

A guide to
*my***EVOLVE**
for Parents and Carers

*Booking and Paying for PHS Co-curricular
Activities*



myEVOLVE

myEVOLVE is the online portal for parents and carers to view the trips and clubs their child is involved in. Using myEVOLVE, you can reduce time spent in filling paper forms and avoid them going astray in schoolbags.

With myEVOLVE, you can browse both historical and upcoming events and book activities and events. Once your child has secured a place, consent forms will appear in your myEVOLVE account for you to complete online (If required).

As well as enabling you to register interest and pay for activities in your own time, myEVOLVE allows you to complete consent forms anywhere, any time. No paper necessary.

myEVOLVE enables you to:

- Browse upcoming trips and clubs that your child can participate in
- Book or register your child's interest in events
- Make online payments for events
- View all trips and clubs your child is involved in
- View the extra information shared only with students with a confirmed place
- Complete consent forms and view historical consent forms online
- Save time by completing forms and payments online

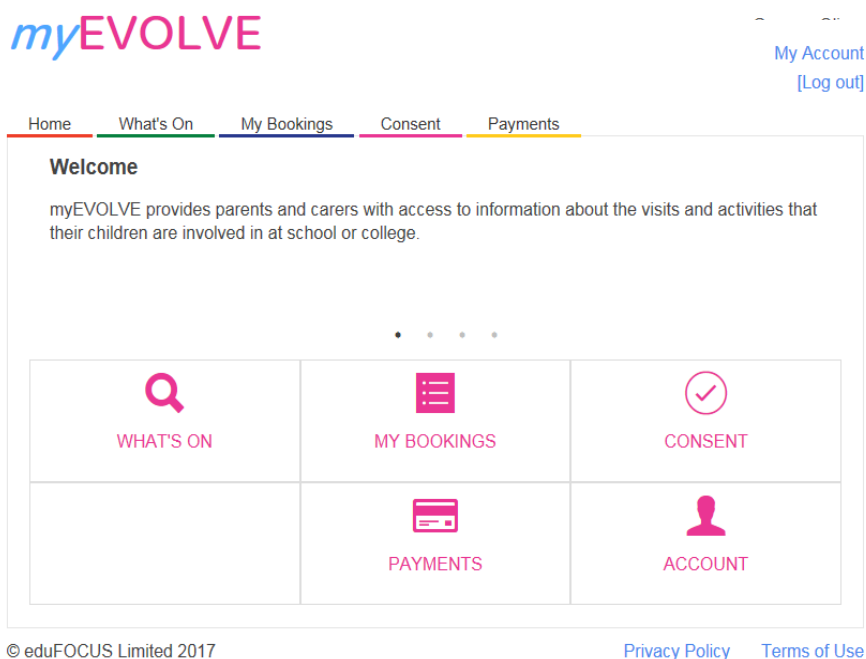
This guide outlines:

1. How to book an activity using myEVOLVE
2. How to book multiple activities using myEVOLVE
3. How to make payments in myEVOLVE

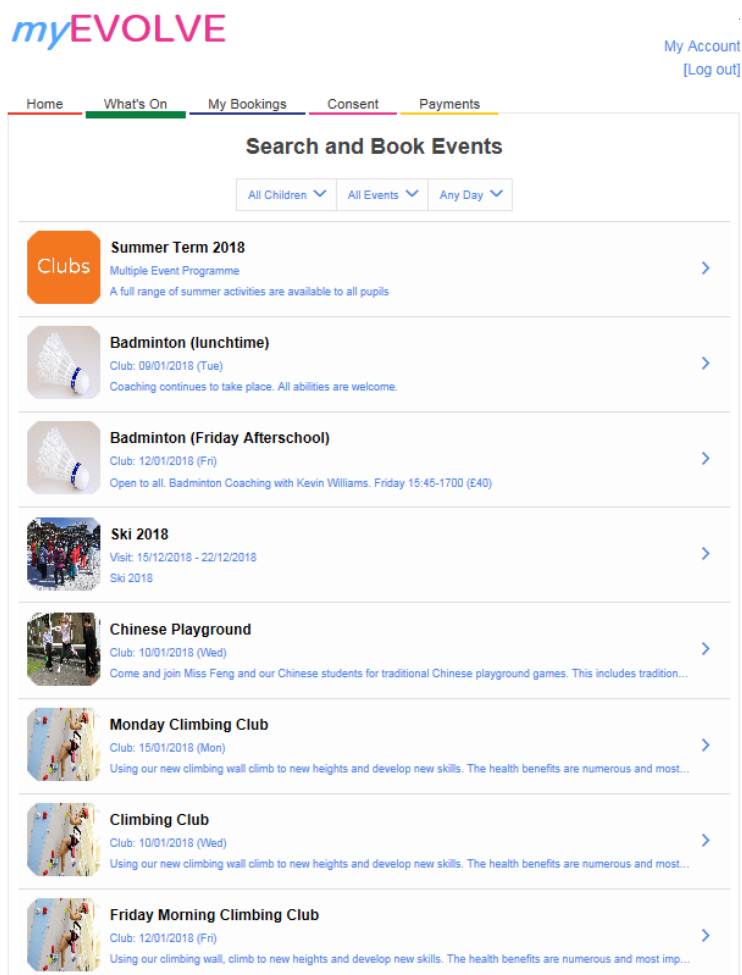
How to book an activity using myEVOLVE

You can register your child for an upcoming activity via [myEVOLVE](#).online.

1. Access to [myEVOLVE](#) can be done via [myEVOLVE](#).online, the SIMS Parent app or Firefly
2. Log in.
3. Click [Search] to view upcoming events.



4. All of the activities that are currently available to view are listed.
5. You can use the drop down menus to filter by child, day or event type.
6. Click an event to view.



7. Click [Full Description] to view further details.
8. To register, click Make/Cancel Booking.
9. Select your daughter's name.

Your child is automatically placed on the register.

The screenshot shows the 'Friday Morning Climbing Club' page on the myEVOLVE website. At the top, there is a navigation bar with 'Home', 'What's On', 'My Bookings', 'Consent', and 'Payments'. The 'What's On' tab is active. The school logo for 'Portsmouth High School' is in the top right. The main content area features a club card with a photo of a climbing wall, the title 'Friday Morning Climbing Club', and a link to '12/01/2018 + 9 others - see below'. Below the card, details are listed: Date(s), Time (07:30-08:15), Location (Bannell), Years (04-13), and Cost (£20). A description states: 'Using our climbing wall, climb to new heights and develop new skills. The health benefits are numerous and most importantly it is great fun. Max of 8 per session.' There are four expandable sections: '+ Further Details', '+ Full Date Details', '- Make/Cancel Booking' (which is expanded to show 'Beatrice' and 'Madeleine' with green checkmarks), and '+ Information for Participants, Parents & Carers'. A small 'Internal ID: 1157' is visible at the bottom right of the page content.

For activities that incur a fee, please confirm your booking.

This has now been added to your basket.

If you are paying by credit card, proceed to payment.

If you are paying by **Childcare Vouchers**, please proceed to your provider's website and clearly reference your daughter's name and activities.

For cheques and cash, please put it into the black box in a clearly marked envelope.

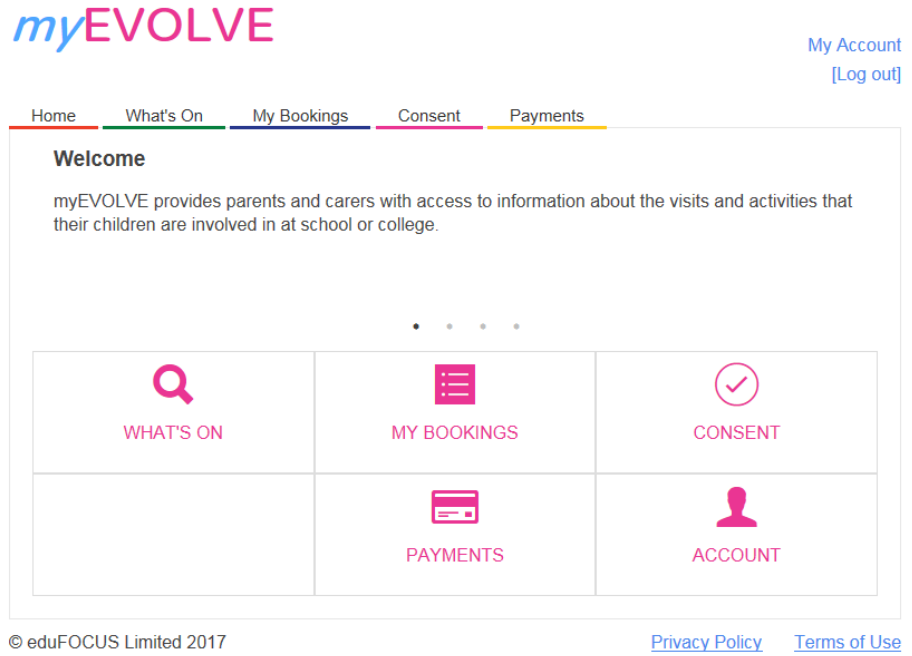
NB: Allocation of an activity will be subject to the receipt of payment.

The screenshot shows the 'Add Event to Payment Basket' confirmation screen on the myEVOLVE website. The 'Payments' tab is active in the navigation bar. A green banner at the top states: 'Your booking has been received. Please pay the following bill in order to confirm your booking.' Below this, a table lists the booking details: Name (Beatrice), School (Portsmouth High School), Event (Self-defence (1208)), Event Date (15/01/2018), Balance Due (£40.00), and Due Date (31/01/2018). At the bottom, there are two buttons: a pink 'Cancel' button and a green 'Add to Basket' button.

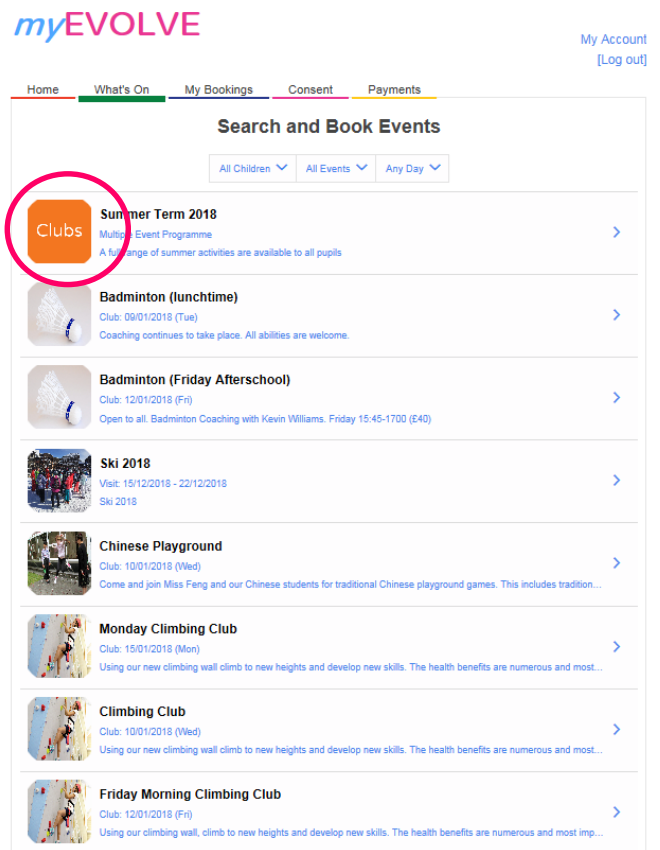
How to book multiple activities using myEVOLVE

You can register your child's interest for an upcoming event or activity via [myEVOLVE](#).online

1. Access to [myEVOLVE](#) can be done via [myEVOLVE](#).online, the SIMS Parent app or Firefly
2. Log in.
3. Click [Search] to view upcoming events.



4. All of the activities that are currently available to view are listed.
5. You can use the drop down menus to filter by child, day or event type.
6. Click on the 'Clubs' multiple event programme.



7. Click on the 'here' to view all the activities that are available to your daughter.

Home What's On My Bookings Consent Payments

Portsmouth High School

Clubs Spring term
Type: Club

Spring club programme

+ Further Details

- Booking Details

Beatrice : Click [here](#) to open bookings page
Madeleine : Click [here](#) to open bookings page

Internal ID: 1327

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7. Click on the activities that your daughter would like to attend.

Home What's On My Bookings Consent Payments








Portsmouth High School

Beatrice

[Back to Summary](#) Grid List

Day	Club	Times	
Mon	Monday Climbing Club	12:45-13:20	Only 4 spaces left
Mon	Dance High School Dance Company	16:00-17:00	
Mon	Netball Coaching	16:00-17:00	
Mon	Self-defence	16:00-17:30	
Mon	Table Tennis	12:50-13:30	
Mon	Trampoline	12:50-13:25	16 spaces available
Mon	Art Club	16:00-17:00	
Mon	Drama (Y8)	12:55-13:30	
Mon	Symphonic Orchestra	12:50-13:30	
Mon	UK Maths Challenge Society	12:55-13:30	
Mon	Spanish Club	12:55-13:30	
Mon	Maths in Motion	12:55-13:30	
Mon	Mindful Mondays	12:55-13:30	
Tue	Badminton (lunchtime)	12:45-13:30	
Tue	Hockey (Juniors)	16:00-17:15	
Tue	Ceramics	16:00-17:00	8 spaces available
Tue	Design and Technology	12:55-13:30	

8. Click on Submit Booking requests.

Thu	Astronomy	17:00-18:00	
Fri	Badminton (Friday Afterschool)	15:45-17:00	 
Fri	Friday Morning Climbing Club	07:30-08:15	  
Fri	Friday Lunch Time Climbing Club	12:50-12:20	8 spaces available
Fri	Cheerleading	12:50-12:25	
Fri	Trampoline (Advanced)	12:50-13:25	16 spaces available
Fri	Trampoline (Friday Afterschool)	16:30-18:00	  16 spaces available
Fri	Positivity Club		
Fri	Cup Cake Decoration	12:55-13:30	12 spaces available
Fri	Melody Orchestra	12:50-13:30	
Fri	Amnesty International	10:05-10:15	

[Submit Booking Requests](#)

For activities that incur a fee and you are also paying by credit card, proceed to payment by pressing continue.

If you are paying by **Childcare Vouchers**, please exit this page and proceed to your provider's website. When paying, clearly reference your daughter's name and activities.


For cheques and cash, please put it into the black box in a clearly marked envelope.

NB: Allocation on an activity will be subject to the receipt of payment.

myEVOLVE

[My Account](#)
[\[Log out\]](#)

Home What's On My Bookings Consent Payments

 Portsmouth High School

Booking Receipt: Beatrice

The following bookings have been received:

- Table Tennis (12:50-13:30): Booking Confirmed
- Ceramics (16:00-17:00): Booking Confirmed
- UK Maths Challenge Society (12:55-13:30): Booking Confirmed

A confirmation email has been sent to G.Oliver@por.gdst.net.

The following payments are required to secure the bookings. Click [Continue] to make these payments using a debit or credit card.

£60 payment for 'Ceramics'

[Continue](#)

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How to make payments using myEVOLVE

Parents can pay for any Payment Item online via myEVOLVE.online using either a credit or debit card.

If you are paying by **Childcare Vouchers** please pay via your provider's website. When paying, clearly reference your daughter's name and activities.

For cheques and cash, please put it into the black box in a clearly marked envelope.

1. Go to myevolve.online and log in.

2. Click [Payments].

myEVOLVE






My Account
[Log out]

Home What's On My Bookings Consent Payments

Welcome

myEVOLVE provides parents and carers with access to information about the visits and activities that their children are involved in at school or college.

• • • •

 WHAT'S ON	 MY BOOKINGS	 CONSENT
	 PAYMENTS	 ACCOUNT

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3. All of the Payment Items (bills) currently available are listed.

4. Click [Pay Now]

myEVOLVE

My Account
[Log out]

Basket: 1 Item - £60.00

Home What's On My Bookings Consent Payments

Payments Due

All Children

Name	Event	Date	Payment Due	Balance	
Madeleine	Dance High School Dance Company	15/01/2018 + 8 dates	11/01/2018	£45.00	<input type="button" value="Details"/> <input type="button" value="Pay Now"/>
Madeleine	Ski 2018	15/12/2018 - 22/12/2018	08/01/2018	£845.00	<input type="button" value="Details"/> <input type="button" value="Pay Now"/>
Beatrice	Ceramics	09/01/2018 + 9 dates	31/01/2018	£60.00	<input type="button" value="Details"/> <input type="button" value="In Basket"/>
Beatrice	Self-defence	15/01/2018 + 8 dates	31/01/2018	£40.00	<input type="button" value="Details"/> <input type="button" value="Pay Now"/>
Beatrice	Ski 2018	15/12/2018 - 22/12/2018	08/01/2018	£845.00	<input type="button" value="Details"/> <input type="button" value="Pay Now"/>
Beatrice	Climbing Club	29/09/2017	25/09/2017	£20.00	<input type="button" value="Details"/> <input type="button" value="Pay Now"/>

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5. If the Payment Item has Payment Points set-up, you will have the option to “Pay in Full” or to make a “Part Payment”.

6. Click [Add to Basket] to add the Payment Item to your basket.

Home What's On My Bookings Consent **Payments**

Add Event to Payment Basket

Name: _____
 School: Portsmouth High School
 Event: Self-defence (1208)
 Event Date: 15/01/2018
 Balance Due: **£40.00**
 Due Date: 31/01/2018

7. Proceed to payment basket. Enter your name and address and click [Save details in myEVOLVE] to make it quicker and more convenient to make payments in the future.

8. Click [Pay Now]

Home What's On My Bookings Consent **Payments**

Payment Basket

Beatrice
 Portsmouth High School: Ceramics (1220)
 (16:00-17:00) ✕
£60.00

Total £60.00

An online payment account does not exist for this school. If you choose to continue then you are accessing the test account and no money will be transferred to your EVOLVEpay account! Please only use Test Debit and Credit card details supplied.

Name on card *Required
 House No & Road *Required
 Address 2
 Address 3
 Address 4
 City *Required
 County
 Post Code *Required
 Telephone
 Email *Required

Save details in myEVOLVE

VISA VISA Worldwide VISA Worldwide Mastercard American Express NEWTAX EVOLVEpay powered by **payment sense.**

9. Enter your credit or debit card details and then click [Submit For Processing].

10. If your card is enrolled in the 3D Secure scheme, you will be asked to enter your online code.

myEVOLVE does NOT store any payment card details.

The screenshot shows the 'Secure Payment System' checkout page. At the top, it says 'myEVOLVE' and 'Secure Payment System'. Below that, a note reads: 'Please enter your payment card details below to complete your purchase. Do NOT refresh this page or use the browser's [Back] button from this point onwards.' The page is divided into three main sections: 'Order Details', 'Payment Details', and 'Billing Address'.
1. 'Order Details' (marked as 'Required Entry'): Shows 'Amount: 5.00 GBP', 'Order ID: 299', and 'Order Description: myEVOLVE Purchase - EVOLVE Demo 11'.
2. 'Payment Details': Includes fields for 'Name On Card' (James Jackson), 'Card Number', 'Expiry Date', 'Issue Number', and 'Security Code (CV2)'. Each field has a red asterisk and a green checkmark.
3. 'Billing Address': Includes fields for 'Billing Address' (11 St Kitts Close), 'Billing City' (Torquay), 'Billing State/Country' (Devon), 'Billing Zip/Post Code' (TQ2 7DQ), and 'Billing Country' (United Kingdom). Each field has a red asterisk and a green checkmark.
At the bottom of the form is a 'Submit For Processing' button. Below the button are logos for VISA, VISA, WorldPay, Mastercard, American Express, and Discover, followed by 'Secured by payment sense.'. The footer text reads '© edu.FOCUS Ltd 2016'.

Once the payment has been authorised the payment receipt will be displayed.