



Department
for Education

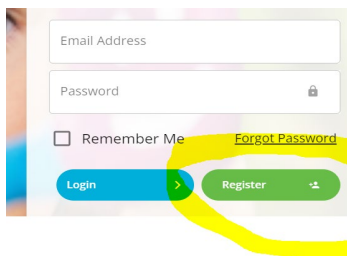
How to register for the Sheffield Healthy Holidays programme

1. Visit <https://sheffieldhealthyholidays.org/>

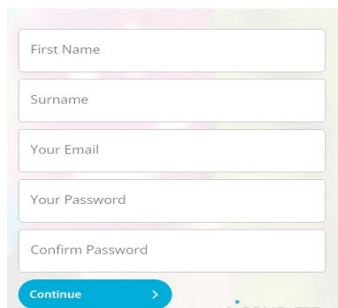
2. Scroll down the page and select



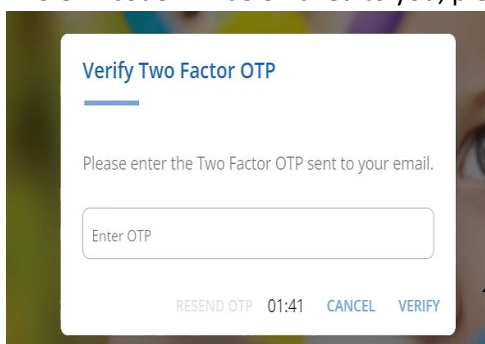
3. Whilst you may have previously registered for the Sheffield Healthy Holidays programme, **as of 25th June 2023, all parents/guardians must re-register.** This is to ensure the most up to date information is on record to keep your children safe.



4. To **register**, please complete the below information.



5. Once registered, and for your security, you will be asked to enter a One Time Password (OTP) The OTP code will be emailed to you, please enter the code received, and click '**verify.**'



6. Before you can proceed any further, you will need to confirm that you accept the relevant terms and conditions which are available for your information. Please tick both boxes highlighted in yellow and press the red 'confirm' button.

Terms

You have the following items requiring approval.
Please read and confirm your approval to continue.

Confirm

iPAL Terms & Conditions

Document	Updated	Approved
<input type="checkbox"/> CES GDPR & Data Protection Policy	24/08/2022 07:18am	

Sheffield City Council Terms & Conditions

Document	Updated	Approved
<input type="checkbox"/> Terms and Conditions	17/06/2023 07:05pm	

7. Please complete the parent/guardian detail sections, including first name, last name, email address, home phone, mobile phone, address & postcode.

Your Details Required Field *

Enter your details

First Name *
Sheffield

Surname *
Healthy Holidays Test

Email Address *
sheffhatfest@hotmail.com

Home Phone *
Mobile Phone *

Address Details
Enter address

Building No. *
Street *

Town *
County *

Postcode *

8. To ensure your child's safety, we ask you to create a 'Collection Password.' This password will be used by session providers if another responsible person, authorised by yourself, collects your child.

CES GDPR & Data Protection Policy

Terms and Conditions

Collection Password
Enter collection password for authorised people to use when collecting child.

Password *
Confirm Password *

Password Reset

Password *
Confirm Password *

NEXT >

9. The next step is to create your child's profile. There are 5 sections to complete, these are:
- Child Information (answer all sections)
 - School (answer all sections)
 - Emergency Contact and Collection information (answer all sections)
 - Medical/Allergy information (only complete if you answer 'Yes' to any questions)
 - Doctors Information (doctor name, address, and phone number)

Please ensure you **complete the information to the right** also. These sections are:

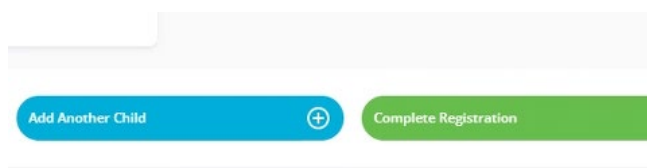
Additional

- Relationship to child
- Child Ethnicity
- Is English your child's second language.
- Free access to holiday activities – Programme eligibility questions

Permissions

- to proceed you must select yes or no.

At this point, you can 'add another child' or 'complete registration'

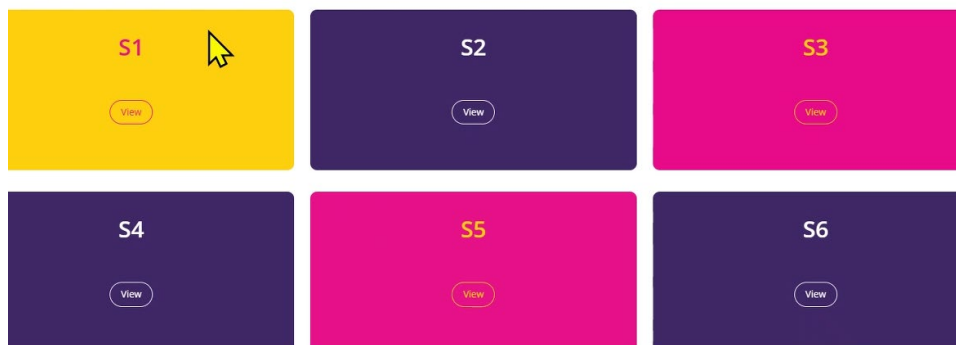


If **adding another child**, clicking 'Your Details' will automatically generate some required fields.

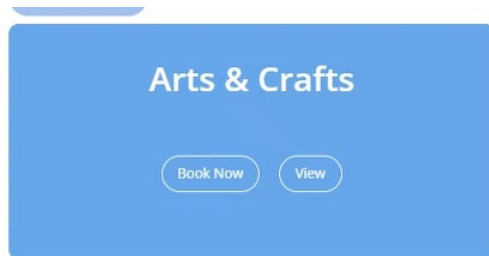


10. If you select 'Complete Registration' you will be able to access the activities booking page below

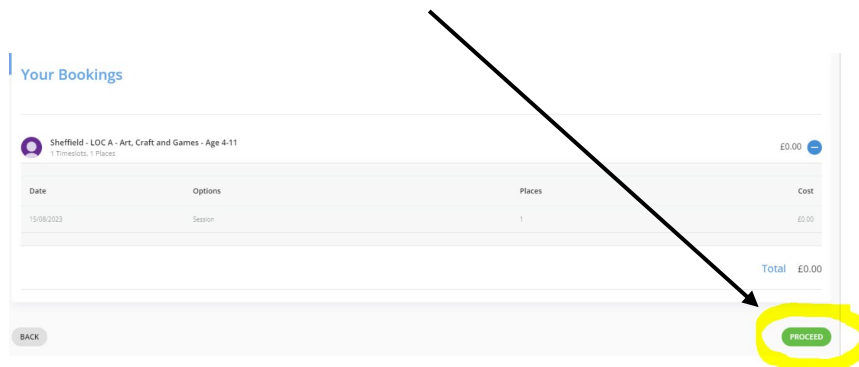
Groups



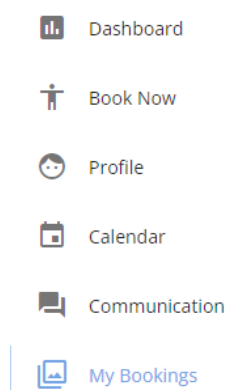
11. Select the postcode tile (e.g., S1) that is most convenient for you, and activities on offer will be grouped by categories, for example Arts & Crafts as shown below.



12. You can then select the clubs, dates, times etc that you would like your child to attend. To confirm your booking, select **'Proceed.'**



13. The navigation panel on the left of your profile contains useful information such as **'Calendars'** to see sessions you have booked for your child.



'My Bookings' which contains information such as holiday club address, provider phone number and session times (select blue **'Invoice'** option shown) You can also **Cancel** your session in this section too.

