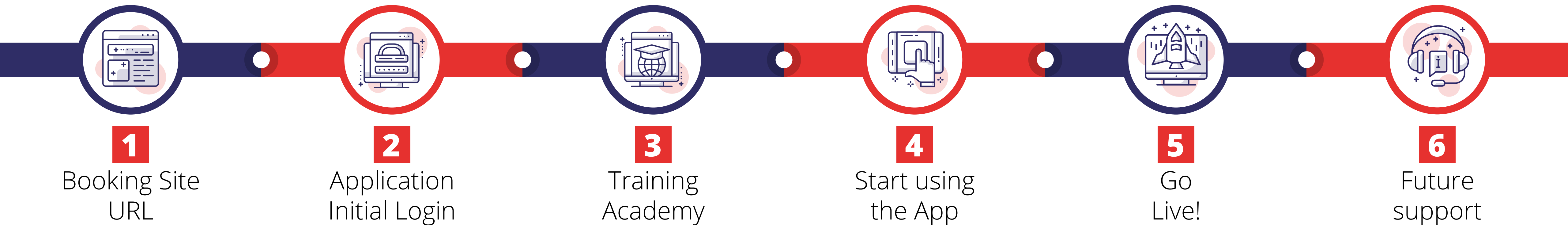coordinatesport

HAFP

Onboarding
Timeline

The Coordinate Sport app will be used by Holiday and Food Programme providers (HAFP) to help them to organise and advertise activity sessions to participants and their parents.

Providers will be able to add their bookings to a timetable, assign staff to sessions and advertise the bookings so that they can be seen on their own dedicated website booking page and also seen on the council's landing page for these types of sessions.

1
Booking Site
URL

2
Application
Initial Login

3
Training
Academy

4
Start using
the App

5
Go
Live!

6
Future
support

coordinate.cloud

1 Booking Site URL

For those Providers who will be using the booking site, they will be sent their own unique web address where they can advertise activity sessions to the public.

Providers can add the web site address to their existing web site as a 'Book Now' button or a link, add it to posters or post the links on social media feeds.
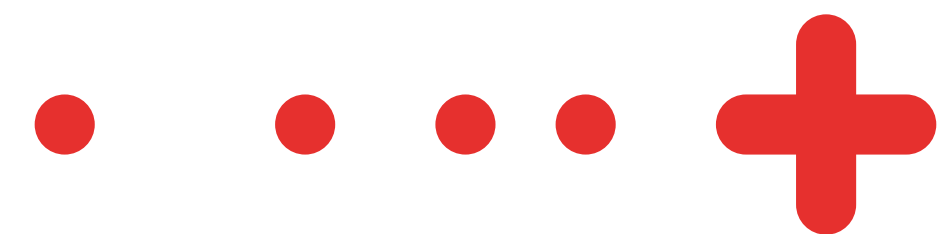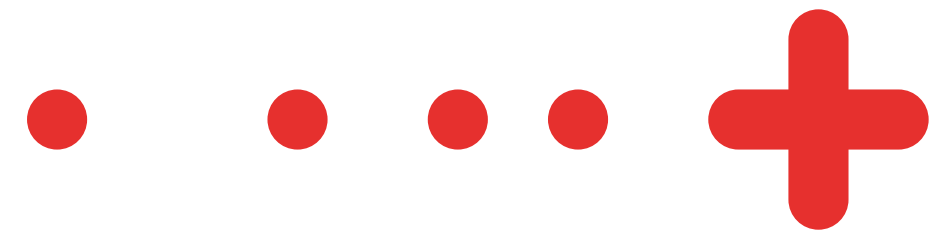
2 Application Initial Login

Each user of the web application will receive an email with their login details.

The login page for the app is **app.coordinate.cloud**

Users can save the login page as a bookmark in their browser for easy access.

3 Training Academy

When first logging in to the web application each user will be directed to the Academy area of the application.

All users are advised to watch all of the video training courses in the application before they start to use or set up their own bookings.

Once a user has attended all of the courses in the academy, they can return to the academy area at any time in the future to watch the videos again if they need a reminder of how to use any of the feature areas in the app.

coordinatesport ACADEMY

4 Start using the App

Admin users within each HAF provider are encouraged to test out the app by adding some test bookings, setting up test participants and checking their settings. Doing this will mean that each user can see the bookings that they set up from a participant or parents point of view.

There may be a tight timeline to work with from when users first start using the app to when they need to start advertising courses. Coordinate Sport advises that all bookings are double checked before they are advertised on the booking site or council's landing page to avoid any errors before participants start booking on.
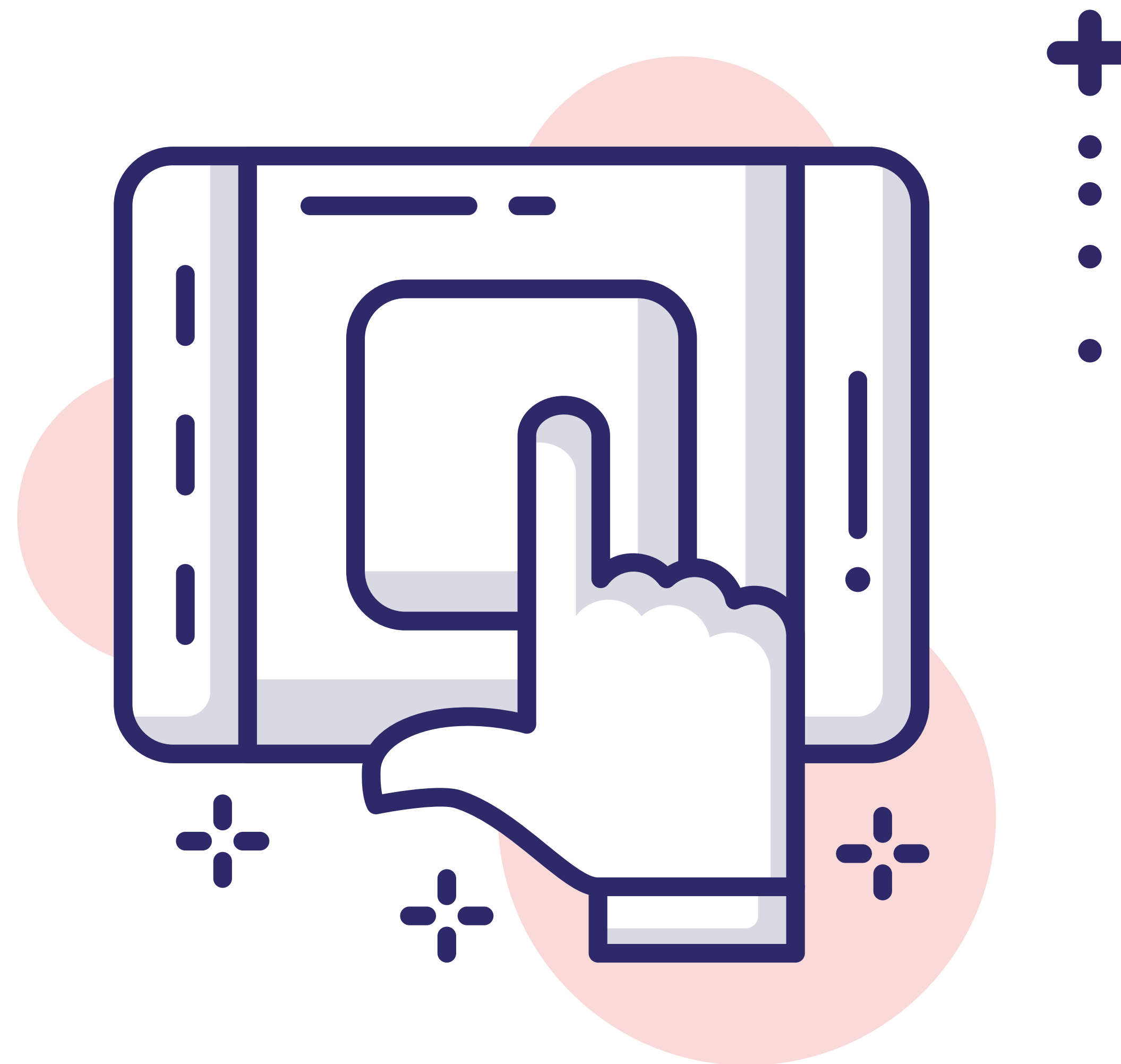
5 Go Live!

Once users have added their bookings. They can then make all of their sessions appear on the council's landing page and their own booking site.

At this point, providers can also add staff/coaches to sessions so that they can see the registers during or after the sessions they are assigned to.
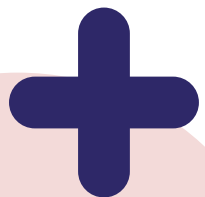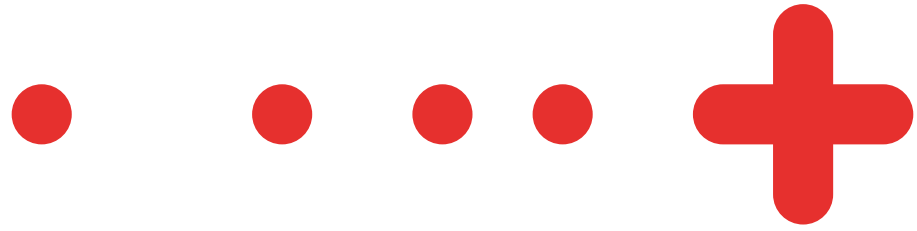
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6 Future support

Providers and HAF council staff can contact the support team at any time by emailing **support@coordinate.cloud**

For more information on the support process, please refer to the 'Support Document - HAF Providers' guide.