

How to Request Awesome Nights Sessions

1. When you log onto SchoolsBuddy you will see this screen. Click 'view all' to view all the sessions that you are available to sign up for. Awesome Nights sessions will always start the title with the abbreviation AN.

Welcome to Diverse Abilities Short Breaks
We are now using Schools Buddy for the booking and payments of all our Short Breaks Services (Including Coping with Chaos, Project My Time, Awesome Nights, STAR's)

DEC
Wednesday
13

There are no upcoming events today.

My Wallet £0.00
Outstanding fees £0.00
Voucher balance £0.00

My Diary Fees Activities & Clubs

Available signups [View All \(13\)](#)

- AN - 03/01 - Big Club Night In
Sign up closes 13/12/2023
- AN - 10/01 - Air Rifle Shooting
Sign up closes 13/12/2023

2. You will then be taken to this screen. Here is an overview of the available sessions. To view more details and to request the session click 'Choose'.

Available signups

Type: All

<p>Available to book Sign up closes Wed 13 Dec 23</p> <p>AN - 03/01 - Big Club Night In</p> <p>Please choose this session, then click '1' if your child wishes to attend this activity. You must then click 'submit to school' to send this to us.</p> <p>15 Student (Lily), TEST 0</p> <p>Choose Review / Send</p>	<p>Available to book Sign up closes Wed 13 Dec 23</p> <p>AN - 10/01 - Air Rifle Shooting</p> <p>Please choose this session, then click '1' if your child wishes to attend this activity. You must then click 'submit to school' to send this to us.</p> <p>15 Student (Lily), TEST 0</p> <p>Choose Review / Send</p>	<p>Available to book Sign up closes Wed 13 Dec 23</p> <p>AN - 17/01 - Pyjama Party</p> <p>Please choose this session, then click '1' if your child wishes to attend this activity. You must then click 'submit to school' to send this to us.</p> <p>15 Student (Lily), TEST 0</p> <p>Choose Review / Send</p>	<p>Available to book Sign up closes Wed 13 Dec 23</p> <p>AN - 31/01 - Slime Making</p> <p>Please choose this session, then click '1' if your child wishes to attend this activity. You must then click 'submit to school' to send this to us.</p> <p>15 Student (Lily), TEST 0</p> <p>Choose Review / Send</p>	<p>Available to book Sign up closes Wed 13 Dec 23</p> <p>AN - 07/02 - Ice Skating</p> <p>Please choose this session, then click '1' if your child wishes to attend this activity. You must then click 'submit to school' to send this to us.</p> <p>15 Student (Lily), TEST 0</p> <p>Choose Review / Send</p>
<p>Available to book Sign up closes Wed 13 Dec 23</p> <p>AN - 24/01 - Bowling</p> <p>Please choose this session, then click '1' if your child wishes to attend this activity. You must then click 'submit to school' to send this to us.</p> <p>15 Student (Lily), TEST 0</p> <p>Choose Review / Send</p>	<p>Available to book Sign up closes Wed 13 Dec 23</p> <p>AN - 14/02 - Valentines Dinner</p> <p>Please choose this session, then click '1' if your child wishes to attend this activity. You must then click 'submit to school' to send this to us.</p> <p>15 Student (Lily), TEST 0</p> <p>Choose Review / Send</p>	<p>Available to book Sign up closes Wed 13 Dec 23</p> <p>AN - 21/02 - Mr Mulligans</p> <p>Please choose this session, then click '1' if your child wishes to attend this activity. You must then click 'submit to school' to send this to us.</p> <p>15 Student (Lily), TEST 0</p> <p>Choose Review / Send</p>	<p>Available to book Sign up closes Wed 13 Dec 23</p> <p>AN - 28/02 - Game Show</p> <p>Please choose this session, then click '1' if your child wishes to attend this activity. You must then click 'submit to school' to send this to us.</p> <p>15 Student (Lily), TEST 0</p> <p>Choose Review / Send</p>	<p>Available to book Sign up closes Wed 13 Dec 23</p> <p>AN - 06/03 - Park and Smores</p> <p>Please choose this session, then click '1' if your child wishes to attend this activity. You must then click 'submit to school' to send this to us.</p> <p>15 Student (Lily), TEST 0</p> <p>Choose Review / Send</p>
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3. You will be taken to this page. Click where it says 'Wednesday – 1 available' to open the drop down.

AN - 03/01 - Big Club Night In

Please choose this session, then click '1' if your child wishes to attend this activity. You must then click 'submit to school' to send this to school.

This form must be submitted by the end of Sunday 10th December. You will receive confirmation of your session once we have allocated places.

Period From 03-Jan-24 To 03-Jan-24

Activities

1. How signup works

This signup requires you to make choices and submit these choices to the school for your activities for this period. The school will then allocate activities based upon your selections and the groups size.

There may be options for each day. Only select options for a day if you want to take part in an activity for that day.

Once you have selected your choices, please click REVIEW & CONFIRM to see an overview of your preferences before clicking the COMPLETE AND SEND ALL TO SCHOOL button.

After you have sent your choices to the school you will not be able to edit them.

2. Make choices

Preference selections may be limited to Daily or Weekly.

DAILY: Select your preferences for each day. Click the day of the week you want to make choices for. Make your first choice your 'preference1', your second choice 'preference2' and so on. You may only select ONE 'preference1', 'preference2', 'preference3', etc for each day. The system will not let you select P1 twice on the same day. To change your P1 choice first untick the current P1 choice.

WEEKLY: Select up to 5 top preferences for the week. Make your first choice your 'preference1', your second choice 'preference2' and so on. You may only select ONE 'preference1', 'preference2', 'preference3', etc across the week. The system will not let you select P1 twice in the week. To change your P1 choice first untick the current P1 choice.

When complete move onto the next day.

Search group name

▼ Wednesday - 1 Available

4. On this drop down you will find more info about the session, including the cost, time and location. If you want to request this session for your child, please click the '1' button. **Do not click the 'N/A' button** – unless you don't want this session for your child. We can't change the buttons, but think of it like '1' means 'yes' and 'N/A' means 'no'.

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When complete move onto the next day.

3. Submit to school

To save your preferences to complete later choose SAVE FOR LATER. If you want to review all of your choices click REVIEW & CONFIRM.

If during review you want to SUBMIT your choices to the school click on COMPLETE AND SEND ALL TO SCHOOL button. You will need to agree to terms & conditions set by the school.

4. Await school confirmation

When the student has submitted their choices, the school will review the choices and confirm the session. The student will receive an email confirmation of the session.

Search group name

▼ Wednesday - 1 Available

3rd January - Big Club Night In

AT A. Topp
Organiser

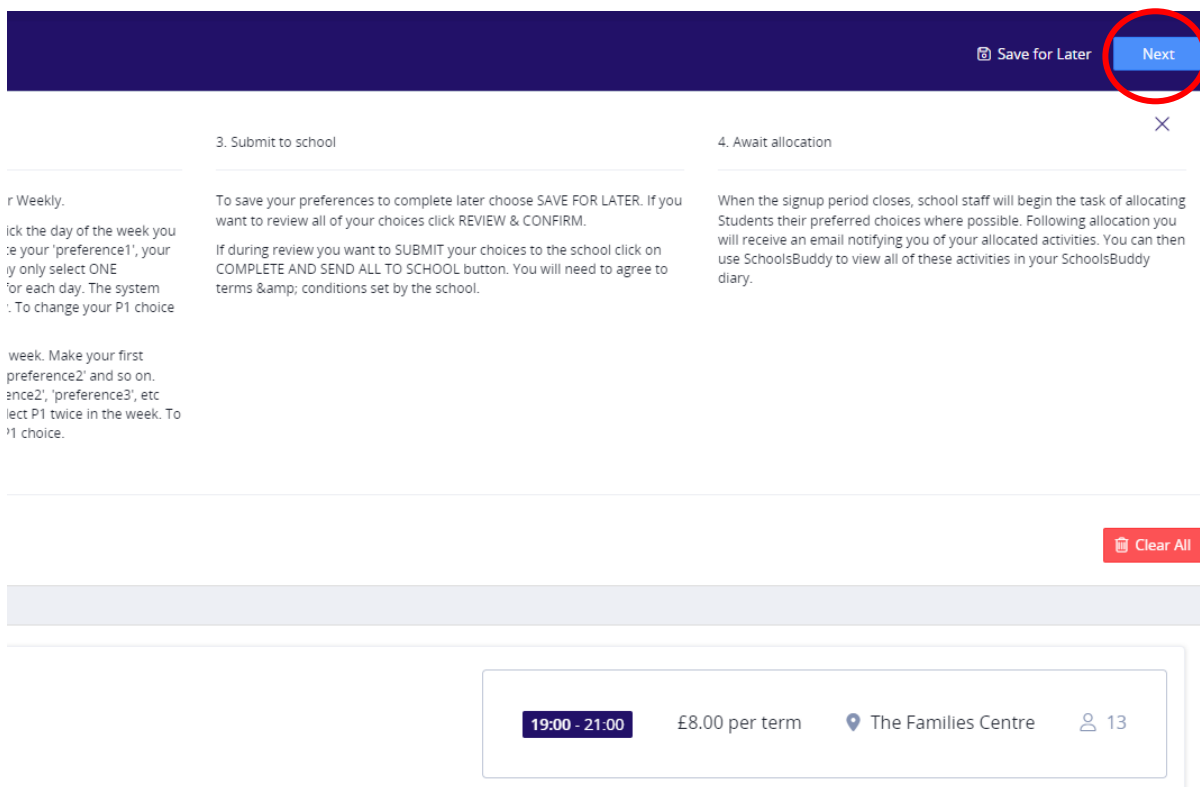
19:00 - 21:00 £8.00 per person

Come dressed up and enjoy an evening of music and mocktail making.

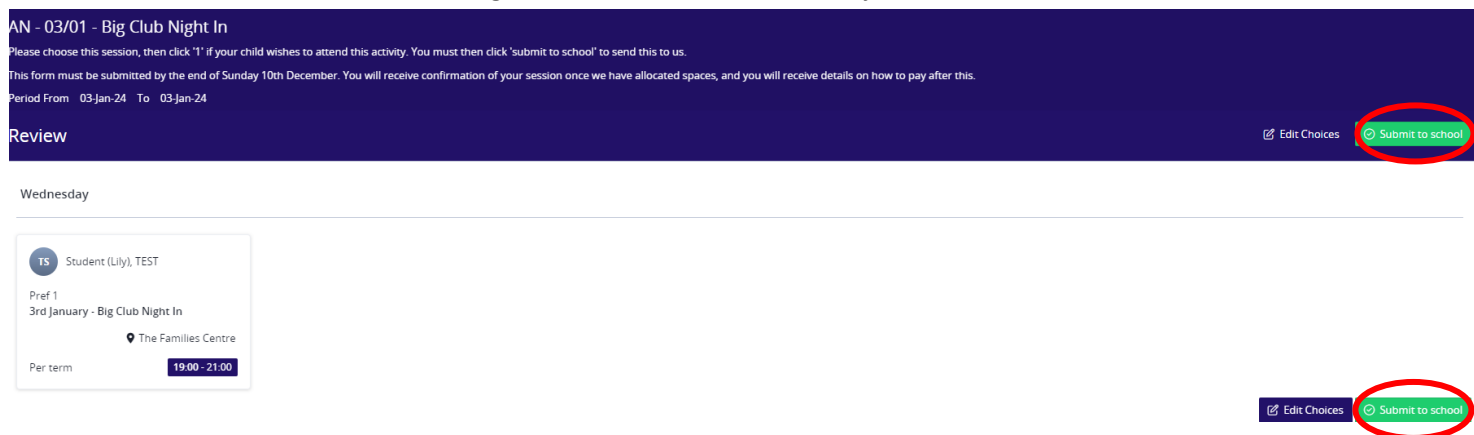
TS Student (Lily), TEST

1 N/A

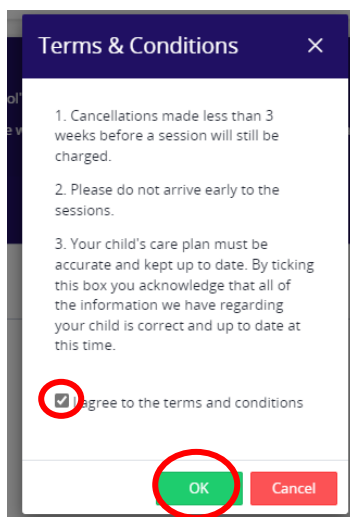
5. Once you have clicked '1' please scroll back up and click 'Next' on the blue banner in the top right hand corner.



6. This will take you to an overview page. Please then click the green 'submit to school' button to send your choice to us. Either of the two green buttons will do the same job.



7. The terms and conditions will pop up. Please read and click that you agree to these and then click 'OK'.



8. You will need to do this for all of the sessions that your child wishes to attend. If there are sessions that your child does not want, you can either ignore them completely, or do the same process as above but click 'N/A'. Once you have submitted all your choices to school then we will receive them ready to allocate. On the overview page there will be a green '1' next to your child's name if you have requested that session. There will be a '0' if you have clicked N/A or ignored that session.

Available signups Type

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9. You should get a confirmation email looking similar to this if you have correctly made your child's choice. You will see here that it has all the information for the session including cost and number preference that you chose. For Awesome Nights it must say 1.

Diverse Abilities Short Breaks AN - 20/03 - Beach Walk and Bubble Tea selection confirmation

DA Diverse Abilities Short Breaks <noreply@SchoolsBuddy.com>
To Lily Felstead

Wed 13/12/2023 13:06

This sender noreply@SchoolsBuddy.com is from outside your organization.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Lily Felstead,

This is to confirm that your selections for AN - 20/03 - Beach Walk and Bubble Tea have been sent to the school.

Groups SELECTED:

Group	Student	Day of week	Time	Location	Staff	Cost	Preference
20th March - Beach Walk and Bubble Tea	Student (Lily), TEST	Wed	19:00-21:00	Meet outside the BIC	Topp	8.00 Per term GBP	1

Log in to your SchoolsBuddy account for further details.

****If this email does not contain any selections then this will be because you have a sibling or another child at Diverse Abilities Short Breaks and selections have only been submitted for them.**


Many thanks



Diverse Abilities Short Breaks and the SchoolsBuddy team.



[Go to the Diverse Abilities Short Breaks SchoolsBuddy Portal](#)

10. Some parents previously unticked both the '1' and 'N/A' option then clicked the 'submit to school' button. This will still send you a confirmation email, saying that your selections have been sent to the school. However, your selection is in fact nothing – meaning that your child doesn't show up in our end of the portal when it comes to allocations. If you look closely at this confirmation email, you can see that it does not have your child's name, any of the supporting information, or number preference.

Diverse Abilities Short Breaks AN - 17/01 - Pyjama Party selection confirmation

 Diverse Abilities Short Breaks <noreply@SchoolsBuddy.com>
To Lily Felstead

 Reply 

 This sender noreply@SchoolsBuddy.com is from outside your organization.
 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

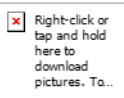
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Many thanks

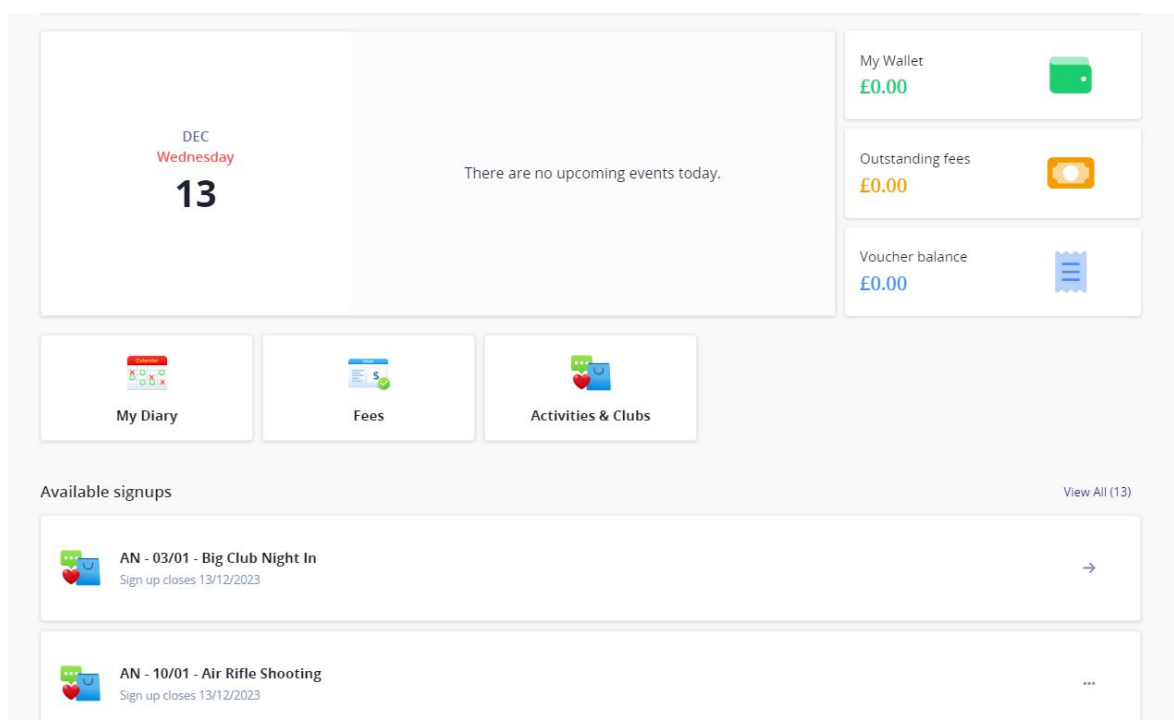
Diverse Abilities Short Breaks and the SchoolsBuddy team.

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If you wish to stop receiving emails from noreply@schools buddy.com, please contact the school admin team. Please note by doing so, you won't be able to receive any communication sent from the school via SchoolsBuddy.

11. Once you have made all your selections, the sessions will still show up as available signups until the closing date. This is because if your child changes their mind, you can go in and amend the sessions you have requested right up until that date. After the closing date has finished these will all disappear and you will no longer be able to book. After we have allocated the sessions, you will receive a notification from SchoolsBuddy saying which sessions your child has been given. You will also be able to view these in your diary. You will then later receive payment information, and you will pay through SchoolsBuddy.



The screenshot shows the SchoolsBuddy user dashboard. At the top left, it displays the date 'DEC Wednesday 13'. The main area contains the message 'There are no upcoming events today.' On the right side, there are three summary cards: 'My Wallet' with a balance of £0.00, 'Outstanding fees' with a balance of £0.00, and 'Voucher balance' with a balance of £0.00. Below these are three navigation buttons: 'My Diary', 'Fees', and 'Activities & Clubs'. At the bottom, there is a section for 'Available signups' with a 'View All (13)' link. Two signups are listed: 'AN - 03/01 - Big Club Night In' and 'AN - 10/01 - Air Rifle Shooting', both with a sign-up closing date of 13/12/2023.