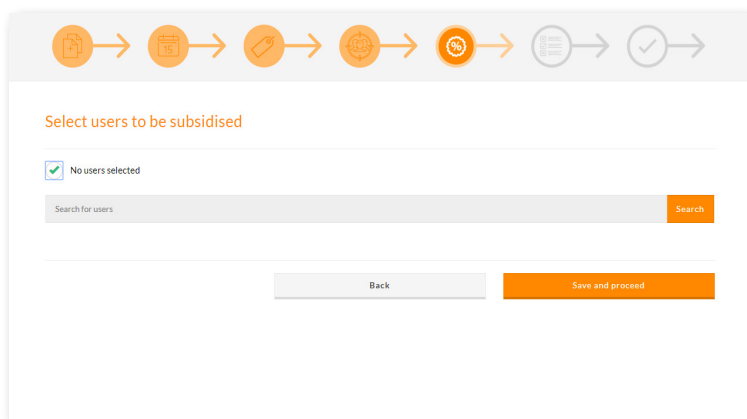


sQuad: Accepting Childcare Vouchers

Use the **Subsidised users** feature to accept childcare vouchers as full or part payment for school clubs. Log in to sQuad, entering the username and password provided to you by sQuad. Click on **Manage offers** and then **Create new offer**. Enter the required offer details on each page and when you reach the **Subsidised users** page, follow the steps below.

01 Select users to be subsidised

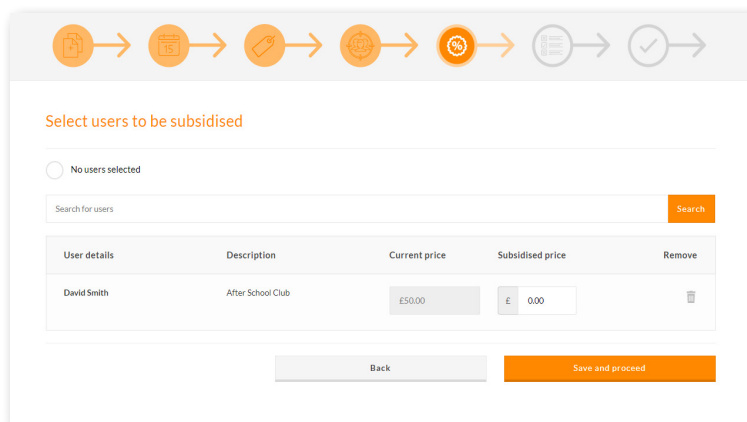
Untick **No users selected**.



The screenshot shows the 'Select users to be subsidised' page. At the top, there is a navigation bar with icons for Home, Offers, Vouchers, Users, Subsidised users, and Settings. Below the navigation bar, the page title 'Select users to be subsidised' is displayed. A radio button labeled 'No users selected' is checked. Below this is a search bar with the placeholder text 'Search for users' and a 'Search' button. At the bottom of the page, there are two buttons: 'Back' and 'Save and proceed'.

02 Add subsidised users

Search for the user to be subsidised, and click on their name when displayed.

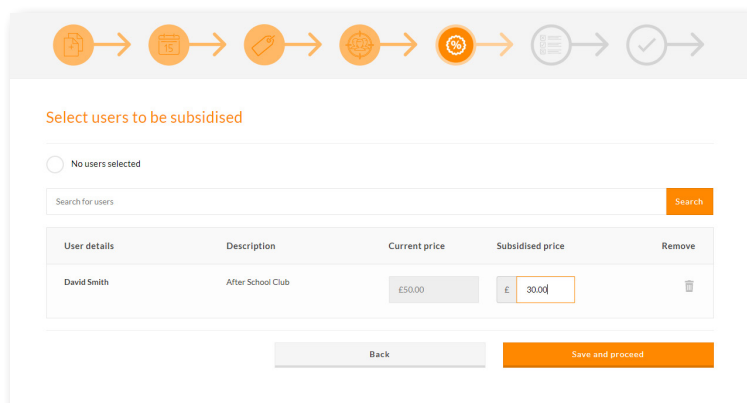


The screenshot shows the 'Select users to be subsidised' page. The 'No users selected' radio button is now unchecked. Below the search bar, a table displays the search results. The table has five columns: 'User details', 'Description', 'Current price', 'Subsidised price', and 'Remove'. One user, 'David Smith', is listed with the description 'After School Club', a current price of '£50.00', and a subsidised price of '£ 0.00'. A 'Remove' button is visible next to the user's name. At the bottom of the page, there are two buttons: 'Back' and 'Save and proceed'.

User details	Description	Current price	Subsidised price	Remove
David Smith	After School Club	£50.00	£ 0.00	

03 Apply the subsidised price

Discount the **Current price** to the **Subsidised price** of the voucher. For example, if the **Current price** is £50, and the voucher is for £20, then the **Subsidised price** will be £30. Next, click **Save and proceed**. Complete the **Additional information** page if required, then click **Save and proceed**.



The screenshot shows the 'Select users to be subsidised' page. The 'Subsidised price' for 'David Smith' has been updated to '£ 30.00'. The 'Remove' button is still present. At the bottom of the page, there are two buttons: 'Back' and 'Save and proceed'.

User details	Description	Current price	Subsidised price	Remove
David Smith	After School Club	£50.00	£ 30.00	

04 View subsidised users

The subsidised users will be displayed. If this is correct, click **Finish**.

After School Club

Offer Category: Clubs
Start Date: 05/01/2018
End date: End date not assigned
Settlement account: School Bank
Lidger Code: M0123
Price: £50.00
Quantity per user: Unlimited
Due date: Due date not assigned

Description: After school club

Subsidised cards

User details	Description	Current price	Subsidised price
David Smith 633799906500850	N/A	£50.00	£30.00

Back Finish

05 View all subsidised users

The subsidised users can be viewed in **All offers**. Click the **Actions** cog within the offer name and select **View subsidised users**.

< Back to Offers management

All offers New Offer Show filter

View, edit and manage your offers here.

Live	Draft	Upcoming	Paused	Expired	Archived
ID	Title	Price	Quantity	Payment Deadline	Actions
3021	Breakfast Club <i>Pay in full</i>	£50.00	Sold : 0 Remaining : No Limit	Ongoing	
2961	After School Club <i>Pay in full</i>	£50.00	Sold : 0 Remaining : No Limit	Ong	
2954	Ski Trip <i>Freeform</i>	£1200.00	Sold : 1 Remaining : No Limit	31/0	
2953	Trip to New York <i>Freeform</i>	£800.00	Sold : 2 Remaining : No Limit	30/0	
2930	YR 10 Residential Trip <i>Freeform</i>	£400.00	Sold : 1 Remaining : No Limit	30/06/2018	

Actions menu for 'After School Club':
Edit offer
Pause offer
On site purchase
Extend offer
Create Communications
View school notifications
Convert to draft
View subsidised users

For full details on how to create an offer, please refer to the sQuid SP user guide.