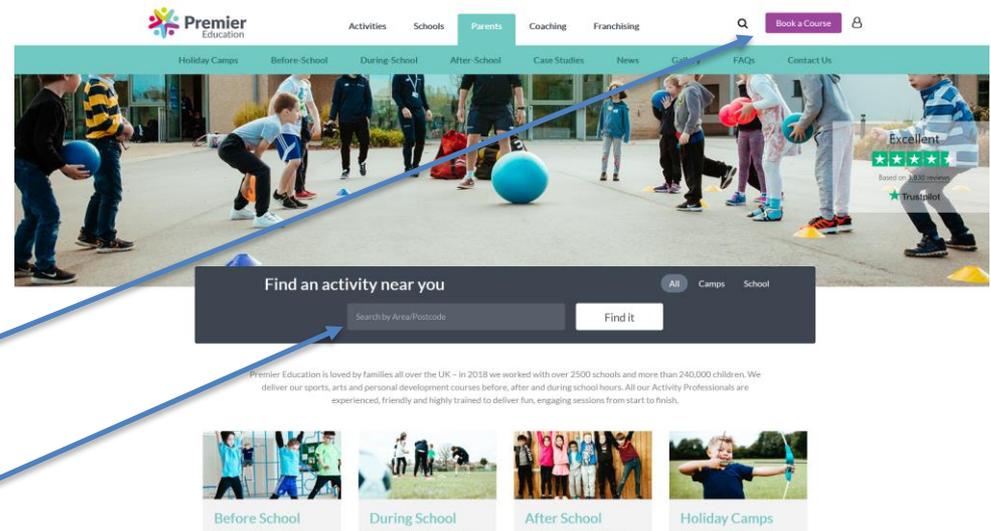
2. Click Book a course

3. Search your school name  
in the search bar

4. Select 'View Courses'  
next to your school

5. Select which course you  
need to book (check  
dates/timings) Click 'View  
course'

6. If you have selected the  
correct course, click 'Book  
this activity'.



# Selecting your child and dates.....

7. Add new family member (if required)

8. Click update booking- use this tab to make any changes

9. Select which child you wish to book onto this course, proceed on to dates

10. Select the dates you wish to book on to – proceed to times

11. Select the times you wish to choose from on each date, Click save.

12. Once complete, click continue

The screenshot shows the Premier Education website interface. At the top, there is a navigation bar with 'Activities', 'Account', 'Book', and 'Support' links, and a user profile icon. Below the navigation bar, a breadcrumb trail reads 'Home - Book - Step 1'. A green notification banner at the top states: 'Wymondham College Prep School Wraparound Care has been added to your booking.' The main content area is divided into three columns. The left column contains a step indicator with 'Step 1' highlighted. The middle column displays booking details for 'Wymondham College Prep School Wraparound Care', including venue, dates (3rd Oct - 31st Oct 2022), days (Monday to Friday), times (15:15 to 16:00 for £5.50, 16:00 to 17:00 for £5.50), and age (4-12). Below these details are buttons for 'Update Booking', 'Add an Activity', and 'Add a Child'. The right column is titled 'Booking Summary' and contains a placeholder text: 'A summary of your booking will appear here when you have added children to a course.'

This screenshot shows the same Premier Education booking page as the previous one, but with a 'Booking Summary' panel expanded on the right side. The panel displays the following information: 'Wraparound Care @ Wymondham College Prep School, Wymondham John Catchpole 1 sessions £5.50'. Below this, it shows 'Total Cost: £5.50'. There is a question 'Would you like to add Flexi-booking?' with a help icon, and a radio button selected for 'I would like Flexi-booking'. At the bottom of the panel is a 'Continue' button. The main booking details in the middle column are partially obscured by the expanded summary panel. The 'Update Booking' button is still visible below the details.

## Nearly there.....

13. Check your details are correct and click Continue with booking.

14. Finalise booking by accepting T&C's and click confirm booking

If you have any queries or concerns around your booking, please contact us on [rcatchpole@premier-education.com](mailto:rcatchpole@premier-education.com)

