

Maternity

Antenatal classes booking form

Have you had your 20 week scan? *

- Yes
 No

You can't book onto a course until you have had your 20 week scan. If you are already >20 weeks pregnant and you do not yet have a date for a scan please contact your midwife as soon as possible.

Please enter your NHS number *

TIP: You may want to copy this as you will be asked to re-enter it on the next page

Submit

Booking

Your Info

Re-enter your NHS Number

First Name

Last Name

Address

City

Postcode

Email

Phone

Estimated due date

Who is your named midwife?

Appointment Info

Where would you like to attend classes?

Which class would you like to attend?

Date

July 2017						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

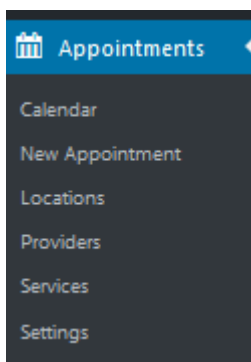
Time

Please note that the majority of our classes run from Haywards Heath. Classes in Brighton have limited spaces.

Submit

How to manage booking information in WordPress

Key tabs:



Location - The hospital
Provider - Set the class schedule
Service - Set the class details

Appointment calendar view

Shows all classes once attendees are already booked onto them. Clicking on class shows attendee list and class details. Don't use this view to edit the class information though! You can use it to manually delete attendees. This will send an email to the attendee.

The screenshot shows a web-based appointment calendar. On the left is a dark sidebar menu with various options like 'Dashboard', 'Forms', and 'Appointments'. The main area displays a calendar for the week of July 24-30, 2017. A single appointment is visible on Tuesday, July 25, from 10:00 am to 11:00 am, titled 'Home Birth Matters - Test4 Test4'. The calendar grid shows time slots from 09:00 am to 03:00 pm.

You can manually add patients to classes here:

The screenshot shows the 'New Appointment' form. It includes several sections: 'Appointment Info' with dropdowns for Location ('Brighton - Hollingdean (limited spaces)'), Service ('Antenatal Class - All day workshop for first'), and Provider ('Antenatal Class - All day workshop'); a 'Date' section with a calendar for July 2017 showing the 14th and 28th as selected; a 'Time' dropdown menu; and 'Client Info' with a search box for existing clients and a field for re-entering the NHS Number.

Where is the class taking place?

Locations – give full details of where class is taking place. It is helpful to also put additional detail in the location name if there is more than one location in the city/on the site

The screenshot shows the 'Locations' management interface. The sidebar on the left is dark with 'Appointments' and 'Locations' highlighted. The main content area has a header 'Locations' with an 'Add Location' button. Below the header, there are filters for 'All (2) | Published (2) | Trash (2)', a search box, and bulk action controls. A table lists two locations:

Location Name	Address	City	State/Province
Princess Royal Hospital - Haywards Heath	Princess Royal Hospital	Haywards Heath	
Brighton - Hollingdean (limited spaces)	Hollingdean	Brighton	

Set the class schedules

Providers is where you set the class schedules. Set up a provider for each class at each location.

The screenshot shows the 'Providers' management interface. The sidebar on the left is dark with 'Appointments' and 'Providers' highlighted. The main content area has a header 'Providers' with an 'Add Provider' button. Below the header, there are filters for 'All (6) | Published (6) | Trash (8)', a search box, and bulk action controls. A table lists several providers:

Provider Name	Description
Home Birth Matters - Brighton	
Home Birth Matters	
Water Birth	
Antenatal Class (Multiple Births) - All day workshop - Brighton	
Antenatal Class (Multiple Births) - All day workshop	
Antenatal Class - All day workshop	

Set the available dates by setting a 'work schedule' against the provider and then using the 'days off' calendar to set the week patterns if they are not weekly. To make new sessions available/cancel other sessions you need to untick/tick the days off.

Days Off

Jun 2017 July 2017

Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

Work Schedule

Princess Royal Hospital - Haywards Heath
Brighton - Hollingdean (limited spaces)

From: 10:00 am [Delete](#)

To: 12:00 pm

Mon Tue Wed Thu Fri Sat Sun

Start Date: July 3, 2017 (Optional)

End Date: (Optional)

Remember to tick the service related to the provider

Edit Provider

Home Birth Matters - Brighton

Word count: 0 Last edited by ryan on June 29, 2017 at 8:29 am

Additional Info

Email Address:

Publish

Status: Published [Edit](#) [Customize](#)

[Duplicate Provider](#)

[Move to Trash](#) [Update](#)

Calendar Color

#2EA2CC

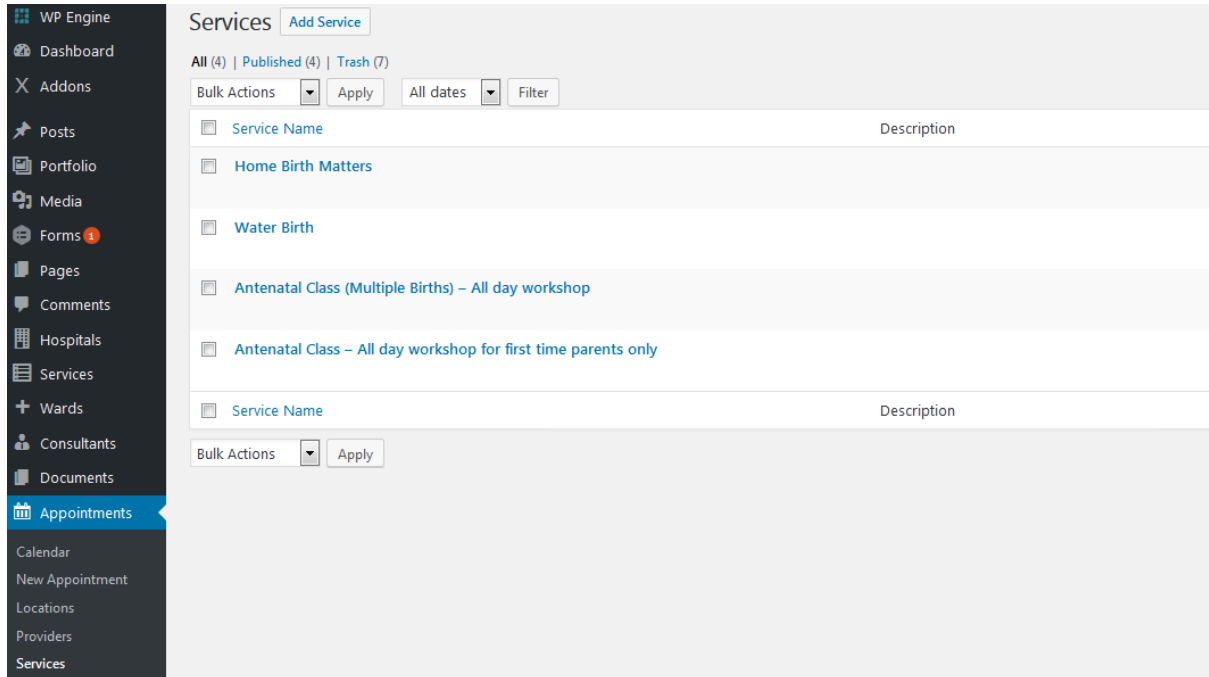
Services

Assign services that this provider can perform:

- Home Birth Matters
- Water Birth
- Antenatal Class (Multiple Births) - All day workshop
- Antenatal Class - All day workshop for first time parents only

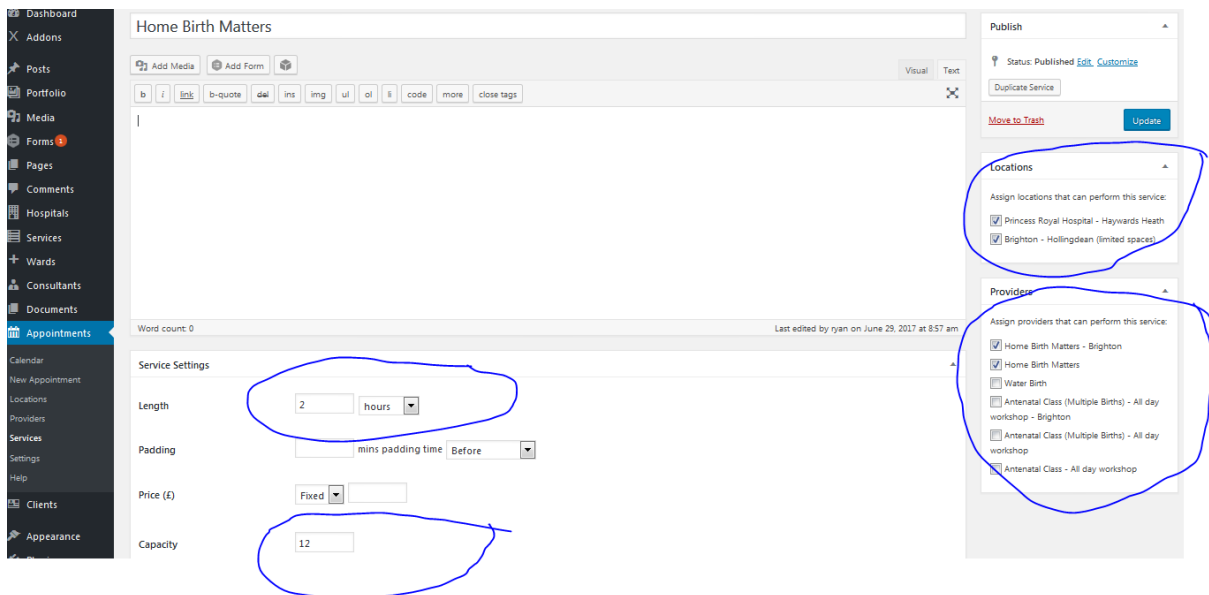
Class type and details:

The service sets the class details (Length - This has to match the timing set within the provider. If they don't match you will see the no time available on the front end e.g. 10-12 in the provider needs to be set to 2 hours.)



The screenshot shows the 'Services' management page in a WordPress dashboard. On the left is a sidebar menu with 'Appointments' highlighted. The main content area is titled 'Services' and includes an 'Add Service' button. Below this, there are filters for 'All (4)', 'Published (4)', and 'Trash (7)'. A table lists services with columns for 'Service Name' and 'Description'. The listed services are: 'Home Birth Matters', 'Water Birth', 'Antenatal Class (Multiple Births) – All day workshop', and 'Antenatal Class – All day workshop for first time parents only'. At the bottom, there is a 'Bulk Actions' dropdown and an 'Apply' button.

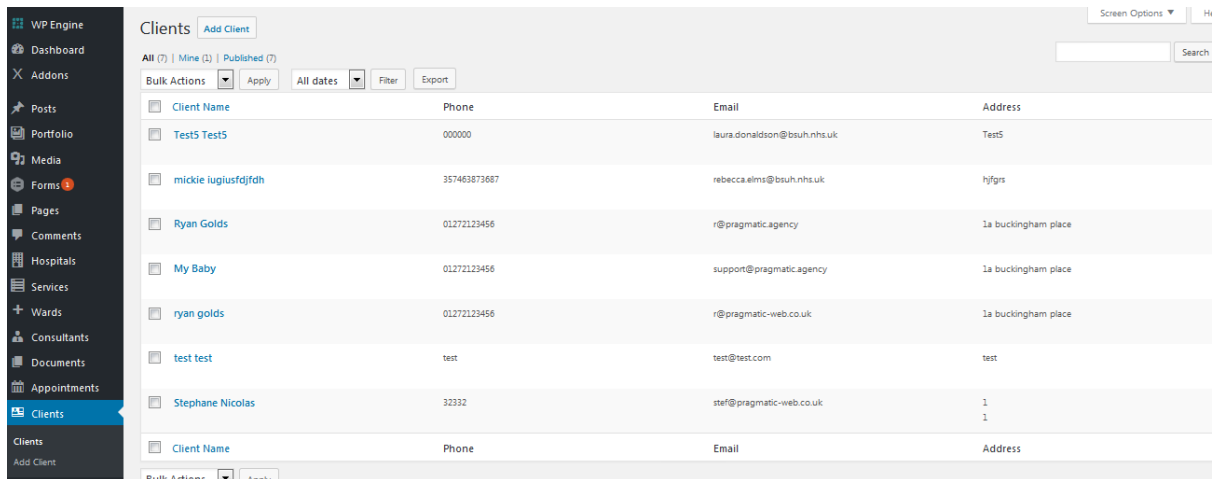
In the service, tick the location/s where this class type happens and tick the providers (schedules) related to this class type. You also set the class duration and capacity here.



The screenshot shows the 'Home Birth Matters' service settings page. The 'Service Settings' section on the left includes: 'Length' set to '2 hours', 'Padding' set to 'mins padding time Before', 'Price (£)' set to 'Fixed', and 'Capacity' set to '12'. On the right, the 'Publish' sidebar shows 'Status: Published' and 'Update' button. Below that, the 'Locations' section has two checked items: 'Princess Royal Hospital - Haywards Heath' and 'Brighton - Hollingdean (limited spaces)'. The 'Providers' section has two checked items: 'Home Birth Matters - Brighton' and 'Home Birth Matters'. Blue hand-drawn circles highlight the 'Length' and 'Capacity' fields, and the 'Locations' and 'Providers' sections.

Reports

You can view all patients and which classes they are booked onto here:

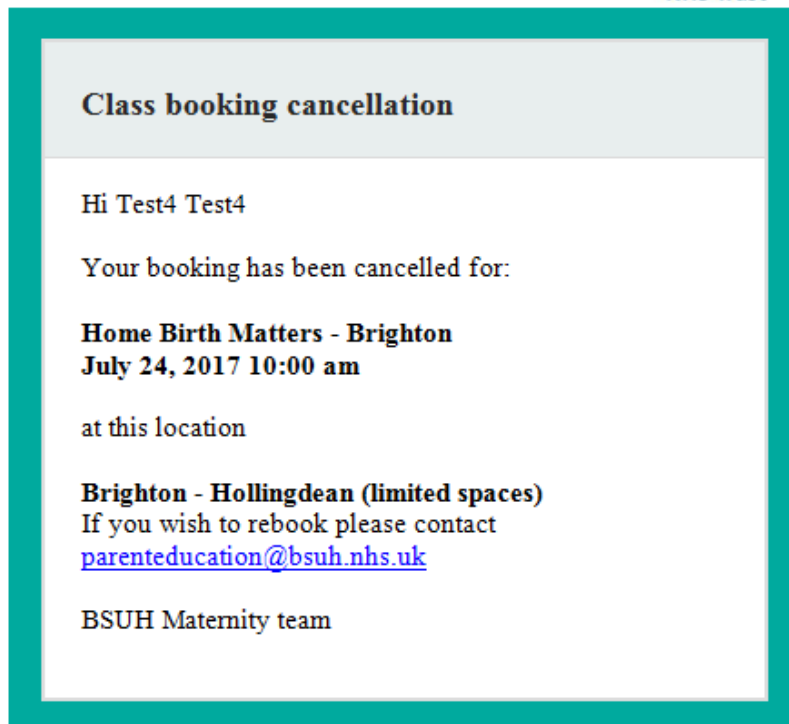


The screenshot shows a 'Clients' management interface. On the left is a sidebar with navigation options: WP Engine, Dashboard, Addons, Posts, Portfolio, Media, Forms, Pages, Comments, Hospitals, Services, Wards, Consultants, Documents, Appointments, and Clients (highlighted). The main area is titled 'Clients' and includes an 'Add Client' button. Below the title are filters for 'All (7)', 'Mine (1)', and 'Published (7)', along with a search bar. A table lists client details with columns for Client Name, Phone, Email, and Address. The table contains several rows of data, including 'Test5 Test5', 'mickie iugiusdfjdh', 'Ryan Golds', 'My Baby', 'ryan golds', 'test test', and 'Stephane Nicolas'. At the bottom, there are 'Bulk Actions' and 'Apply' buttons.

Client Name	Phone	Email	Address
Test5 Test5	000000	laura.donaldson@bsuh.nhs.uk	Test5
mickie iugiusdfjdh	357463873687	rebecca.elms@bsuh.nhs.uk	hfgfrs
Ryan Golds	01272123456	r@pragmatic.agency	1a buckingham place
My Baby	01272123456	support@pragmatic.agency	1a buckingham place
ryan golds	01272123456	r@pragmatic-web.co.uk	1a buckingham place
test test	test	test@test.com	test
Stephane Nicolas	32332	stef@pragmatic-web.co.uk	1 1

Email notifications

Cancel



The image shows an email notification template for a class booking cancellation. The template is enclosed in a teal border. At the top, there is a grey header with the text 'Class booking cancellation'. Below this, the main body of the email contains the following text: 'Hi Test4 Test4', 'Your booking has been cancelled for:', 'Home Birth Matters - Brighton', 'July 24, 2017 10:00 am', 'at this location', 'Brighton - Hollingdean (limited spaces)', 'If you wish to rebook please contact parenteducation@bsuh.nhs.uk', and 'BSUH Maternity team'.

Class booking confirmation & reschedule

<p>Class booking confirmation</p> <p>Hi Test5 Test5</p> <p>This is a confirmation that you are booked for the following appointment:</p> <p>Antenatal Class (Multiple Births) - All day workshop - Brighton July 21, 2017 9:30 am</p> <p>at: Brighton - Hollingdean (limited spaces)</p> <p>Hollingdean, Brighton, BN2 7PG</p> <p>These classes are very popular. If you can't attend on this date please cancel or reschedule as soon as possible. Other new mums-to-be are waiting for a space.</p> <p>Full cafeteria facilities are available. For details of what facilities are available on site and parking information see the BSUH website.</p> <p>We look forward to seeing you.</p> <p>BSUH Maternity team</p> <p>Click here to cancel this booking.</p> <p>Click here to reschedule this booking.</p>	<p>Class booking change</p> <p>Hi Test5 Test5</p> <p>This is a confirmation that you are now booked on the following class:</p> <p>Antenatal Class (Multiple Births) - All day workshop - Brighton September 15, 2017 9:30 am</p> <p>at this location Brighton - Hollingdean (limited spaces)</p> <p>Hollingdean, Brighton, BN2 7PG</p> <p>Click here to cancel this booking.</p> <p>Click here to reschedule this booking.</p> <p>Please note: we require at least 24 hours notice to cancel or reschedule your space.</p> <p>We look forward to seeing you</p> <p>BSUH Maternity team</p>
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Class reminder

Class booking reminder

Hi Test5 Test5

We hope you are having a nice day. We're writing to remind you of your booking at Home birth matters on July 10, 2017 10:00 am at Brighton - Hollingdean (limited spaces)

If you have any questions, please feel free to contact us on parenteducation@bsuh.nhs.uk

These classes are very popular. If you can't attend on this date please [cancel](#) or [reschedule](#) now! Other new mums-to-be are waiting for a space.

We look forward to seeing you on July 10, 2017 10:00 am.

BSUH Maternity team