

How do I make a booking?

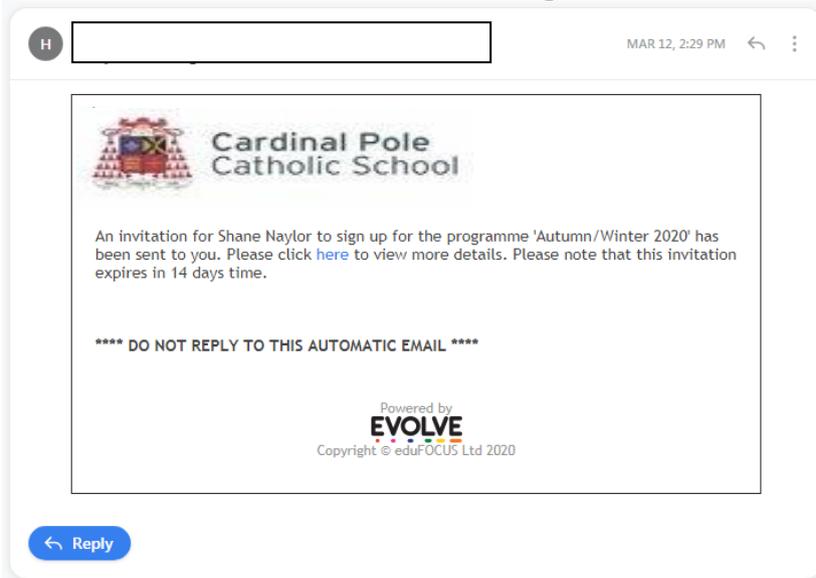
The following information outlines how to book your child onto an extra-curricular activity.

There is **no** requirement for the parent or student to create an account, the advantage of using the Evolve platform is that you can sign your child up to an extra-curricular activity without having to login.

Please follow our step by step guide on how to sign up for an extra-curricular activity. For any further assistance please email personaldevelopment@cardinalpole.co.uk

Step 1

Parents receive an email from EVOLVE inviting them to view the Clubs Programme:

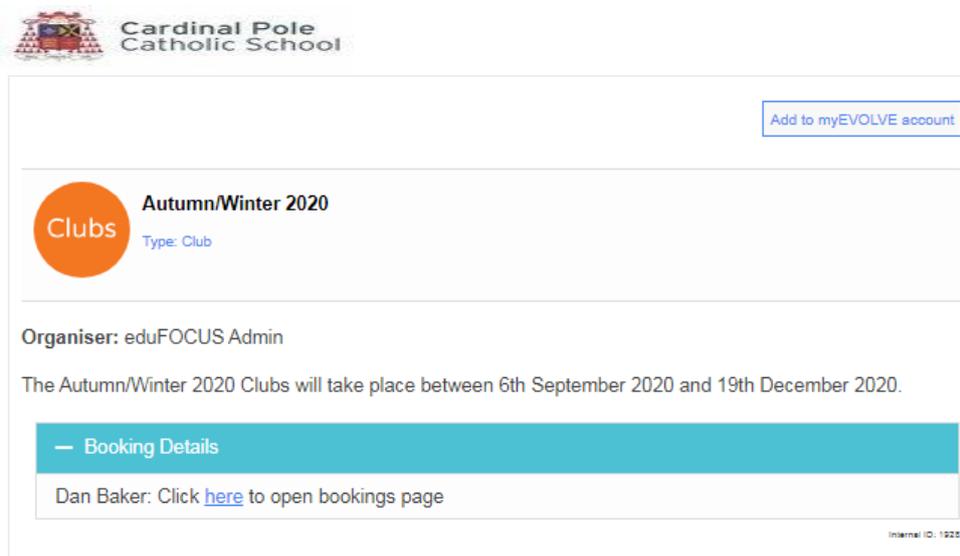


Step 2

Click the link to view more details.

Step 3

The website will load:



Step 4

Click the link to open the bookings page.

Step 5

In this example, a restriction of only 3 bookings were allowed:

myEVOLVE


Cardinal Pole Catholic School

Programme: Autumn/Winter 2020
Dan Baker

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Make up to 3 selections:

Day	Club	Times	Location	
Tue	Art Club	15:45-16:45	Art Room 1	Spaces available
Tue	Beginners Mandarin Club	15:45-16:30	LB2	Spaces available
Tue	Musical Theatre	15:45-16:45	Hall	Spaces available
Wed	Zumba Club	12:45-13:45	Sports Hall	Spaces available
Wed	Science Debate Club	08:00-08:45	LB6	Spaces available
Fri	Art Club	15:45-16:45	Art Room 1	Spaces available
Fri	Science Debate Club	08:00-08:45	LB6	Spaces available

[Submit Booking Requests](#)

Attempting to select more than 3 clubs will prohibit you from submitting your choices:



evolve.edufocus.co.uk says
You are only permitted to select 3 clubs. Remove a club from your selection and try again

[OK](#)

3 BOOKING LIMIT

Students are limited to 3 extra-curricular choices, this is to allow all students fair access to enrichment activities.

Lists are addressed half termly where students have an opportunity to join new clubs.

If students would like to attend more than 3 activities, parents need to email personaldevelopment@cardinalpole.co.uk with their request.

Programme: Autumn/Winter 2020
Dan Baker

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Make up to 3 selections:

Day	Club	Times	Location	
Tue	Art Club	15:45-16:45	Art Room 1	Spaces available ✔
Tue	Beginners Mandarin Club	15:45-16:30	LB2	Spaces available ✔
Tue	Science Debate Club	08:00-08:45	LB6	Spaces available ✔

Science Debate Club ✕

Organiser: eduFOCUS Admin

Dates: 02/09/2020, 04/09/2020, 09/09/2020, 11/09/2020, 16/09/2020, 18/09/2020, 23/09/2020, 25/09/2020

Step 6

To select a club, simply click the Name to view more details. Next, click [Select Event]:

myEVOLVE

Cardinal Pole Catholic School

Programme: Autumn/Winter 2020

Dan Baker

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Make up to 3 selections:

You have already selected 3 clubs.

Day	Club	Times	Location
	Science Debate Club		

Organiser: eduFOCUS Admin

Dates: 02/09/2020, 04/09/2020, 09/09/2020, 11/09/2020, 16/09/2020, 18/09/2020, 23/09/2020, 25/09/2020

Available to (years): 7, Year 7, Year 7, Year 8, Year 9, Year 10, Year 11

Location: LB6

Select Event

Step 7

The system will show where it is already at capacity, or there are only a few spaces left:

myEVOLVE

Cardinal Pole Catholic School

Programme: Autumn/Winter 2020

Dan Baker

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Make up to 3 selections:

Day	Club	Times	Location	Availability
Tue	Art Club	15:45-16:45	Art Room 1	Spaces available
Tue	Beginners Mandarin Club	15:45-16:30	LB2	Only 3 spaces left
Tue	Musical Theatre	15:45-16:45	Hall	Spaces available
Wed	Zumba Club	12:45-13:45	Sports Hall	Spaces available
Wed	Science Debate Club	08:00-08:45	LB6	Full

Step 8

Once you have made your choices, click [Submit Booking Requests]

Step 9

Confirmation appears on screen, together with an email confirmation:

myEVOLVE



**Cardinal Pole
Catholic School**

Booking Receipt: Dan Baker

The following bookings have been received:

- Zumba Club (12:45-13:45): Booking Request Received
- Art Club (15:45-16:45): Booking Request Received
- Musical Theatre (15:45-16:45): Booking Request Received

A confirmation email has been sent to info@edufocus.co.uk.

[Continue](#)