

Signing my child up for a Trip on the Parent Portal or the Arbor App

Registering a child for a trip using the Parent Portal or Arbor App is a simple process.

If you are unable to sign up, please contact your school. They will need to follow [these instructions](#).

Please note that once you have signed up, you will need to contact your school if you would like to cancel participation or would like a refund.

On the Parent Portal

From the main Parent Portal page, click on the **Trips** field within the **Activities** section.

The screenshot shows the Parent Portal interface for Sunnyville Secondary School. The user is logged in as Dave Bell. The main content area is divided into several sections:

- Quick Actions:** Profile for Poppy Bell (Form 8JG), View Student Profile, Guardians (Dave Bell, Rosie Bell), Notices (multiple items regarding transportation, religion, hearing tests, vision tests, and consent), Current event, and Next lesson.
- Statistics:** Attendance (2017/2018) at 85.9%, Behaviour Points (0), House Points (0), Star (0), Worker of the week (0), and Golden Tie (0).
- Guardian Consultations:** No consultations recorded.
- Overdue Assignments:** Quiz (No due date) - In progress.
- Accounts:** Poppy Bell: Meals - Balance: £562.00.
- Activities:** Poppy Bell: Clubs and Poppy Bell: Trips. The 'Poppy Bell: Trips' link is highlighted with a red box and a red arrow.

The Trips main page features three sections - **Upcoming Trips** are any trips the child is currently registered for, **Past Trips** are trips which have taken place and **Trips Open** are any trips that the child can currently be registered for.

To start registering a child for a trip, click on the desired trip in the **Trips Open** section.

School Trips

Molly's Upcoming Trips	
No results found	
Trips Open to Molly	
London Zoo	Trip Date(s): 14 Oct 2020, 14:12 - 15 Oct 2020, 14:12 Signup Window: 01 Sep 2020, 14:12 - 13 Oct 2020, 14:12
Garden adventures	Trip Date(s): 25 Nov 2020, 14:48 - 15:48 Signup Window: 01 Sep 2020, 14:48 - 30 Oct 2020, 14:48
Calendar sales	Trip Date(s): 01 Jan 2021, 08:54 - 09:00 Signup Window: 01 Sep 2020, 08:16 - 30 Oct 2020, 08:16
Molly's Past Trips	
No results found	

On the **Trip Overview** page, you can see details relating to the trip such as date, time and price. Click on **Sign Up** to begin the registration process.

« Back	London Zoo	Attachments
Registration Information		Sign up Molly for trip
Registration status	Molly does not have a place on this trip yet. Click 'Sign up for trip' button to register.	
Trip Overview		
Location	London Zoo	
Description	Trip to London Zoo to see pandas!	
Trip dates	14 Oct 2020, 14:12 - 15 Oct 2020, 14:12	
Sign-up window	01 Sep 2020, 14:12 - 13 Oct 2020, 14:12	
Price	£30.00	
Voluntary contribution	Yes	

Free trips

A slide over menu will appear where you can add consent (if your school requires this) for the trip by ticking the checkbox and ticking **Add Consent**.

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Register Molly for Trip

Trip Price

Trip price Free

Previous Payments for This Trip

Already paid £0.00

Add Consent

Consent*

Cancel

Add consent

Once consents have been confirmed, you will be taken back to the **Trip Overview** page. You will now see that the **Status** field will have been updated to confirmed (assuming consent was not refused).

When returning to the **All Trips** page, the trip will now be displayed in **Upcoming Trips**, rather than the **Open Trips** section.

Molly's Upcoming Trips

Calendar sales 01 Jan 2021, 08:54 - 09:00

Paid Trips

With trips that require a payment, the process is slightly different. When registering the student for a paid trip, click the trip to be taken to the trip overview page. Click the **Sign Up** button.

« Back **Zoo trip**

Registration Information

Registration status [Fred does not have a place on this trip yet. Click 'Sign up for trip' button to register.](#)

Trip Overview

Location	Zoo
Trip dates	16 Oct 2020, 08:00 - 16:00
Available places	10
Sign-up window	05 Oct 2020, 08:00 - 09 Oct 2020, 16:00
Price	£20.00
Voluntary contribution	Yes
Minimum instalment	£5.00

Attachments

[Sign up Fred for trip](#)

A slide over will appear where you can add the amount you will pay if you can add instalments. The payment amount will automatically default to the minimum payment.

You can only select more than the maximum payment or less than the minimum if your school has chosen to allow voluntary or variable contributions.

You can then pay now or [add the payment to your basket](#) to pay later.

Top Tip: Can't click the button? Follow this article: [I can't click the button to pay?](#)

« Back **Register Molly for Trip**

Trip Price

Trip price	£10.50
Voluntary contribution	Non allowed

Previous Payments for This Trip

Already paid	£0.00
Left to pay	£10.50

Make a Payment

Payment amount	£10.50
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[Cancel](#) [Add to basket](#) [Pay](#)

You can only sign up without paying if your school has chosen to allow voluntary or variable contribution and does not accept instalments.

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Register Molly for Trip

Trip Price

Trip price	£30.00
Voluntary contribution	Allowed

Previous Payments for This Trip

Already paid	£0.00
Left to pay	£30.00

Make a Payment

Payment amount	<input type="text" value="£ 30"/>
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Cancel

Sign up for trip (no payment)

 Add to basket

Pay

Once you click **Pay**, Add in your card details, then click **Pay**.

Make Payment ✕

Card number

Expiration date

Name on card

Security code (CVV/CVC)

Cancel

Pay £30.00

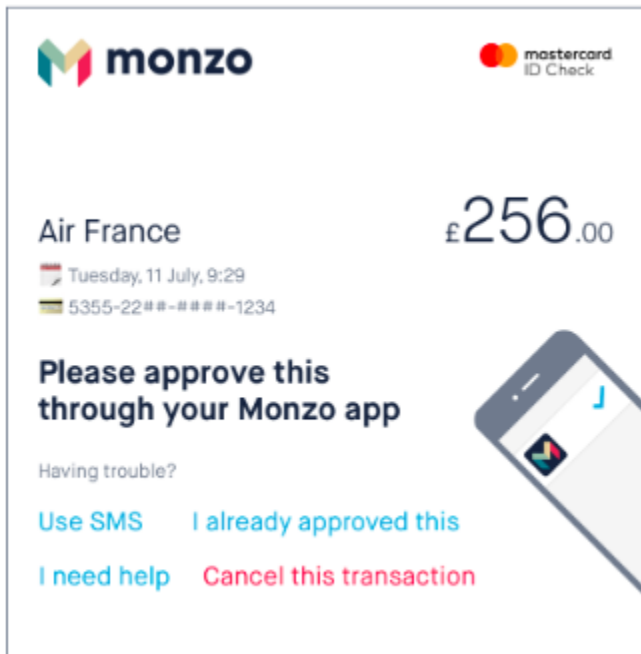
You may have to then authenticate your identity for the payment to go through. This is a requirement of the recently introduced [Strong Customer Authentication \(SCA\) regulations](#).

If authentication is needed for the payment, you will be prompted to authenticate the payment using the method of authentication your bank supports. This could be:

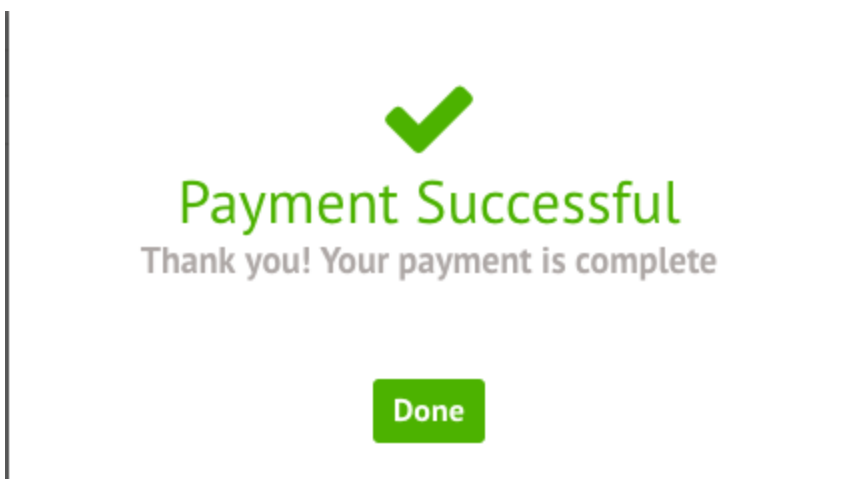
- an SMS code,

- your mobile banking app
- another method

For example, here's what it may look like if you're using Monzo. (*Please note, we are not affiliated with Monzo, this is purely an example*)



Once we've been able to confirm your identity, the payment will be completed and your card will be charged. You'll see confirmation that the transaction has been successful.



If you've paid the full price of the trip or if your school allows variable contributions, the status of the trip will then change to confirmed, and the trip will appear on the **All Trips** page in the **Upcoming Trips**, rather than the **Open Trips** section

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Test Payments

Registration Information

Registration status **Congratulations, Gary's place is confirmed for this trip!**

Trip Overview

Location	Test
Description	Test Test
Trip dates	06 Feb 2020, 11:46 - 07 Feb 2020, 11:46
Sign-up window	06 Jan 2020, 11:46 - 05 Feb 2020, 11:46
Price	£20.00

If you have more left to pay, the amount you have left to pay is displayed at the top of the page and you can make another payment if your school allows this.

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Zoo trip

Registration Information

Registration status **Congratulations, Fred's place is confirmed for this trip!**

Trip Overview

Location	Zoo
Trip dates	16 Oct 2020, 08:00 - 16:00
Available places	9
Sign-up window	05 Oct 2020, 08:00 - 09 Oct 2020, 16:00
Price	£20.00
Voluntary contribution	Yes

Trip Invoice

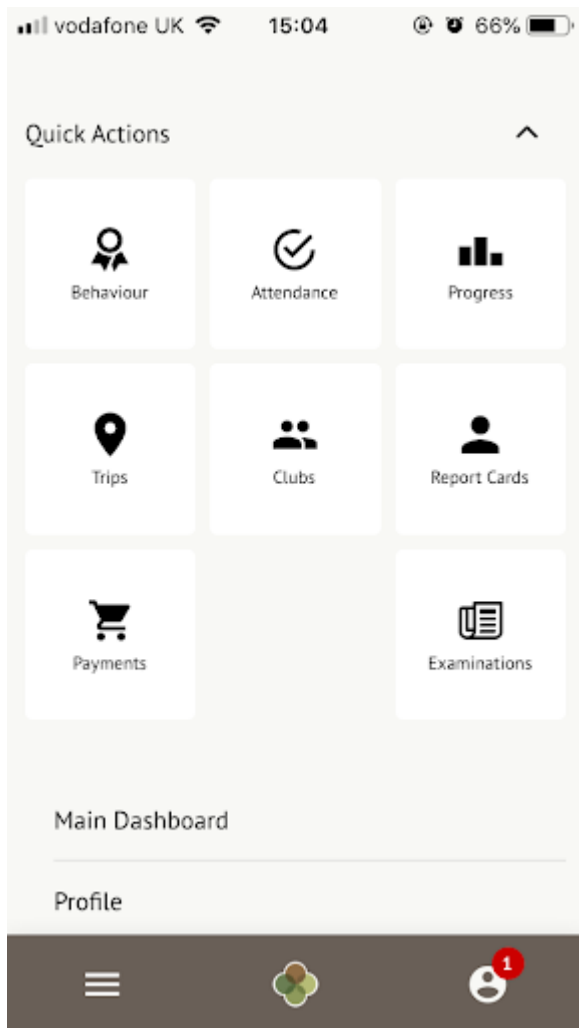
Invoice number	INV65535
Total price	£20.00
Amount paid	£20.00
Amount outstanding	£0.00
Last payment made on	05 Oct 2020, 12:31
Fully paid on	05 Oct 2020

Attachments

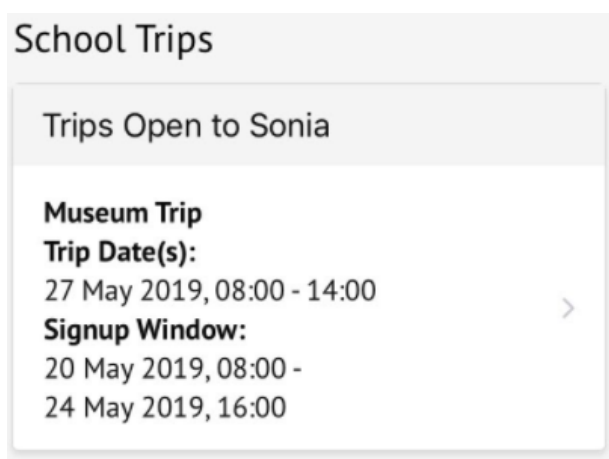
[Add another payment](#)

On the Arbor App

To sign up for a trip, click the menu icon at the bottom left of your screen. Select ***Trips***.



You will then be able to see all of your child's upcoming trips, and trips they are eligible for.



Select the trip to reach the **Trip Overview**. Click the green button to sign up for the trip and pay if required.

Sign Up / Add Payment

Museum Trip

Trip Overview

Location
Leeds Museum

On the next page, if no payment is required, you can simply sign up.

Trip Details

Name
Museum Trip

Location
Museum

Trip dates
26 Aug 2019, 10:00 - 16:00

Price
Free

Cancel

Add Consent

If no payment is required but you are allowed to give a contribution, you can select this option.

Voluntary Contribution
Yes

Payment Amount

Payment amount

£ 2

Cancel

Sign Up For Trip (No Payment)

Pay

If it is a trip you have to pay for, you can input your card details to pay.

Top Tip: Can't click the button? Follow this article: [I can't click the button to pay?](#)



Trip dates

30 Aug 2019, 11:35 - 31 Aug 2019, 11:35

Price

£105.36

Minimum Instalment

£50.50

Payment Amount

Payment amount

Cancel

Pay