

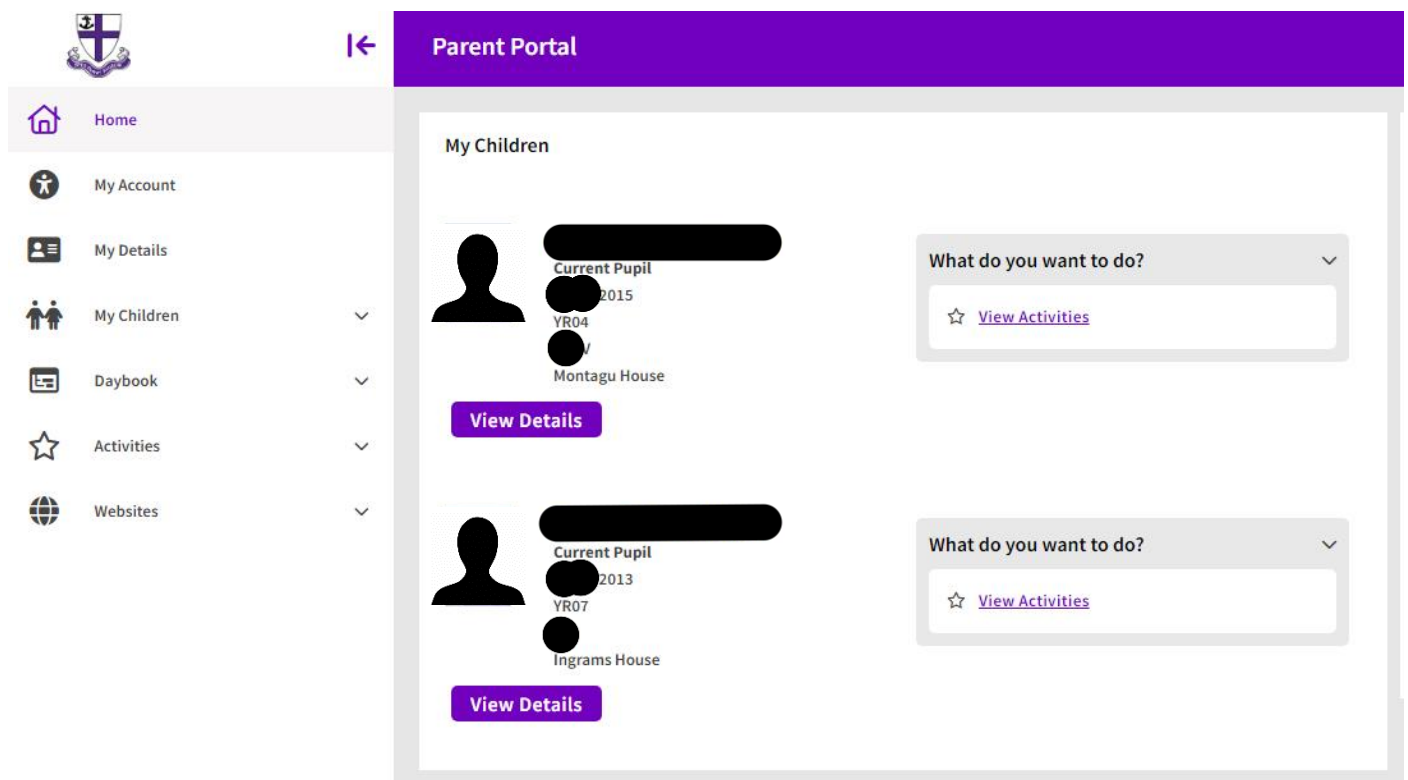



# Guidance on how to create

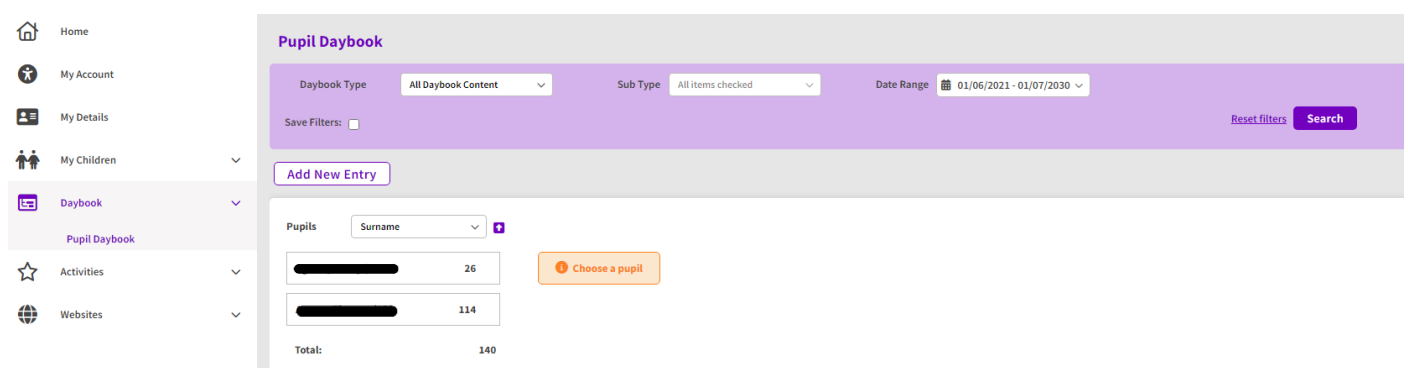
## Daybooks

### To create a Daybook

- Log into your Engage Parent Portal using a web browser
- [engage.kimboltontonschool.com](https://engage.kimboltontonschool.com)
- Your User ID is your full email address
- You will be taken to the 'Home' page



- On the menu on the left of the page, click on 'Daybook'  then click 'Pupil Daybook' on the drop-down
- You will now be on the 'Pupil Daybook' page



- Check 'All Daybook Content' is displayed in the 'Daybook Type' drop-down menu
- Use 'Add New Entry' button and choose a daybook to create from the dropdown menu
- Get Wet & Go Wild
- Click 'Add New Entry'
- This screen will appear

Parent Portal

### Create Get Wet & Go Wild Oct 24

Daybook | Create Get Wet & Go Wild Oct 24

Available Pupils

Selected Pupil Recipients (0)

Item Date Time

Please select which days you would like your child to attend the School's Get Wet & Go Wild sessions being held 21st - 25th October.

The cost per day per child is £40.

This can be paid via the Credit Card link or Childcare Vouchers (in which case please let us know by selecting YES).

- From the left hand box select the children you wish to create the day book for
- Use the middle arrows to move the childrens' names across to the right hand box
- Complete the rest of the daybook by selecting the days you wish to book
- Select the payment method you wish to use
- To create the Daybook press the purple 'Save and Close' at the bottom right hand side of the page

Save and Close

Save