



Summer Camp Booking Link Instructions (for non-Stage Factory parents/carers only)

1. Click on the booking link to open up the booking portal
2. Use the drop down “date range” menu to select your camp date
3. Click the yellow box containing the camp info then click “add class”
4. If you’d like to book another date, click “add more classes” and repeat from step 2.
5. When you have selected all the dates you wish to book, click the green basket icon.
6. Check your selected dates then click “Continue to Enrolment” then “Continue”.
7. Select “No” when asked “Are you an existing customer?” followed by “continue”.
8. Enter your details (the parent/carer) then click “next”.
9. Enter your child’s details and use the notes box to enter any medical details we need to be aware of, then click “save”.
10. If you’d like to add a 2nd child to the booking, click “Add student” and repeat step 9.
11. Once you have added your children, click “Next”.
12. Check all your entered details and dates, answer the email question and click the green box “Submit all details”.
13. The amount payable will be shown and click “Pay” to be taken to the debit/credit card payment screen which is provided securely by Stripe.

If you experience any problems, please email us at info@thestagefactory.co.uk