

HAF Booking System – User Guide

1. Select the following link to access the [HAF booking system](#).
2. If it is the first time you have used the system, click on **register (go to step 3)**.
If you already have an account, enter your email and password and **Login (go to step 6)**.

Login

Please login below with your email address and password. Or please register for our service.

Email

Password

[Forgot your password?](#)

3. You will be asked to fill in your personal information, then details about your children you wish to register including HAF codes.
Please add **all** eligible children at this stage.

This information will be passed to the provider you book with, so it is important all medical, SEND or other important information about your child/ren is entered.

Holiday Activities and Food (HAF) programme registration

Parent/Carer details Child details

This form will take approximately 10-15 minutes to complete.

Questions marked with an asterisk (*) require an answer. You do not have to answer the other questions, but it would help us if you do.

i Your data privacy

Before completing this form please read our general [Privacy Policy](#) (opens in a new tab).

This explains why we ask for your data, what we do with it and how long we will keep it. It also explains how you can find out what data we hold about you and how you can ask us to delete it.

In order to deliver the HAF bookings process, information entered into this form will be shared with Bookinglab, our bookings partner.

First name *

West Sussex County Council Register

Home My requests

Holiday Activities and Food (HAF) programme registration

Parent/Carer details Child details

Add child details *
You may add multiple

Add child

Previous Cancel Submit

4. Click **submit**. If your account is automatically approved, you will receive an email with your log in details.

If your account is sent to us for manual approval, it may take longer for you to receive your log in details. Please check your email's including your junk folder, this could take several working days.

- When you receive your email confirming you have been approved for the system. You can log in to make your HAF bookings. Enter your email and password from the email you have been sent into the system and click **login**.

Login

Please login below with your email address and password. Or please register for our service.

Email

Password

[Login](#) [Register](#)

[Forgot your password?](#)

If the email you were sent does not show a password, click **forgot your password**. You will then be emailed a temporary password to be able to log in (please remember to check your junk mail) Once you have logged in, you can change this password to something more memorable by clicking **my account** and then **change password**.

Change password

My Account	Change your password
Change password	Current password *
Upcoming bookings	<input type="password"/>
Past bookings	New password *
	<input type="password"/>
	Confirm new password *
	<input type="password"/>
	Update

- You will then be taken to the booking screen. If you have just changed your password, you will need to click **return to booking journey**.

[Login](#) > [Activities](#) > [Activity Details](#) > [Booking Details](#) > [Summary](#) > [Complete](#)

Activities

Please use the search function below to find a HAF provision local to you. We have a wide range of providers spread across the county. You can book at multiple providers if you wish.

Each eligible child can access the following total number of sessions:

- Easter holidays - 4 sessions
- Summer holidays - 16 sessions
- Winter holidays - 4 sessions

Spaces on the HAF programme are limited and we kindly ask that if you can no longer attend a session, you cancel your place so it can be offered to another child. Bookings can be amended in the "Upcoming Bookings" menu in "My Account".

- Enter your postcode, or the town in which you wish to book a HAF place.

8. Use the filters to find the kind of provision you would like to book. If you know the name of the provider you wish to book with, you can use the **filter by provider** filter.

Filter by activity type

Filter by date

Filter by age group

Filter by provider

9. When you find the provider, you wish to make a booking with, find the date you would like your child/ren to attend. Click on **find out more**.

South Coast Sports - Haywards Heath Summer Activity Camp

South Coast Sports - Haywards Heath Summer Activity Camp

10. Review the information, dates, location on the map and age range to ensure it is suitable. If you are happy, it is correct, click **book**.

South Coast Sports - Haywards Heath Summer Activity Camp

Description

These camps consist of a wide variety of sports, arts and crafts activities and fun throughout the day.

11. Select the child you wish to book for from the drop-down list.

Please select your registered child for the activity

Please ensure your child details are up-to-date

12. Complete the information requested by the provider and click **continue**.

13. Review the information you have entered and click **confirm**. Please check your junk mail folder for confirmation emails.

If you wish to add another activity to your basket, click **add another activity**.

[Login](#) > [Activities](#) > [Activity Details](#) > [Booking Details](#) > [Summary](#) > [Complete](#)

Booking Complete

Thank you for your booking. You will receive email confirmation shortly.

14. Repeat steps 8-14 to book multiple sessions.

Each child has the following number of HAF sessions:

Easter – 4 sessions

Summer – 16 sessions

Winter – 4 sessions

15. To amend or cancel a booking, click **my account**. Then **upcoming bookings**. You will see all bookings you have made in this list, find the one you need and click **amend** or **cancel**.

Bookings cannot be amended or cancelled within 24 hours of the activity start time. If you wish to notify the provider that your child can no longer attend within 24 hours of the start time, please contact the activity provider directly. The contact details should be on your booking confirmation email.



[My Account](#) | [Sign Out](#)

[Details](#) > [Summary](#) > [Complete](#)

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Upcoming bookings

[My Account](#)

You

[Change password](#)

[Upcoming bookings](#)

[Past bookings](#)