



## Guide for how to book.

Please follow the simple steps below to register/book your child(ren) onto a session.

1. Go to [www.thelimetrees.co.uk](http://www.thelimetrees.co.uk) and click the 3 lines in the top left corner
2. Select the 'Book here' tab. This will take you to a map where you will need to type in the postcode for the school or your address to find the nearest school to you.

*TIP - The school will also be easier to see if you zoom in by 1 mile. Alternatively, if you know the name of the school you can simply type this in to the search box.*

3. Once you find the relevant school click on it and then click the 'Book Now' button.
4. This will take you to a login screen
  - For new registrations please click on ['Register for an account'](#).

*TIP - It will be worth saving this web link as a favorite before going any further so that logging in again in the future is made easier and quicker for you)*

5. Fill out all relevant and requested information i.e.,
  - Consents,
  - Medical info
  - GDPR,
  - Doctors' information
  - Set a collection password for each child and add a second emergency contact.

*At this stage you can either book a contract which means the same sessions every week (make sure you specify the start date for the contract) or an ad hoc bookings which are as and when you need them.*

*Once you have chosen your booking type and sessions the contract/ad hoc booking will then come to us for approval, and depending on what sessions you require and what sessions are available we will approve.*

If you have any further issues or questions about booking with us please don't hesitate to get in touch (see contact details below or on website)