

Parent Guide: How to sign up

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To begin making bookings/requesting contracts for your children at the intended school on our system, firstly you'll need to sign up to our system. So, head to the link we've provided you and you'll need to begin signing up.

Register an account

Once you've filled in your details, you'll be ready to add your children's details and make bookings with Alana Test Trial.

Already got an account ? [Log in](#)

Account details

Email address

e.g. name@example.com



Set password



Confirm Password



Personal details

First name

Last name

Phone number

e.g. 01234567890

Mobile number

e.g. 01234567890

Your privacy

Test Privacy Notice

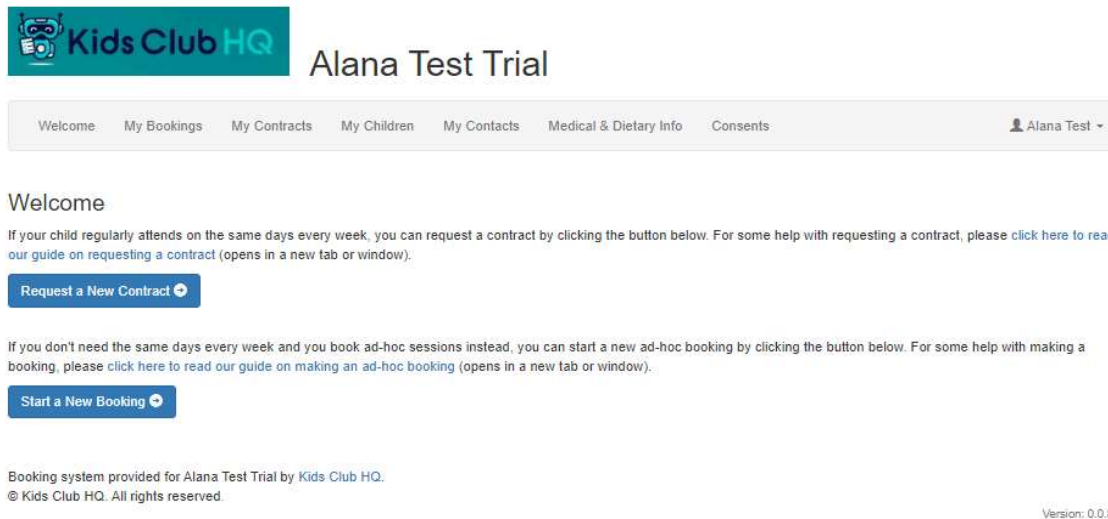
I accept that you will store my personal information in accordance with your privacy notice

[Create account](#)

As you'll see, you'll be prompted to confirm your email address, password, first name, last name and the best phone numbers for yourself.

You'll then need to accept the privacy notice, which you can read first by clicking on it. Once you've entered all this information you can select Create Account.

You'll then be automatically logged in and taken to the welcome page.



The screenshot shows the 'Alana Test Trial' welcome page for Kids Club HQ. At the top left is the Kids Club HQ logo. To its right is the text 'Alana Test Trial'. Below this is a navigation bar with links: 'Welcome', 'My Bookings', 'My Contracts', 'My Children', 'My Contacts', 'Medical & Dietary Info', and 'Consents'. On the far right of the navigation bar is a user profile icon and the name 'Alana Test'. Below the navigation bar is a 'Welcome' section. It contains two paragraphs of text. The first paragraph explains that if a child attends regularly, a contract can be requested, with a link to a guide. Below this is a blue button labeled 'Request a New Contract'. The second paragraph explains that if a child attends on an ad-hoc basis, a new ad-hoc booking can be started, with a link to a guide. Below this is a blue button labeled 'Start a New Booking'. At the bottom left, there is a footer note: 'Booking system provided for Alana Test Trial by Kids Club HQ. © Kids Club HQ. All rights reserved.' At the bottom right, there is a version number: 'Version: 0.0.89'.

To help you get started making a booking or requesting a contract, you'll see on this page a link for a guide on how to request a contract and a guide on how to make an ad-hoc booking.

Guide on how to create an ad-hoc booking:

<https://kidsclubhq.freshdesk.com/en/support/solutions/articles/33000272895-parents-guide-how-to-create-an-ad-hoc-booking> (<https://kidsclubhq.freshdesk.com/en/support/solutions/articles/33000272895-parents-guide-how-to-create-an-ad-hoc-booking>)

Guide on how to request a contract: <https://kidsclubhq.freshdesk.com/en/support/solutions/articles/33000272896-parents-guide-how-to-request-a-contract>

(<https://kidsclubhq.freshdesk.com/en/support/solutions/articles/33000272896-parents-guide-how-to-request-a-contract>)

M Martin is the author of this solution article.