



Signing my child up for a Trip the Arbor App

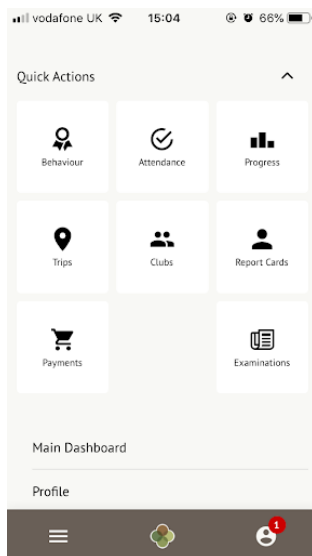
Registering a child for a trip using the Arbor App is a simple process.

If you are unable to sign up, please contact your school.

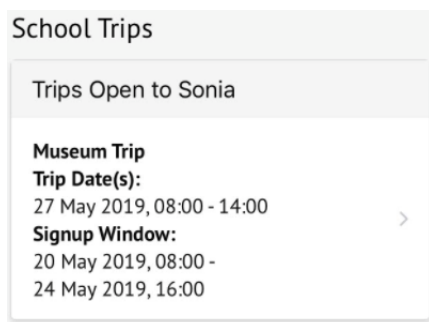
Please note that once you have signed up, you will need to contact your school if you would like to cancel participation or would like a refund.

On the Arbor App

To sign up for a trip, click the menu icon at the bottom left of your screen. Select **Trips**.



You will then be able to see all of your child's upcoming trips, and trips they are eligible for.



Select the trip to reach the **Trip Overview**. Click the green button to sign up for the trip and pay if required.

Sign Up / Add Payment

Museum Trip

Trip Overview

Location
Leeds Museum

On the next page, if no payment is required, you can simply sign up.

Trip Details

Name
Museum Trip

Location
Museum

Trip dates
26 Aug 2019, 10:00 - 16:00

Price
Free

Cancel

Add Consent

If no payment is required but you can to give a contribution, you can select this option.

Voluntary Contribution
Yes

Payment Amount

Payment amount

£ 2

Cancel

Sign Up For Trip (No Payment)

Pay

If you need to pay for the trip, you can input your card details to pay.

A mobile payment interface for a trip. At the top, it shows 'vodafone UK', signal strength, Wi-Fi, time '15:10', and battery '37%'. Below is a close button (X). The main content is divided into sections: 'Trip dates' (30 Aug 2019, 11:35 - 31 Aug 2019, 11:35), 'Price' (£105.36), and 'Minimum Instalment' (£50.50). A 'Payment Amount' section contains a text input field with '£ 50.5'. At the bottom are two buttons: a grey 'Cancel' button and a green 'Pay' button.

On the Parent Portal- (Laptops / Computers)

From the main Parent Portal page, click on the **Trips** field within the **Activities** section.

A screenshot of the Sunnyville Secondary School Parent Portal. The header shows the school name, user 'Dave Bell', and the Arbor logo. The main content is divided into several sections: 'Quick Actions' with a student profile for 'Poppy Bell' (Form 8IG); 'Statistics' showing attendance at 85.9% (85.9% this year, 100% last 4 weeks) and various points (Behaviour, House, Star, Worker of the week, Golden Tie) all at 0; 'Guardian Consultations' (None); 'Overdue Assignments' (Quiz - No due date); 'Accounts' (Poppy Bell: Meals, Balance: £562.00); and 'Activities' (Poppy Bell: Clubs, Poppy Bell: Trips). A green box highlights the 'Poppy Bell: Trips' link, with a green arrow pointing to it. The bottom left shows 'Current event' and 'Next lesson' details.

The Trips main page features three sections - **Upcoming Trips** are any trips the child is currently registered for, **Past Trips** are trips which have taken place and **Trips Open** are any trips that your child can currently be registered for.

To start registering your child for a trip, click on the desired trip in the **Trips Open** section.

School Trips

Molly's Upcoming Trips	
No results found	
Trips Open to Molly	
London Zoo	Trip Date(s): 14 Oct 2020, 14:12 - 15 Oct 2020, 14:12 Signup Window: 01 Sep 2020, 14:12 - 13 Oct 2020, 14:12
Garden adventures	Trip Date(s): 25 Nov 2020, 14:48 - 15:48 Signup Window: 01 Sep 2020, 14:48 - 30 Oct 2020, 14:48
Calendar sales	Trip Date(s): 01 Jan 2021, 08:54 - 09:00 Signup Window: 01 Sep 2020, 08:16 - 30 Oct 2020, 08:16
Molly's Past Trips	
No results found	

On the **Trip Overview** page, you can see details relating to the trip such as date, time and price. Click on **Sign Up** to begin the registration process.

« Back

London Zoo

Attachments

Sign up Molly for trip

Registration Information	
Registration status	Molly does not have a place on this trip yet. Click 'Sign up for trip' button to register.
Trip Overview	
Location	London Zoo
Description	Trip to London Zoo to see pandas!
Trip dates	14 Oct 2020, 14:12 - 15 Oct 2020, 14:12
Sign-up window	01 Sep 2020, 14:12 - 13 Oct 2020, 14:12
Price	£30.00
Voluntary contribution	Yes

Free trips

A slide over menu will appear where you can add consent (if your school requires this) for the trip by ticking the checkbox and ticking **Add Consent**.

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Register Molly for Trip

Trip Price	
Trip price	Free
Previous Payments for This Trip	
Already paid	£0.00
Add Consent	
Consent*	<input type="checkbox"/>

Cancel
Add consent

Once consent has been confirmed, you will be taken back to the **Trip Overview** page. You will now see that the **Status** field will have been updated to confirmed (assuming consent was not refused).

When returning to the **All Trips** page, the trip will now be displayed in **Upcoming Trips**, rather than the **Open Trips** section.

Molly's Upcoming Trips

Calendar sales 01 Jan 2021, 08:54 - 09:00

Paid Trips

With trips that require a payment, the process is slightly different. When registering the student for a paid trip, click the trip to be taken to the trip overview page. Click the **Sign Up** button.

[« Back](#) **Zoo trip**

Registration Information

Registration status [Fred does not have a place on this trip yet. Click 'Sign up for trip' button to register.](#)

Trip Overview

Location	Zoo
Trip dates	16 Oct 2020, 08:00 - 16:00
Available places	10
Sign-up window	05 Oct 2020, 08:00 - 09 Oct 2020, 16:00
Price	£20.00
Voluntary contribution	Yes
Minimum instalment	£5.00

Attachments

[Sign up Fred for trip](#)

A slide over will appear where you can add the amount you will pay if you can add instalments. The payment amount will automatically default to the minimum payment.

You can only select more than the maximum payment or less than the minimum if your school has chosen to allow voluntary or variable contributions.

You can then pay now or [add the payment to your basket](#) to pay later.

[« Back](#) **Register Molly for Trip**

Trip Price

Trip price	£10.50
Voluntary contribution	Non allowed

Previous Payments for This Trip

Already paid	£0.00
Left to pay	£10.50

Make a Payment

Payment amount	£10.50
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[Cancel](#) [Add to basket](#) [Pay](#)

You can only sign up without paying if your school has chosen to allow voluntary or variable contribution and does not accept instalments.

[« Back](#) **Register Molly for Trip**

Trip Price	
Trip price	£30.00
Voluntary contribution	Allowed

Previous Payments for This Trip	
Already paid	£0.00
Left to pay	£30.00

Make a Payment	
Payment amount	£ 30

[Cancel](#) [Sign up for trip \(no payment\)](#) [Add to basket](#) [Pay](#)

Once you click **Pay**, Add in your card details, then click **Pay**.

Make Payment ✕

Card number	<input type="text" value="1234 1234 1234 1234"/>
Expiration date	<input type="text" value="MM / YY"/>
Name on card	<input type="text"/>
Security code (CVV/CVC)	<input type="text" value="CVC"/>

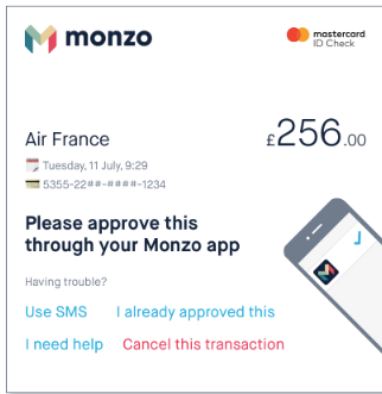
[Cancel](#) [Pay £30.00](#)

You may have to then authenticate your identity for the payment to go through. This is a requirement of the recently introduced Strong Customer Authentication (SCA) regulations.

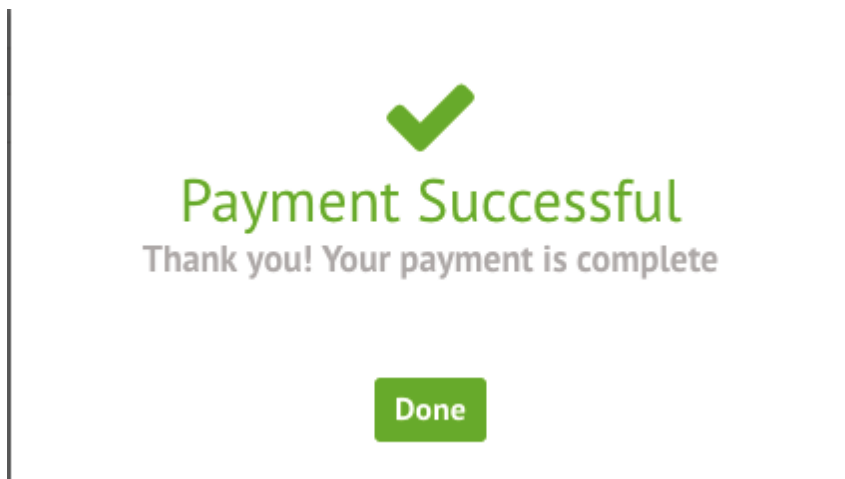
If authentication is needed for the payment, you will be prompted to authenticate the payment using the method of authentication your bank supports. This could be:

- an SMS code,
- your mobile banking app
- another method

For example, here is what it may look like if you're using Monzo. (*Please note, we are not affiliated with Monzo, this is purely an example*)



Once you have been able to confirm your identity, the payment will be completed and your card will be charged. You will see confirmation that the transaction has been successful.



If you've paid the full price of the trip or if your school allows variable contributions, the status of the trip will then change to confirmed, and the trip will appear on the **All Trips** page in the **Upcoming Trips**, rather than the **Open Trips** section

« Back	Test Payments
Registration Information	
Registration status	Congratulations, Gary's place is confirmed for this trip!
Trip Overview	
Location	Test
Description	Test Test
Trip dates	06 Feb 2020, 11:46 - 07 Feb 2020, 11:46
Sign-up window	06 Jan 2020, 11:46 - 05 Feb 2020, 11:46
Price	£20.00

If you have more left to pay, the amount you have left to pay is displayed at the top of the page and you can make another payment if your school allows this.

« Back	Zoo trip	Attachments
Registration Information		Add another payment
Registration status	Congratulations, Fred's place is confirmed for this trip!	
Trip Overview		
Location	Zoo	
Trip dates	16 Oct 2020, 08:00 - 16:00	
Available places	9	
Sign-up window	05 Oct 2020, 08:00 - 09 Oct 2020, 16:00	
Price	£20.00	
Voluntary contribution	Yes	
Trip Invoice		
Invoice number	INV65535	
Total price	£20.00	
Amount paid	£20.00	
Amount outstanding	£0.00	
Last payment made on	05 Oct 2020, 12:31	
Fully paid on	05 Oct 2020	

If you need further assistance, please email the school admin@wren.excalibur.org.uk