

## **Guide for creating vouchers on School Spider**

When paying using Tax Free Childcare or Childcare Vouchers, please follow the steps below...

Please make payment either through Tax Free Childcare or Childcare Vouchers before doing any of the below steps.

Once you have made payment, please print screen it as proof as you'll use this print screen when creating a voucher on School Spider.

10:56



When logging into your School Spider app, click the 3 lines in the top right corner to bring up the menu.

Click 'View Profile' at the bottom and then click 'My Vouchers'.

10:56



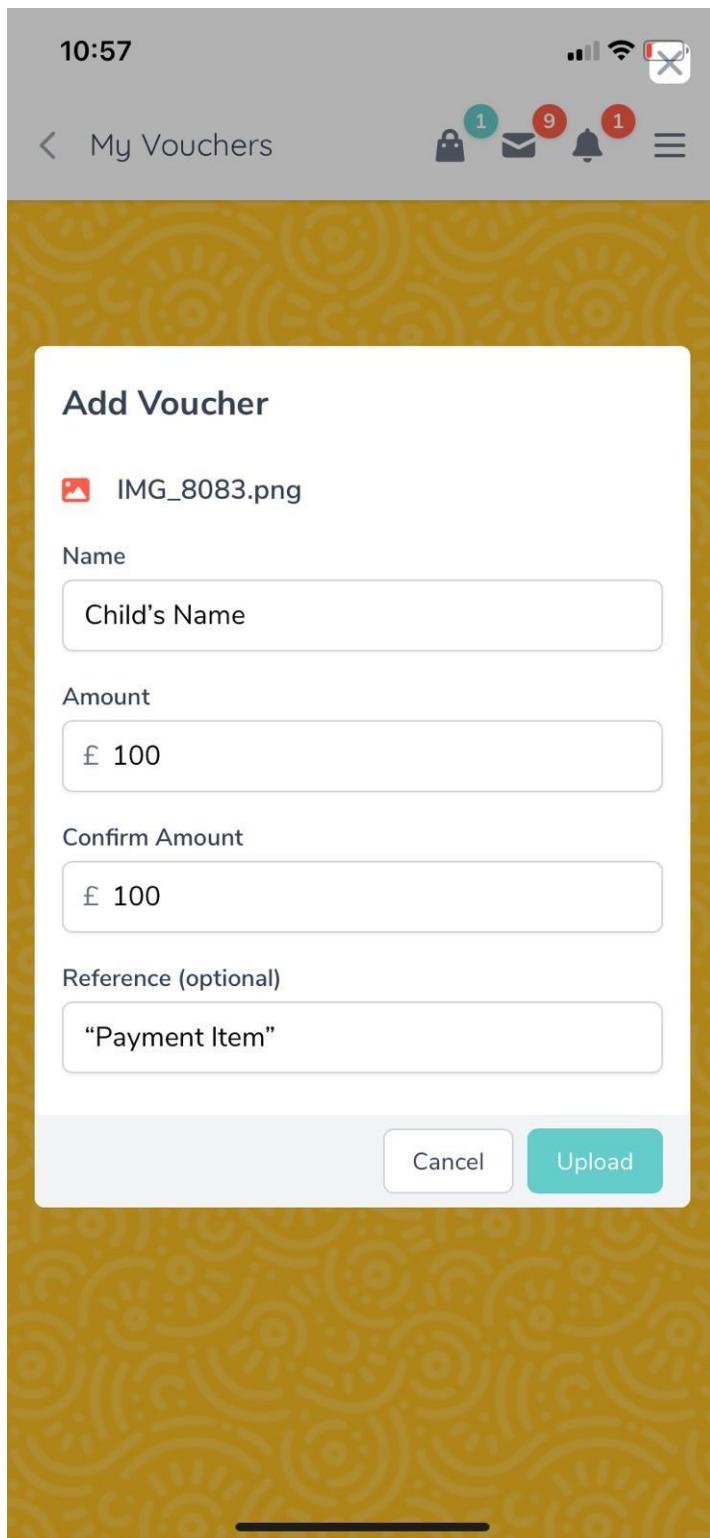
My Vouchers



≡



Once you've selected 'My Vouchers', it'll bring you to this page where you'll be able to see previous vouchers you've created or select 'Upload Voucher' to create a new one.



Once you've selected 'Upload Voucher', it'll ask you to upload a picture of the payment you've already done to the school through Tax Free Childcare or Childcare Vouchers, please select the print screen.

Once picture has been uploaded, it'll ask you to complete information to create the voucher.

Name: Input your child's name

Amount: Input the exact amount you paid through Tax Free or Childcare Vouchers

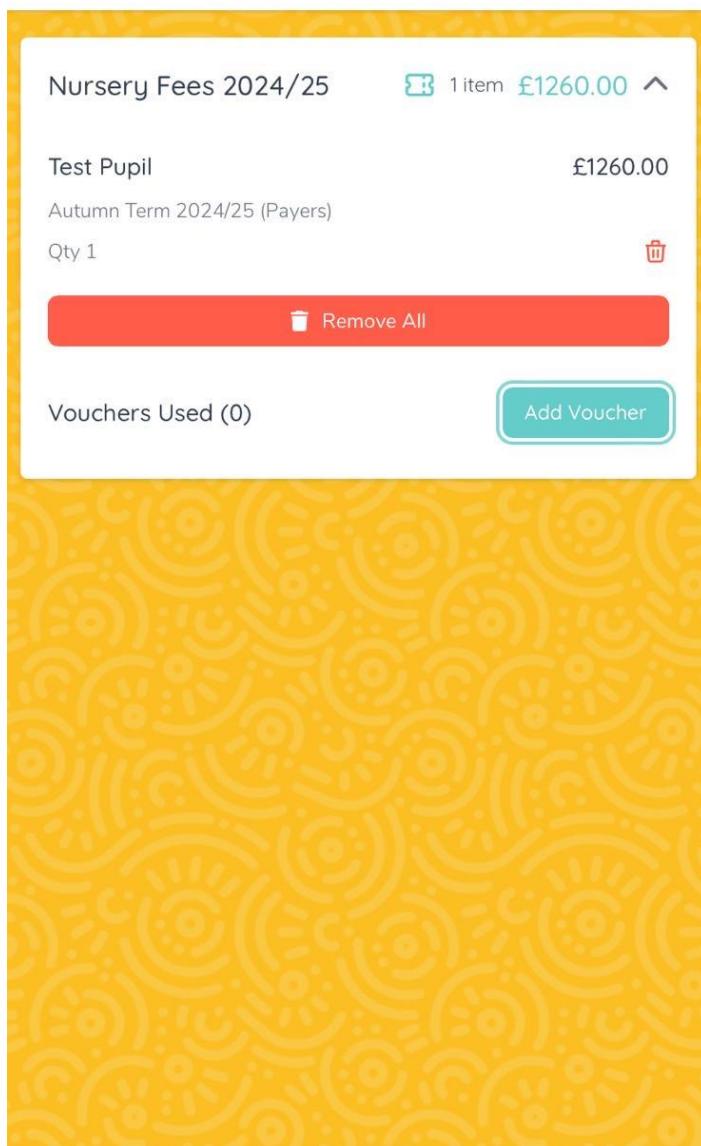
Reference: Input what you're paying for. E.g., 'Holiday Owls', 'Nursery Fees' or 'Creative Owls'

Once completed, select 'Upload'

10:58



Cart



Total: £1260.00

Checkout

Now the voucher you've created is ready to use against the payment item you want to pay for.

Go into 'Bookings & Payments' where you'll be able to add the payment item into your checkout.

Once in your checkout basket, you'll see it says 'Add Voucher'. You'll be able to select the voucher you've previously created against the payment item.

Once selected, select 'Checkout' and the payment is now complete.