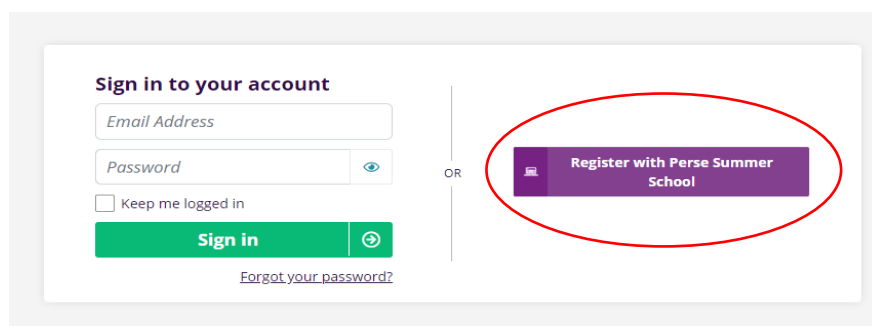


Guide to registering on the Perse Summer School Booking Portal

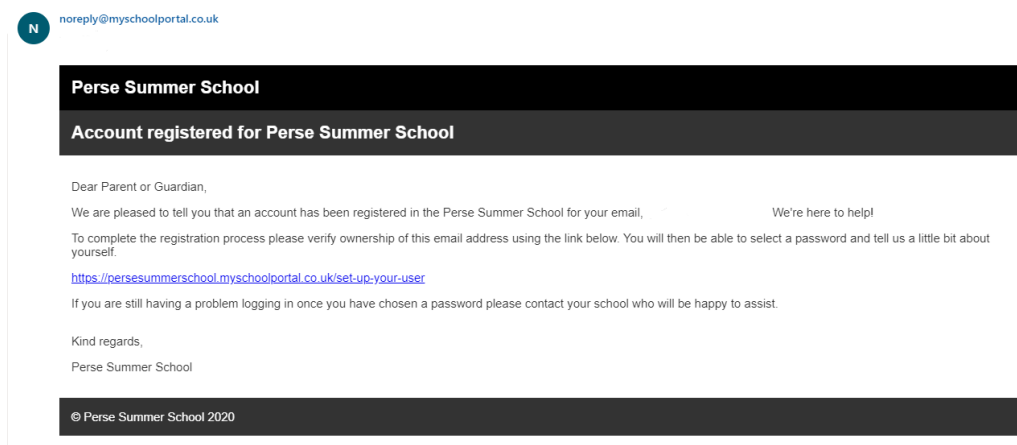
(If you registered an account for Summer School 2019 you will need to re-register for 2020)

Click on 'Booking Portal' on the Main Menu of the Summer School website or click the 'Book now' button on any of the course pages navigate to the Booking Portal log-in page (shown below).

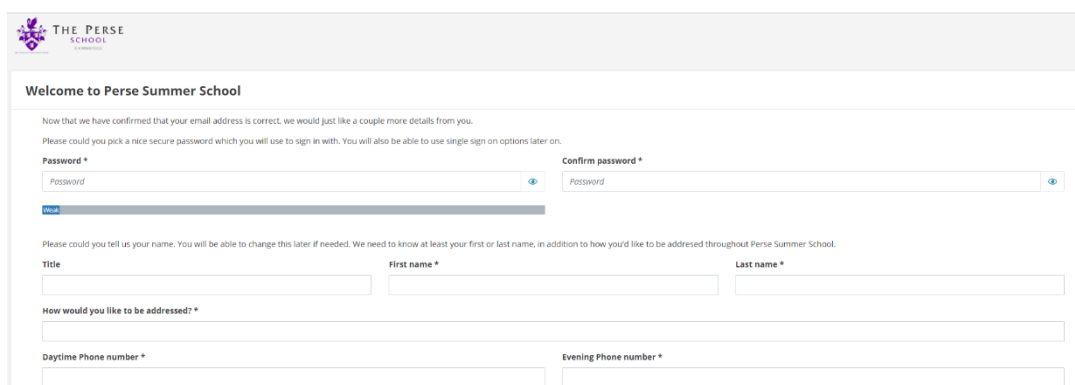


When prompted, enter the email that you would like to use for your account. This will also be the email that we use to communicate with you. Click 'Register'.

Once you have entered your email address you will receive an email that looks like this:



Follow the link in the email. This will take you to a form where you will be asked for some more information.



Once you are happy that these details are correct, click 'Finish set-up' at the bottom of the page.

You will then be prompted to 'Add new pupil'. Fill out the fields required in the form. Save these details by clicking 'Save pupil' at the bottom of the page.

Please then fill in the medical information form for your child as prompted and click 'Submit' when completed.



Once you have submitted the form for your first child you will be able to add your other children by clicking Home > My details > Add new child.

Repeat this process, filling in a new form for each of your children.