



St Peter's CE Academy - Instructions for Booking Trips and Clubs

How to sign up for a Trip

Via Parental Portal Online

1. Go to **Activities** section in the main screen
2. Click **Trips**
3. Select the tab **Trips Open**
4. On the **Trip Overview** section click on **Sign up** to begin the registration process
5. Register your child by clicking **Pay**
6. Make payment

<https://support.arbor-education.com/hc/en-us/articles/360008180414-Signing-my-child-up-for-a-Trip-on-the-Parent-Portal-or-the-Parent-App>

Via the Arbor App

1. To sign up for a TRIP, Click the menu icon (the three lines) at the bottom left of your screen
2. Click **Trips**
3. Select **Trips Open**
4. On the **Trip Overview** section click on **Sign up** and **Pay**

<https://support.arbor-education.com/hc/en-us/articles/360008180414-Signing-my-child-up-for-a-Trip-on-the-Parent-Portal-or-the-Parent-App>

How to sign up for a Club

Via Parental Portal Online

1. Go to **Activities** section in the main screen
2. Select **Clubs**
3. Click **Can be registered for these clubs**
4. To sign your child up for the club they want to attend, click on **Register for this club**
5. Click **Next**
6. Click **Confirm Registration**
7. Select **Yes** to confirm consent

[Signing my child up for a Club on the Parent Portal or Parent App – Arbor Help Centre \(arbor-education.com\)](https://support.arbor-education.com/hc/en-us/articles/360008180414-Signing-my-child-up-for-a-Club-on-the-Parent-Portal-or-Parent-App)

Via the Arbor App

1. To sign up for a Clubs, Click the menu icon (the three lines) at the bottom left of your screen
2. Click **Clubs**
3. Select **Can be registered for these clubs**
4. To sign your child up for the club they want to attend, click on **Register for this club**
5. Click **Next**
6. Click **Confirm Registration**
7. Click on **Sign up for the Club**

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