



Sidcot
Live Adventurously



SCHOOLS BUDDY USER GUIDE

SchoolsBuddy allows our parents to view the range of activities available to our students. The system allows you to easily book your child onto our lunchtime and after school activities and into our early and late prep sessions.

It's important that parents use this system to let the school know what your child will be doing after school.

This guide will help you to activate your SchoolsBuddy account and provide you with step-by-step instructions for using the app.

If you have any queries regarding the SchoolsBuddy system, please do not hesitate to contact ITsupport.parents@sidcot.org.uk

How to book

All new parents and students will receive a SchoolsBuddy activation email, so please look out for it in your mailbox. As this is a new software system, you will be required to click on the link in the email to activate your SchoolsBuddy account.

Once you have registered you will be able to view the co-curricular activities and early and late prep sessions available.

Existing parents and students should already have a log in and be able to access the SchoolsBuddy system through the app.

Activation of Account

Please activate using the Google Chrome Web Browser.

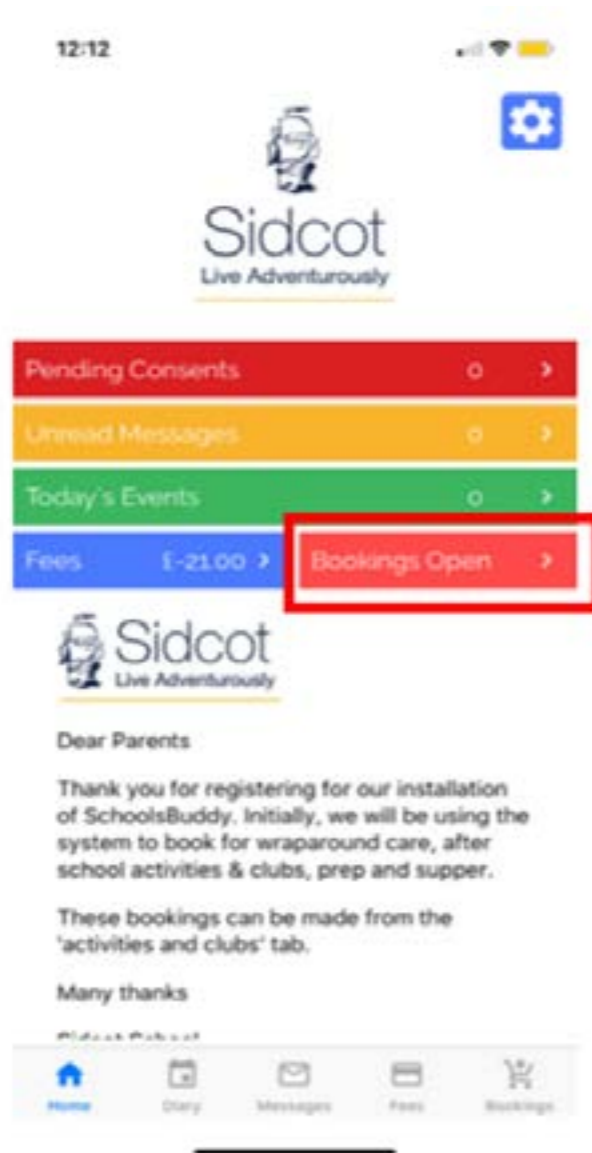
Once your account is activated, you can then download the 'SchoolsBuddy' app on iOS or Android.



User Guide

Step one:

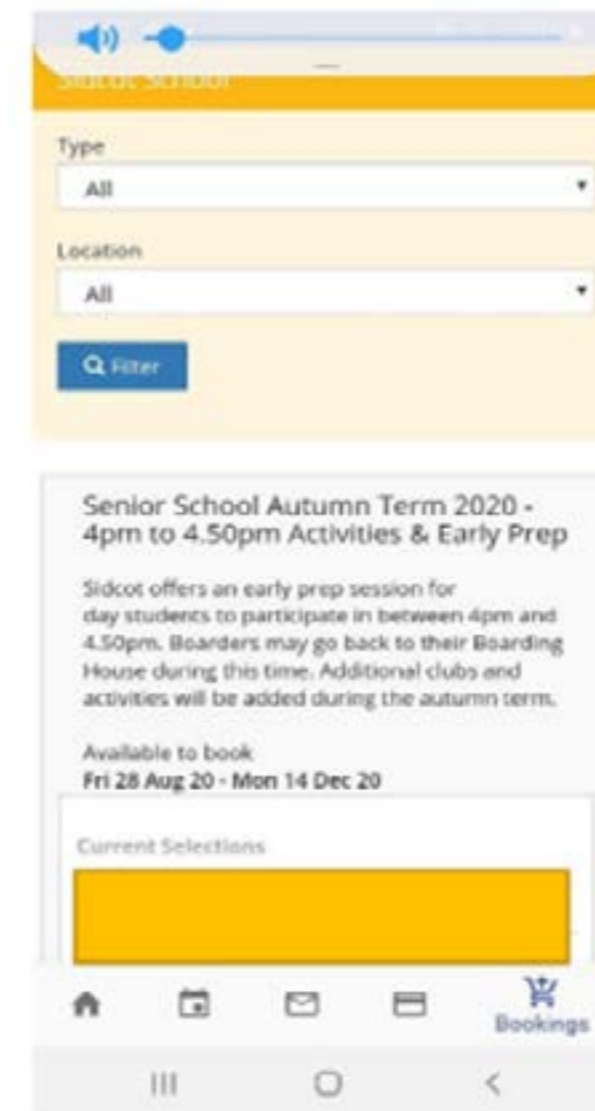
Once you have signed into the app, you will see this screen. Click onto 'Bookings Open' button. Go to the 'Bookings Open' tab.



Step two:

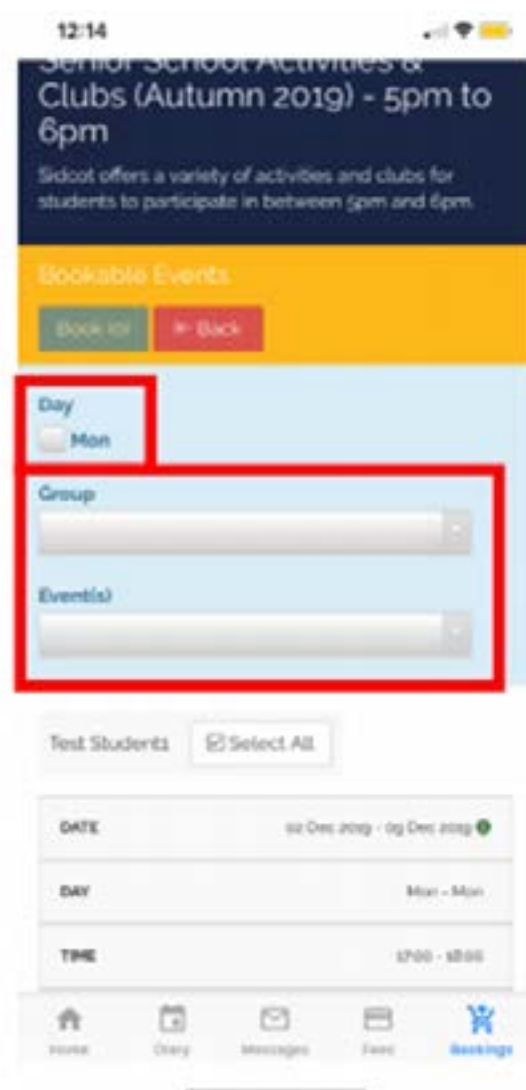
You will then be presented with a series of 'Boxes' as follows:
'Senior School Autumn Term – 4pm to 4.50pm Activities & Early Prep'
'Senior School Autumn Term – 5pm to 5.50pm Activities & Late Prep'

Simply 'select' the box you wish to book e.g. 4pm to 4.50pm or 5pm to 5.50pm



Step three:

You will then be taken to the bookable event page. You will see the days of the week on the top line (Not just Mon). Click on the day(s) you wish to book. Use the 'Group' or 'Event' tab to de-clutter the amount of events that you can see. On each activity, you will see the date, day and time. Click on the 'available' button and press the 'book' button.



You should now be booked in for the activity!