



John Ball Primary School

Southvale Road · Blackheath · London SE3 0TP

Telephone: 020-8852 1601

Acting Headteacher:

Ms Julia McCrossen

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Mrs Julie Joyce

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admin@johnball.lewisham.sch.uk

John Ball School is fully committed to safeguarding all pupils

To sign up for clubs please visit the link below:

<https://john-ball.uk.arbor.sc/?/home-ui/index>

Your user name is the email address the school has on file for you, that you receive JBuzz or school communications from. If you cannot remember your password there is a Forgotten password? link in green directly under the enter password box on the signing in screen.

First Time Users

For those using Arbor for the first time you will see a link called First time logging in? directly under this, also in green. You will be asked to agree to Arbor's terms & conditions and also to tick a box confirming that you have accepted their terms. A verify box will then appear asking you to input your child's date of birth. Once inputted select verify and then ok. You can then follow the steps outlined below.

Once you are in the main Arbor screen to the left you will see the information we hold on file for your child, under this you will see a **Quick Actions tab**, please select and then follow the steps below;

- From the drop down select **Clubs**
- This will launch another screen and in the middle you will see a list of clubs available to your child – *Please note only clubs available for your child's age range will show on this screen*
- Select the club you wish to sign up to
- Another screen will launch and to the right hand side you will see a green tab called **Register for this club**, select
- Again to the right a pop up box will appear
- In the field marked Period select **Summer 2018** and then select **1** in the Quantity field
- Select **Next**

A follow on pop up screen will appear, under the Club Overview screen you will see the description of the club you selected and location i.e. Vibe Arts – Large Hall. The price per term is the cost of the club for 10 weeks i.e. £35.00. Under **Choose Terms** you will be able to select the current term period for the club i.e. Monday 16th April 2018 – Monday 23rd July 2018. Once selected, select the green **Next** button.

Under memberships you will see the club you have selected (do not put a tick in the box or select delete).

The Card payment screen will then appear, select **Next**. The Payment Summary will give a description of the club you have selected and you will be asked to input your *card details.

****Please note you may be asked to do this twice. The system also has the ability to remember you details, if you wish for this to happen please tick the box that will appear.***





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The first time asks for your card number alone (this is where you can choose for the system to remember your details). The second time will ask for the expiry date and CVS/CVV/CSC number which is located on the back of your card

Please note the following points:

- When you log on, the system will display only your own child/ren
- Typically if you have more than one child, the system will display one child only.
- To get access to your other child/ren **please select the name of your child** which will be directly under the **Quick Actions** box and will have a drop down arrow next to their name.

Please note that you may not be able to see the drop down box on a mobile device.



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