



# Provider guide to **HolidayActivities**

Making holiday activity provision easy.

 **HolidayActivities.com**

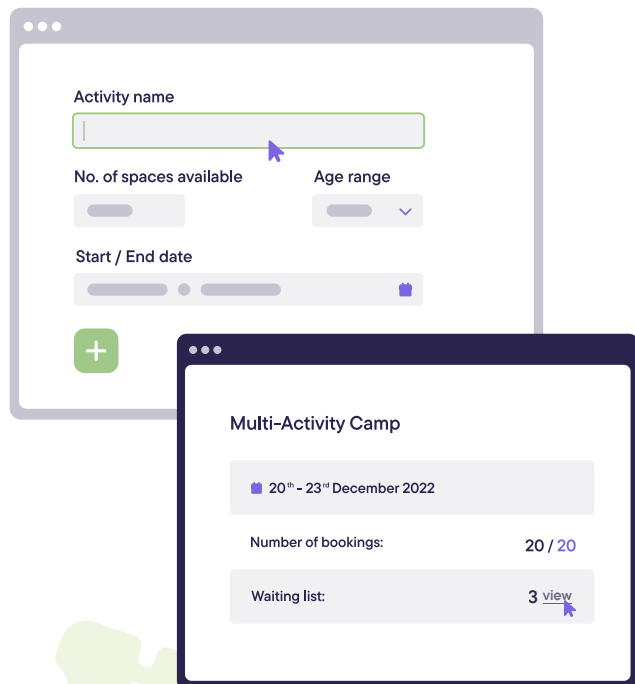
# Managing your holiday activity provision just got easier!

HolidayActivities (from  **Evouchers**) is a dedicated platform designed and built to best support the delivery of the HAF provision.

## Introducing HolidayActivities

This intuitive platform enables you to:

- Manage and market your activities
- Engage eligible families
- Manually add attendees
- Cancellation requests
- Attendance administration



The image shows two overlapping screenshots of the HolidayActivities platform. The top screenshot displays a form for creating or editing an activity, with fields for 'Activity name', 'No. of spaces available', 'Age range', and 'Start / End date'. The bottom screenshot shows a detailed view of a 'Multi-Activity Camp' for the dates '20<sup>th</sup> - 23<sup>rd</sup> December 2022', indicating 'Number of bookings: 20 / 20' and a 'Waiting list: 3 view'.

## Why HolidayActivities?

**200m**

Vouchers issued

**800k**

Families supported

**50+**

LAs supported

**20k**

Schools accessing

HAF vouchers are loaded with HAF credits enabling families to book on to relevant activities.

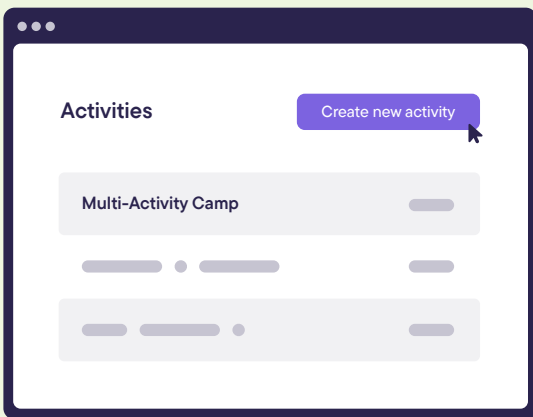
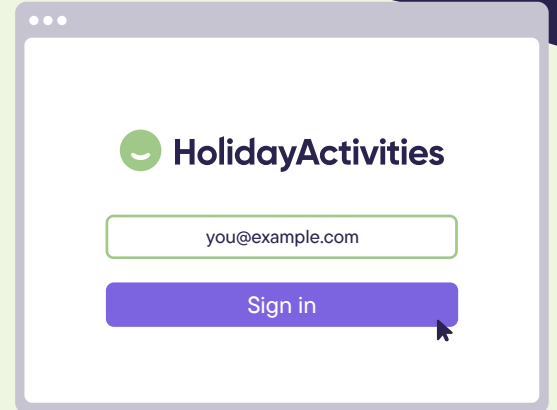
Each credit is equivalent to 4 hours (or one HAF activity day).

# Getting started

It takes just a few minutes to get up and running with your HolidayActivities account.

## Step 1

**Log in to your account** by entering in your email address at: [app.holidayactivities.com/login](https://app.holidayactivities.com/login). You will receive a login link in your email inbox, click on this link



## Step 2

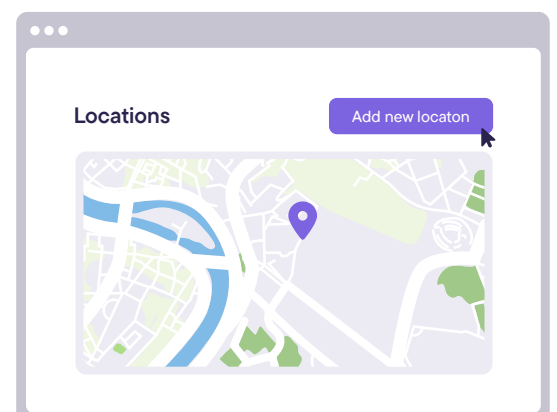
You are now logged in to your account and can **begin creating your first activity!**

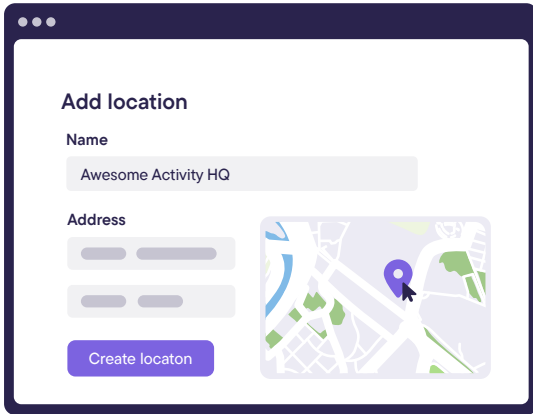
# Creating an activity

You can manage and market your activities, ensuring your families get all the information they need.

## Step 1

The first thing you need to do when creating your activity is **set locations** by clicking on the 'Locations' button. Once you have clicked into 'Locations' you will need to select '**Add new location**'.





### Step 2

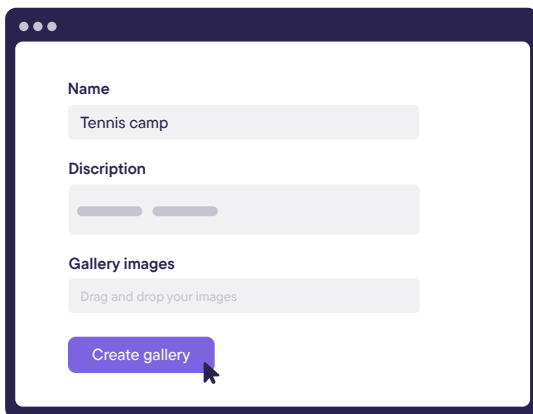
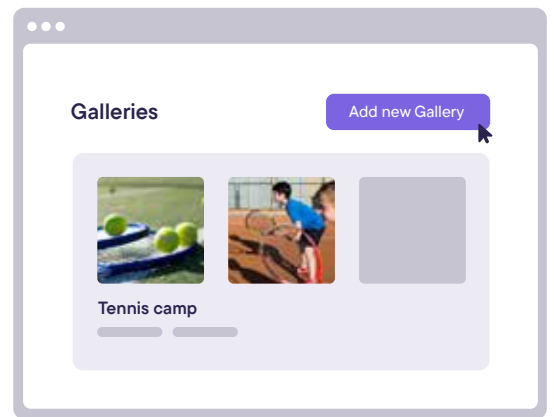
#### Complete the requested fields.

When adding the post code, it will automatically find the location on the map.

You can change or set the specific location by moving the purple location pin. Once completed, select **'Create location'** to save your event location.

### Step 3

Click into **galleries** and click **'Add new gallery'**.



### Step 4

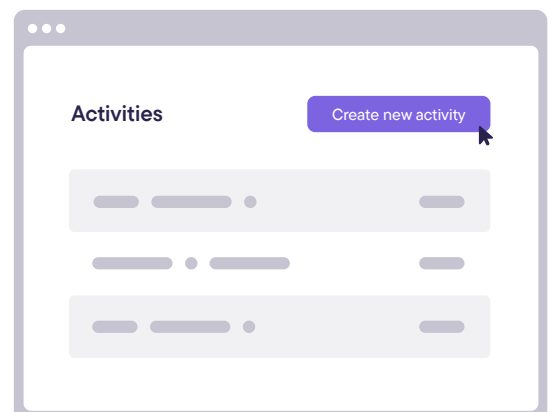
**Create a name for your gallery** and either drag and drop photos into the designated box, or select browse to choose your photos from your desktop.

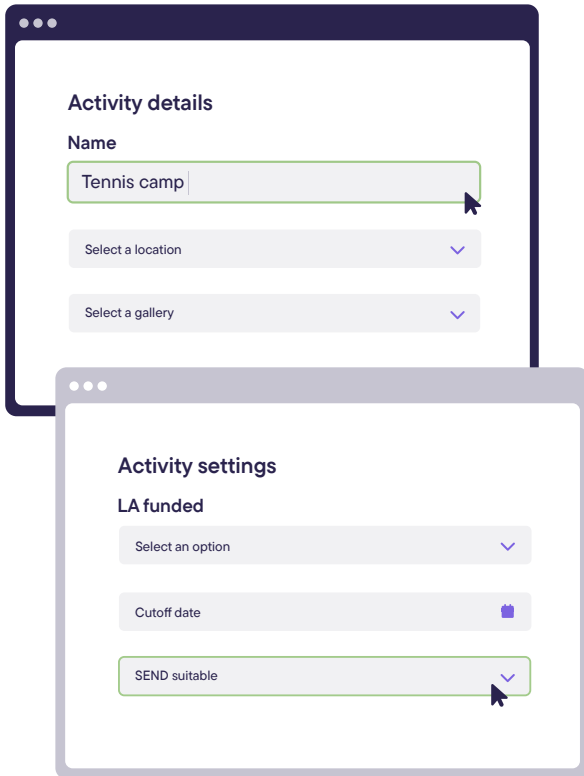
Once you are happy with your selection, simply click **'Create gallery'**.

### Step 5

To add activity, simply click on **Activities** and select **'Create new activity'**.

*We recommend adding in as much information as you can when creating your activity to give families the best understanding of what they can expect.*





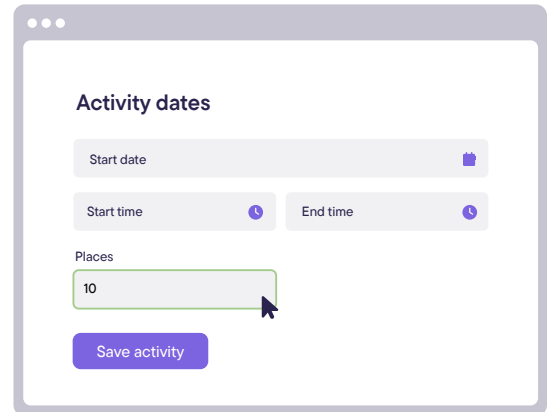
### Step 6

**Select a single day activity.** Once you have selected your **Activity** you will be taken to the **Activity details** page. Here, you will be able to input all activity information including the option to select the photo gallery previously created...

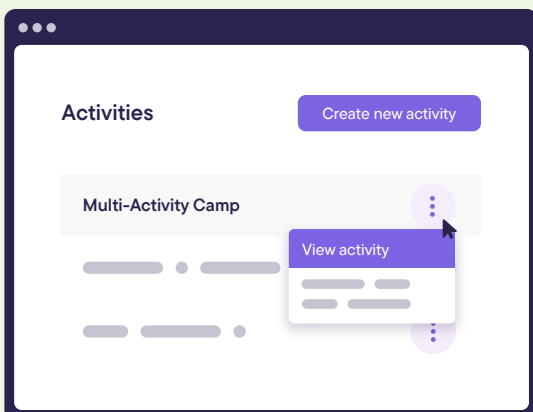
Once you've completed the activity information, scroll down to **Activity settings**. This allows you to choose whether or not your activity is LA funded, the activity cut off date, if you would like automatic or manual approval to events, if your activity is SEND specific or open to all attendees as well as the age range for your activity.

### Step 7

After completing **Activity settings**, scroll down to the **Activity dates** section. Here you can add your activity dates and times. You can add multiple dates as **single activities**. Once you are happy click **Save activity**.



## Manually add attendees



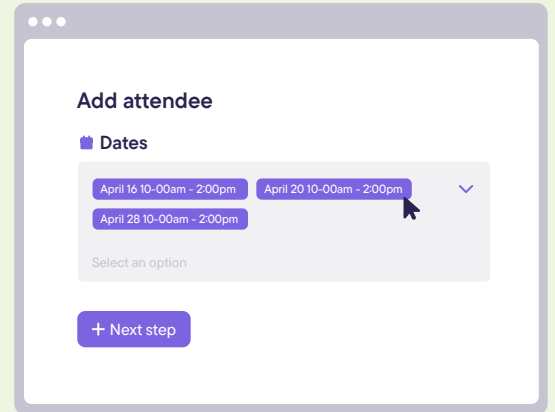
### Step 1

Select the three dots on the right hand side of the activity you wish to manually add an attendee to and select, **'View activity'**.

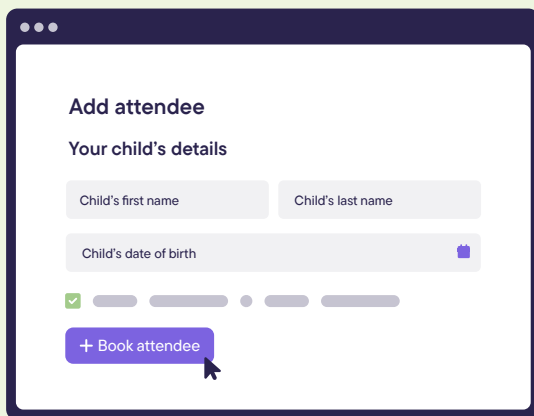
## Step 2

Choose the dates you would like to add the attendee on to the activity for, this can either be multiple dates or just one.

Select **'+Next step'**.



**Note:** *If the attendee has a voucher, you will need to know the voucher code in order for the attendee to be ticked as a funded place. If you do not have a voucher code, the place will not be funded until the voucher code is entered. To find out how to add a voucher code AFTER adding the attendee, please see step 4.*

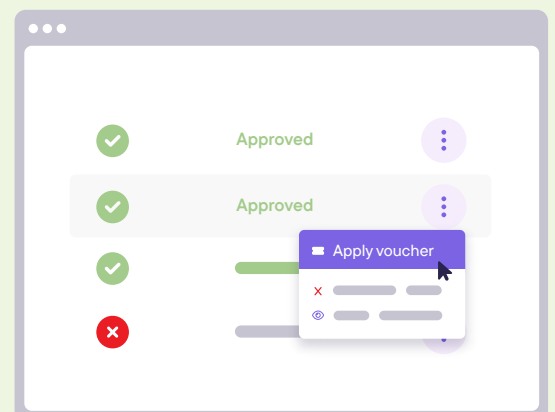


## Step 3

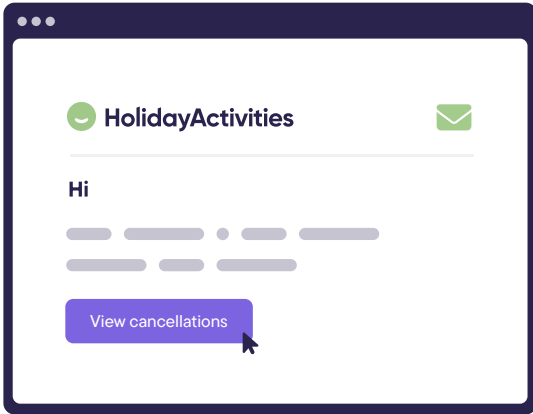
Complete the form with all the information required to add the attendee to the activity. Once completed, select **'+Book attendee'**. The attendee has now been added to the chosen dates and you will find them listed on your attendees.

## Step 4

To add a voucher code **after** you have added the attendee, select the three dots on the right hand side of the attendees name and select **'Apply voucher'**. You will then be able to add the voucher code and select **'Apply voucher'**.



## Cancellation requests

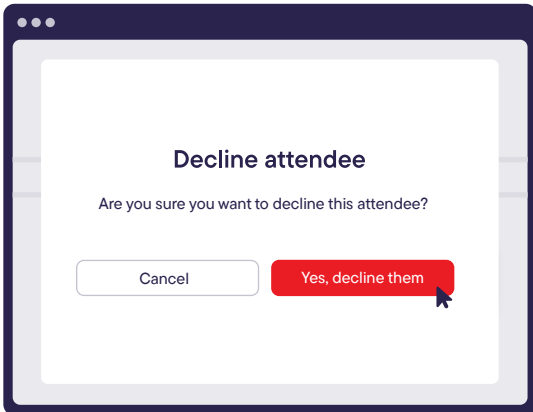
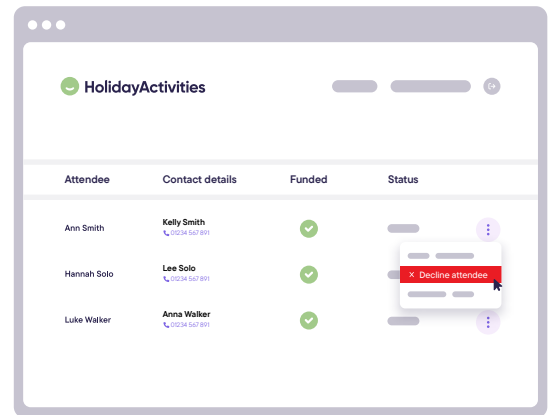


### Step 1

When a parent wishes to cancel their booking, you will receive an email with a cancellation request. Select **'View cancellation'**. This will take you to your account. Select the three dots on the right hand side of the relevant activity and select **'View activity'**.

### Step 2

Scroll down to the attendee list. In the status column you will see **'Cancel requested'**. Select the three dots on the right hand side and choose **'Decline attendee'**.

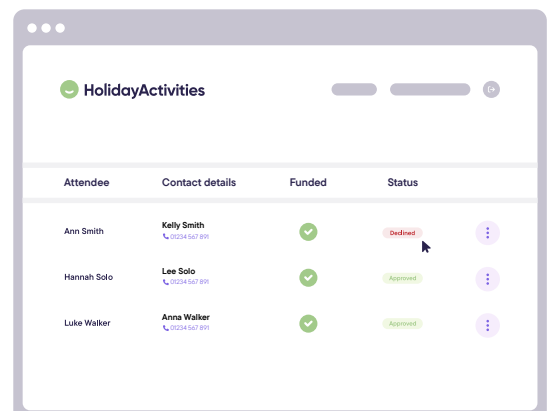


### Step 3

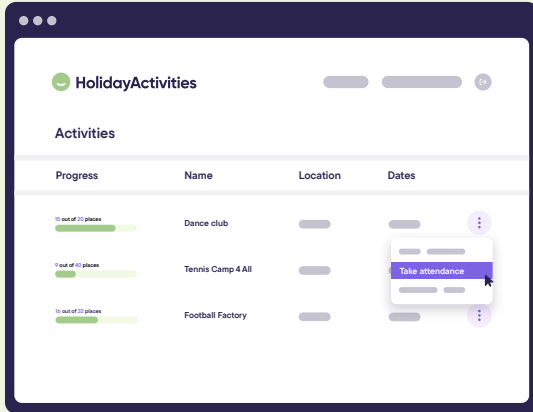
You will be able to input 'Cancellation accepted' into the free type box, then select **'Yes, decline them'**. If you do not wish to accept the cancellation request, you can contact the parent using the contact details entered on the booking form.

### Step 4

Once you have approved the cancellation request, they will appear as declined on the status column.



## Attendance administration

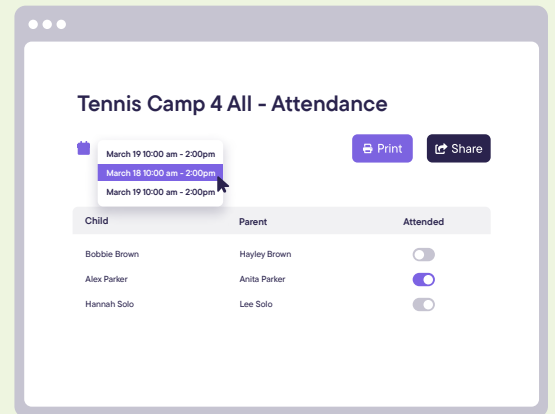


### Step 1

On the activities page, click on the three dots of the activity you would like to take the attendance for and select **'Take attendance'**.

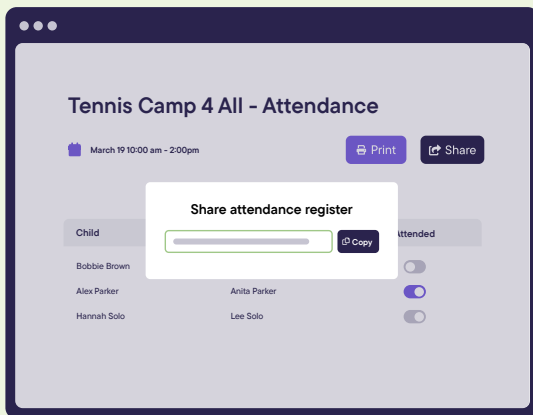
### Step 2

Select the activity date and the attendee's booked on for that day will show.



### Step 3

You can toggle across the attendees that attended, print the attendance register or share a link to enable staff to take attendance on a mobile device.



Now you're all set to provide HAF provision to your families!

If you have any questions, please contact the HolidayActivities team on:

[support@evouchers.com](mailto:support@evouchers.com)