



How to Sign Your Child Up for a Free Club on Arbor

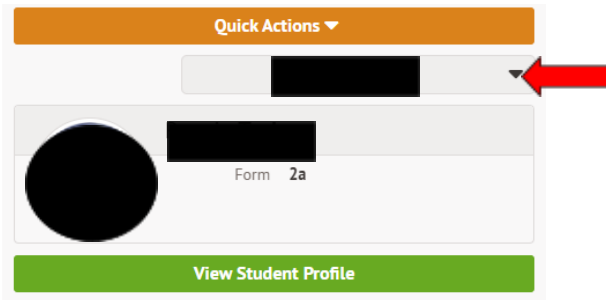
Follow these steps to sign up to an after school club on your Arbor account:

Signing Up via Parent Portal (Web Browser)

Step 1: Log into Your Parent Portal

1. Open your web browser and search “Arbor Parent Portal”.
2. Enter your login credentials (username and password).
3. Click **Login** to access your account.

Tip! If you have more than one child at Goldsmith Primary, navigate between the student profiles by clicking on the drop down menu.



Step 2: Navigate to the "**Activities**" section on your child's portal, then click on "**Clubs**". Alternatively select "**Quick Actions**" and then choose "**Clubs**"



1. The “**All Clubs**” page will list any clubs your child is currently a member of and any clubs that are currently open for them to join. At the bottom of the page, you'll also see any past clubs from previous years that your child was registered to.

School Clubs

| [Redacted] is Registered For These Clubs (2024/2025) | |
|--|--|
| 24/25 AUTUMN Wednesday Football 1/2 (2024/2025) | Club description: Collection: All children must be collected from the main office (Goldsmith Road) by an appropriate adult at 4:20pm prompt. Kit: Children need to bring their PE kit to school with them on a Wednesday to get changed into after school, ready for club. The places will be given fairly on a first come, first served basis as there is only space for 20 children. Please note - if your child is given a place and then does not attend the club for a period of 2 sessions without reason, their place will be given to someone on the waiting list. Club membership dates: 11 Sep 2024 - 11 Dec 2024 |

| [Redacted] can be Registered For These Clubs (2024/2025) | |
|--|--|
| 24/25 SPRING Monday Dance 1/2 (2024/2025) | Club description: Collection: All children must be collected from the main office (Goldsmith Road) by an appropriate adult at 4:20pm prompt. Kit: Children need to bring their PE kit to school with them on a Monday to get changed into after school, ready for club. The places will be given fairly on a first come, first served basis as there is only space for 20 children. Please note - if your child is given a place and then does not attend the club for a period of 2 sessions without reason, their place will be given to someone on the waiting list. Timetable: Mondays: 15:20 - 16:20 (13 Jan 2025 - 31 Mar 2025, term-time only) |
| 24/25 SPRING Monday Sport 1/2 (2024/2025) | Club description: Collection: All children must be collected from the main office (Goldsmith Road) by an appropriate adult at 4:20pm prompt. Kit: Children need to bring their PE kit to school with them on a Monday to get changed into after school, ready for club. The places will be given fairly on a first come, first served basis as there is only space for 16 children. Please note - if your child is given a place and then does not attend the club for a period of 2 sessions without reason, their place will be given to someone on the waiting list. Timetable: Mondays: 15:20 - 16:20 (13 Jan 2025 - 31 Mar 2025, term-time only) |



2. Click on a club to open up that club's information page.
3. Click **"Register for this club"** then choose a membership option (ie. Spring Term).

The screenshot shows the 'Register for Club' page. On the left, under the 'Attachments' header, there is a green button labeled 'Register for this club' with a red arrow pointing to it. On the right, the page title is 'Register [redacted] for Club'. Below the title is a 'Club Overview' section with the following details:

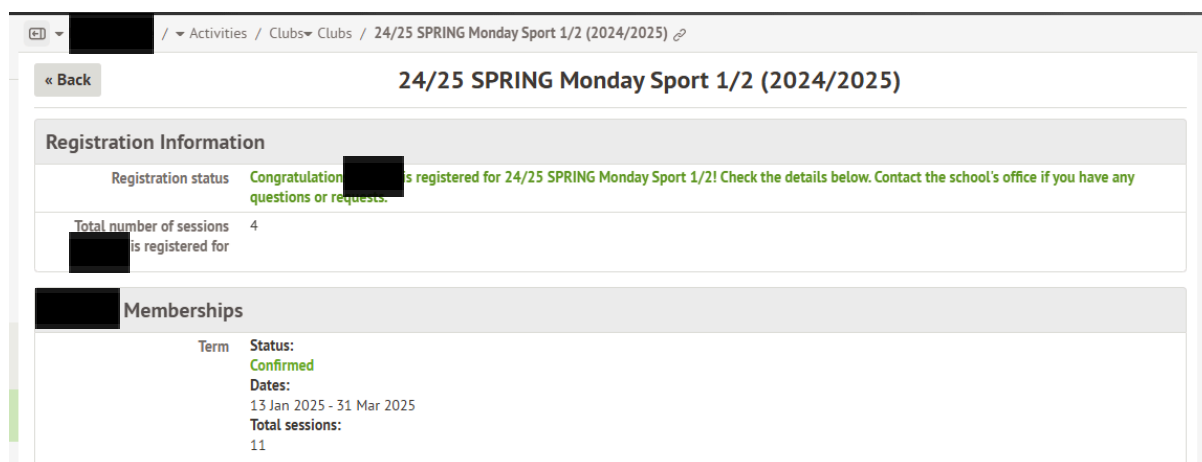
| | |
|-------------|---|
| Name | 24/25 SPRING Monday Sport 1/2 |
| Description | Collection: All children must be collected from the main office (Goldsmith Road) by an appropriate adult at 4:20pm prompt. Kit: Children need to bring their PE kit to school with them on a Monday to get changed into after school, ready for club. The places will be given fairly on a first come, first served basis as there is only space for 16 children. Please note - if your child is given a place and then does not attend the club for a period of 2 sessions without reason, their place will be given to someone on the waiting list. |

Below the overview is the 'Choose Membership' section, which includes a dropdown menu labeled 'Choose a membership option*' with 'Spring Term: Free' selected. A red arrow points to the dropdown arrow. At the bottom right, there are 'Cancel' and 'Next >' buttons.

4. Select your membership period (ie. Mon 13 January 2025 - Mon 31 March 2025).

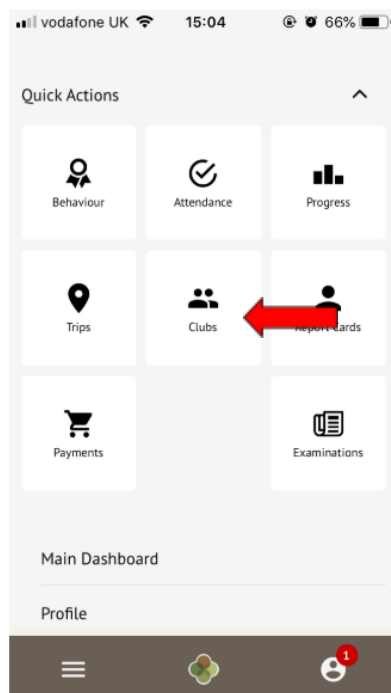
The screenshot shows the 'Register for Club' page with the 'Select Membership Periods' section. The page title is 'Register [redacted] for Club'. The 'Club Overview' section is visible, showing the same details as in the previous screenshot. Below the overview, the 'Selected membership option' is 'Spring Term: Free'. The 'Select Membership Periods' section has a dropdown menu labeled 'Term*' with 'Mon, 13 Jan 2025 - Mon, 31 Mar 2025' selected. At the bottom, there are 'Cancel' and 'Confirm Registration' buttons.

5. Click on **“Confirm Registration”** and then **“Yes”**. Once registered, the club will appear under **"My Clubs."**



Signing Up via Parent App

1. To sign up for a club, click the menu icon at the bottom left of your screen. Select **“Clubs”**. Follow the same steps as above.



Further information and help can be located on the Arbor website [here](#).

If you have any issues signing your child up to a club on Arbor, please contact the main office on 01922 710182.