13/10/2020

**Endorphins website**

Dear Parents / Carers

<https://www.endorphins.uk>

welcome to endorphins new webpage, where we will be advertising all our up and coming events. You can book online and pay via PayPal, instead of paying at the venue. Tickets for weekend sessions will open on a Saturday at 5pm and close on a Thursday at 12.30pm each week. (There is an option to opt in to receive an email each week to let you know when tickets are open)

All customers will need to **register** an account on your first visit.

When you get to

Please let us know which of our services you are registering for\*

**ONLY** if you are a new member should you select which service you are wanting to go to.

If your child has previously attended our sessions then please select Existing member.

you will then have 2 options to fill in a personal information document & a photo consent form. Once you have filled in these 2 forms you will then be able to book your place each week from then on.

**Registration forms**.

Please fill in all questions and give details of your child needs and disabilities. The forms can be filled in on a computer, laptop, tablet or phone.

* Click onto the tab **MEMEBERS**
* General information
* About your child/young person
* Medical
* Communication
* Personal care
* Signature (mouse, finger, tack pad)
* Date
* submit

Once we have customers details, parents and careers will **NOT** need to fill in the documents again.

**Endorphins photo consent form.**

Please fill in the document and submit.

**Now you are ready to make a booking**

**Booking.**

* Home page
* Scroll to the bottom of the home page / (or hover on What we do, select Inclusive children’s youth groups)
* Up and coming events
* Click onto the venue you would like to attend

Bookings page

* Select how many people you would like to attend the session
* Name
* Email
* Phone
* Type in the voucher code if you have one (new customers will be given a free voucher for their first session)
* Select PayPal or pay at the venue. (can book as guest on PayPal)
* Submit

You then will be directed to PayPal to confirm the booking and make a payment. You will then be booked on and sent an email with your confirmation.

If you have any issues with using the website or filling in the documents, please contact head of HR Lesley-Ann Cassidy. She will fill in all the documents or book you on to a venue via telephone.

**Kind regards**

**Text, letter

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