How to Book a Catch-Up Session



1 Navigate to <u>https://www.thinksmartsoftwareuk.com/customer_portal_v2/#/</u> or open the "ThinkSmartPortal"





4 Take note of how many make-ups you have available, image below shows 2

STA Lovel	
Day	Wodposda
Time	wednesda
lime	1:45PM
Duration	1 hou
Price	£60.0
Vacancy	
Date range	Term 3 202
Price per class	£7 5
MISSED DATES	L7.3
MISSED DATES	Book make-up
MISSED DATES 18/10/2023 4/10/2023	Book make-up Book make-up

Click "add enrollments".

uninksmart Portai —	_
A Home Page	
<u> My Account</u>	\sim
원& Students	
🗏 Classes	\sim
Add Enrollments	
😰 🛛 Book Make-ups	
🗋 Notify Absences	
tifications	

Click "Catch-up 0-4 years"

	View Make-	ups					
	JAFFACAKE J	JAFFACAKE JAMES					
	Select Profile	Hydro Therapy Wednesday					
~	 Catch-up 0-4 years Private hire 	1:45PM 1 hour £60.00					
~	O Hydro Bubbles	3 Term 3 2023 £7.50					
	 Oz Squads Hydro Therapy 	Book make-up					
	CANCEL OK	Book make-up					

Select Profile	Wednesday
Catch-up 0-4 years	1:45PM 1 hour £60.00
 Private hire Hydro Bubbles 	3 Term 3 2023 £7.50
Oz Squads	
O Hydro Therapy	Book make-up
CANCEL	Book make-up

8 Click here to select your childs name.

	Add Enrollments	
	CATCH-UP 0-4 YEARS	
		Select a student -
ers		
	BER	

9 Click "OK" Student		Select a stuc
Applied Filters Add Filter	Select a student Please select the student below. Jaffacake James Paige James CANCEL OK	
	Please select a student from the list	

10 Click "select dates"

Kernow Hydro KERNOW HYDRO ThinkSmart Portal		Student	CATCH-UP 0-4 YEAR
🏠 Home Page		Applied Filters	
<u>़</u> My Account	~	Add Filter	
গ্রু Students		Select Dates	
E Classes	~	<u>16/10/2023 - 22/10/2023</u>	
Add Enrollments			
Q View Enrollments			
😰 Book Make-ups			
			No classes found

11 Click "23-29"

inkSmart Portal —	kSmart Portal				Oc	t 🔅	> <	2	023	>	
			Student	м	т	w	т	F	S	s	
			Applied Filters	25	26	27	28	29	30	1	
			Add Filter	2	3	4	5	6	7	8	
			Select Dates	9	10	11	12	13	14	15	
			16/10/2023 - 22/10/2	16	17	18	19	20	21	22	
				23	24	25	26	27	28	29	
				30	31	1	2	3	4	5	
							CA	NCEL	ę	SET	1
									No	classe	s fo

12 Click "SET"

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Student	м	т	w	т	F	S	S
Applied Filters	25	26	27	28	29	30	1
Add Filter	2	3	4	5	6	7	8
Select Dates	9	10	11	12	13	14	15
<u>16/10/2023 - 22/10/2</u>	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31	1	2	3	4	5
				CA	NCEL		SET
,							
						No	

13 Click "ADD" for the session/s you would like to book.



14 Click "YES"

Studer	nt			Jaffacake Jan
Applie Add Fi Select 23/10/	ed Filters Iter t Dates /2023 - 29/10/20	Success Class has been adde you like to view your	ed. Would cart?	
Times	P	Nonday	NO YES Tuesday	Wednesday
	Day Next class Time Duration Vacancy	years Monday 23/10/2023 10:15AM 30 minutes 6		

15 Click "CHECKOUT"

(j	JAFFACAKE JAM	ES		Jaffacake James 👻
STA Level Day Next class Time Duration Vacancy		Catch-up 1-2 years Monday 23/10/2023 10:15AM 30 minutes 6	x	
				Wednesday 🔶
	Subtotal: £0.00	СНЕСКОИТ		
Duration Vacancy	30 minutes 6		1	

16 Click "OK"

		(CATCH-UP 0-4 YEARS —	
Studer	nt			Jaffacake Ja
Add Fi	ed Filters Iter t Dates /2023 - 29/10/202	Success Your order has been	received.	
Times	N	londay	Tuesday	Wednesday
	Day Next class Time Duration Vacancy	years Monday 23/10/2023 10:15AM 30 minutes 6		