

Parents Guide to myEVOLVE

Contents

1. [Introduction to myEVOLVE](#)
2. [How do I set up an account?](#)
3. [How do I make a Booking and Payment from an Email Invite?](#)
4. [How do I make a Booking for a Clubs Programme from an Email Invite?](#)
5. [How do I make a Payment?](#)
6. [How do I make a Booking in myEVOLVE \(no payment\)?](#)
7. [How do I request a Refund?](#)
8. [How do I complete a Consent Form?](#)
9. [How do I update my email address?](#)
10. [How do I update my account details?](#)

1. Introduction to myEVOLVE

What is myEVOLVE?

myEVOLVE is the parent portal which allows parents to manage all aspects of school trips, activities, co-curricular clubs and wraparound care:

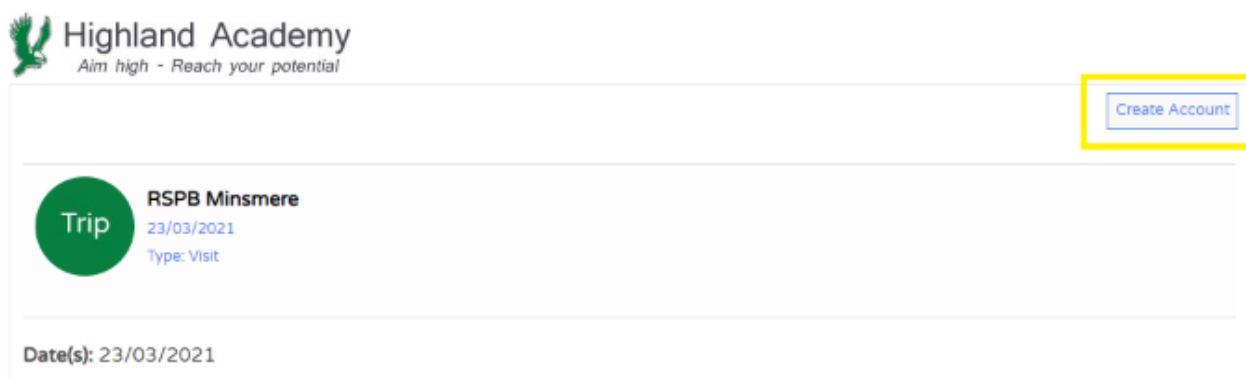
- * Consent forms
- * Payments
- * Bookings
- * What's On

It also includes the Shop to allow parents to browse and purchase items such as uniform, equipment, school productions, donations etc.

Do I need to have a myEVOLVE account?

No. Having a myEVOLVE account is entirely optional and will not preclude you from completing consent forms, making payments and booking trips and clubs. These requests will be sent to the email address you have registered with the school.

When you receive a consent, booking or payment request and click the secure link within the email, a page will open. Each page will contain an optional link to create a myEVOLVE account if you haven't already done so:



If you choose to Create Account, you will be prompted to choose a password to secure the account - this means you can then log in at any time.

What's the advantage of a myEVOLVE account?

Whilst it's not mandatory to have a myEVOLVE account in order to grant consent, make payments or bookings, it enables you to review all outstanding forms and review all previous activities in one central place.

You will continue to receive confirmation of any payment, booking, or consent form sent via email - a myEVOLVE account simply collates these together in one easy-access resource!

2. How do I set up an account?

Please note firstly that a myEVOLVE account is **optional**. Without an account, your child's school or college will still be able to communicate with you about upcoming trips and events, and you will be able to:

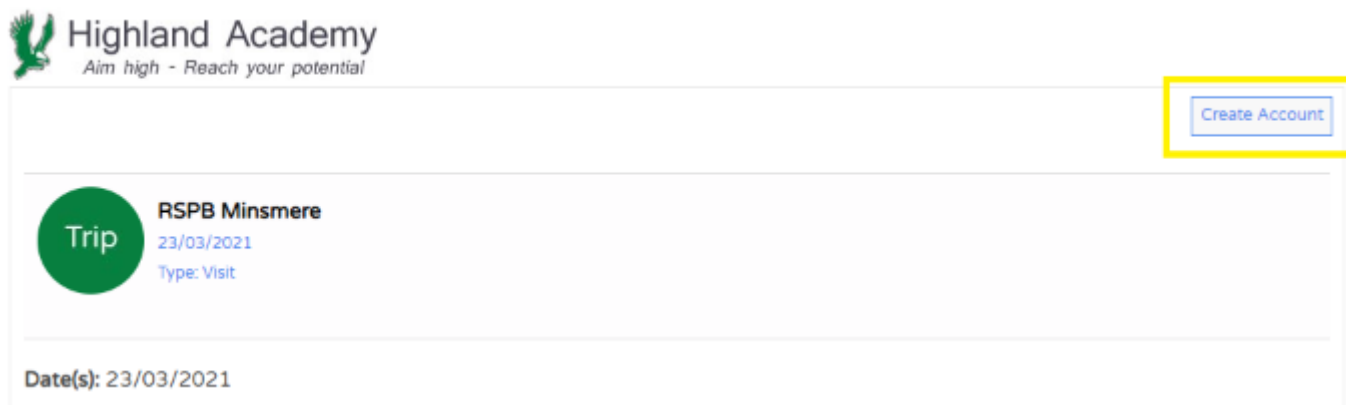
- * Pay for trips and clubs
- * Complete consent forms
- * Make bookings

...all without an account!

However, if you choose to create a myEVOLVE account, you'll also be able to:

- * Browse What's On
- * View previous Consent Forms (NB: all consent responses will be sent to you via email)
- * View previous Payments (NB: all payment receipts will be sent to you via email).

To do so, simply click the [Create Account] button on any of the emails sent to you from the school:



Creating the account is free, and very simple - you'll simply be prompted to enter a password to secure the account.

Once the account is created, you'll be able to manage all upcoming and previous activities from one central place - which works as well on your desktop PC as it does on a mobile device!

[Home](#)[What's On](#)[My Bookings](#)[Consent !](#)[Payments !](#)

Welcome

myEVOLVE provides parents and carers with access to information about the visits and activities that their children are involved in at school or college.



WHAT'S ON



MY BOOKINGS



CONSENT



SHOP



PAYMENTS



ACCOUNT

Once an account has been created, the next time you're sent an email from the school with an invitation, consent form or payment request, you can continue to action these *without* logging in, or simply click [Log In] to log into myEVOLVE.



Highland Academy

Aim high - Reach your potential

[Log in](#)

An Inspector Calls - Theatre Trip - 15 March 2022

15/03/2022

Type: Visit

Date(s): 15/03/2022

Organiser: Joe Bloggs

— Further Details

A theatre trip for Year 7 English students to see An Inspector Calls.

— Make/Cancel Booking



Natasha Test Student

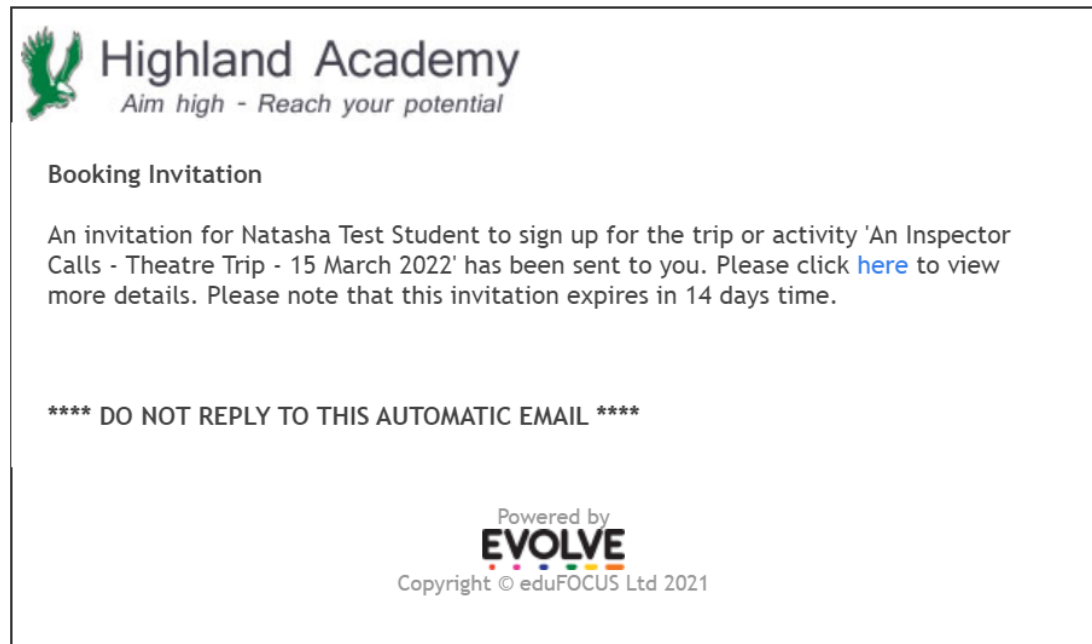
Consent Required

Payment Required

3. How do I make a Booking and Payment from an Email Invite?

Step 1

On receipt of your invitation to book a space, you will receive an email like the one



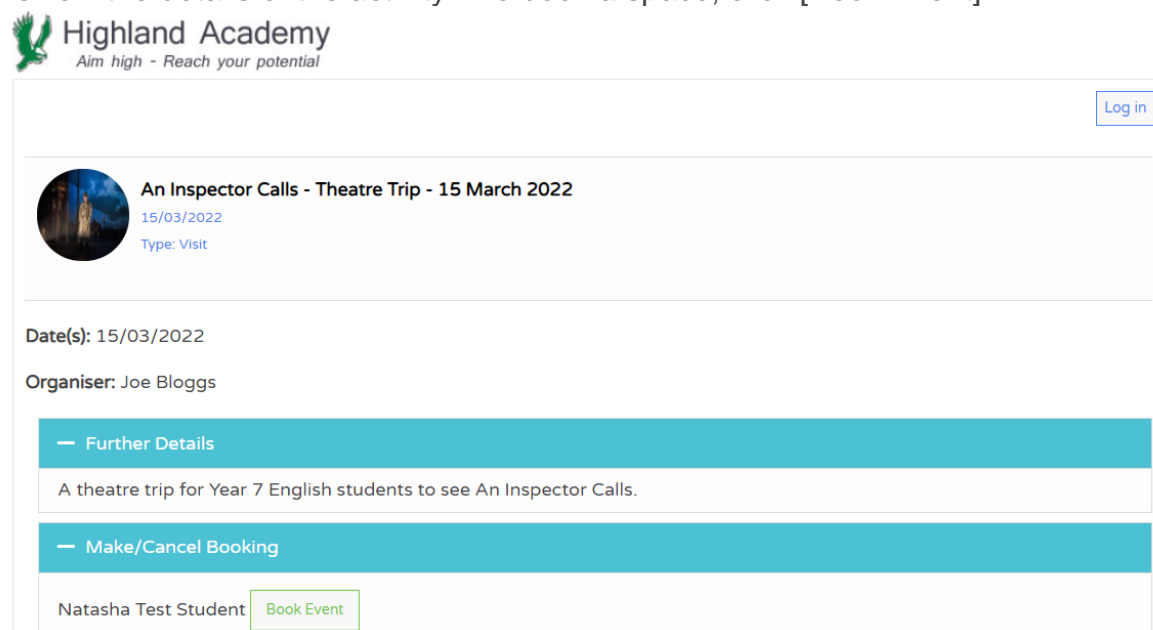
Below:

Step 2

Click the [here] link in the email.

Step 3

Review the details of the activity. To book a space, click [Book Event]




Step 4

If a payment is required, a note will appear. If you are happy to proceed, click [Book Now]:



[Log in](#)



An Inspector Calls - Theatre Trip - 15 March 2022
15/03/2022
Type: Visit

Date(s): 15/03/2022

Organiser: Joe Bloggs

— Further Details

A theatre trip for Year 7 English students to see An Inspector Calls.

— Make/Cancel Booking

Note: A bill for £15 will be automatically created when you make a booking. Once you have placed the booking you will be able to make the payment online.

Cancel

Book Now

Step 5

The payment will be added to your basket. Click [View Basket]:



[Log in](#)

Add to Payment Basket





Your booking has been received. Please pay the following bill in order to confirm your booking.

[View Basket](#)

Step 6

Complete the contact details form and click [Pay Now]:

myEVOLVE

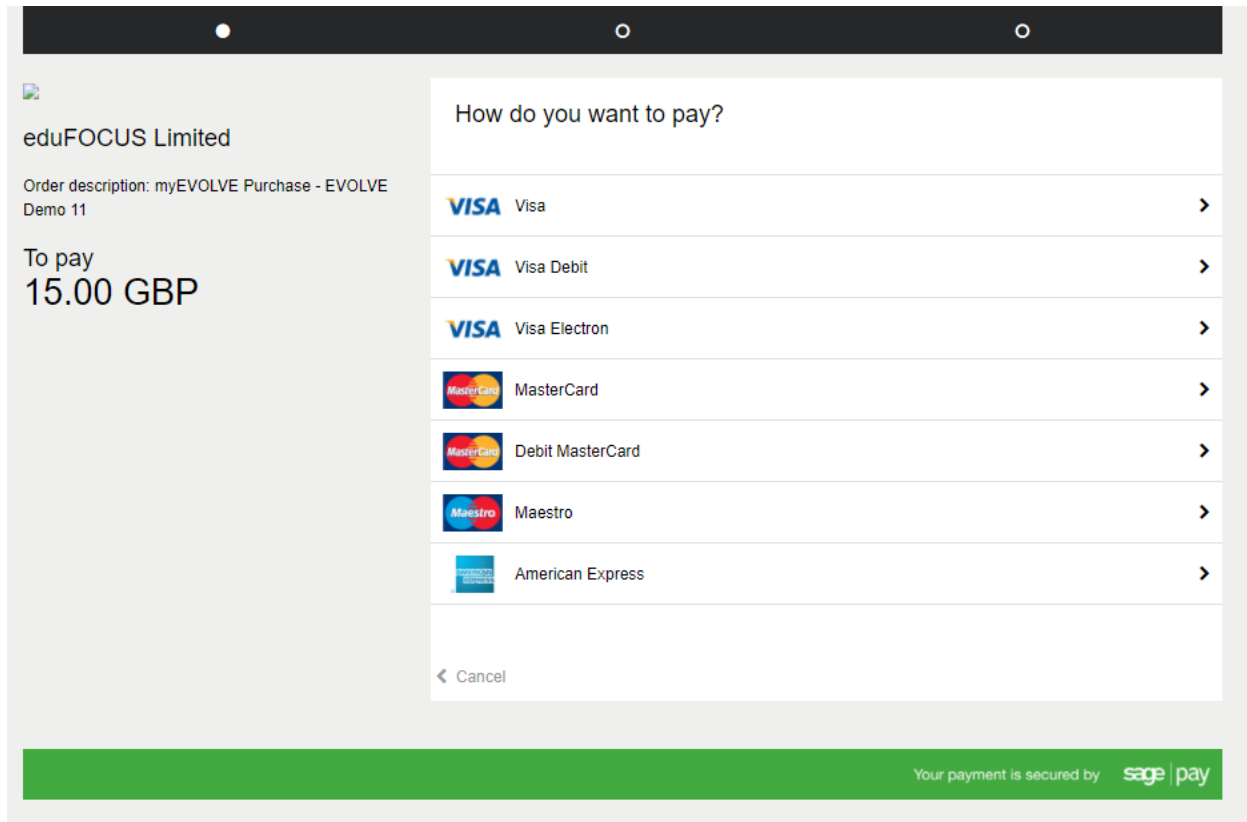
Payment Basket	
Natasha Test Student EVOLVE Demo 11: An Inspector Calls - Theatre Trip - 15 March 2022 (2448) 15/03/2022	
£15.00	
Total £15.00	
Billing Address	
First Name	Jane
Surname	Doe
No & Road	88
Address 2	
Address 3	
Address 4	
City	Norwich
County	Norfolk
Post Code	412
Telephone	
Email	janedoe@example.com
Delivery Address	
<input checked="" type="checkbox"/> Delivery Address same as Billing Address	
Order/Delivery Instructions	
<div></div> <div>Pay Now</div>	

IMPORTANT: Please ensure that your bank or credit card provider has up to date contact details for you that match your address otherwise your payment may be declined

- Strong Customer Authentication (SCA) came into force in March 2022 with the aim to reduce fraud, and requires customers to have up to date contact details.

Step 7

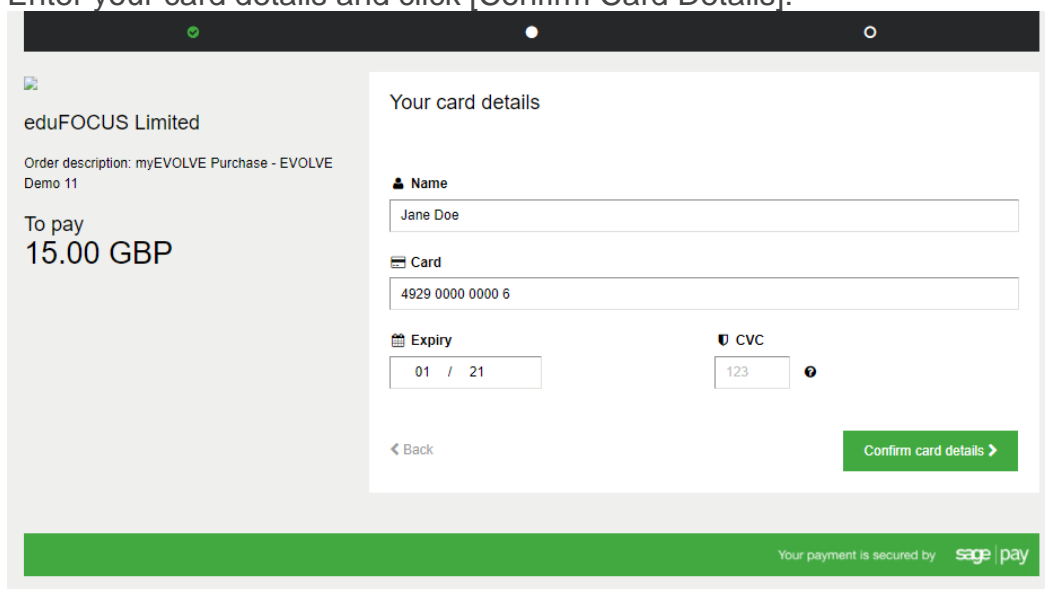
The Payment page will load. Choose your preferred payment option:



The screenshot shows a payment interface for eduFOCUS Limited. On the left, the order description is 'myEVOLVE Purchase - EVOLVE Demo 11' and the amount to pay is '15.00 GBP'. The main section is titled 'How do you want to pay?' and lists several payment methods: VISA Visa, VISA Visa Debit, VISA Visa Electron, MasterCard, Debit MasterCard, Maestro, and American Express. Each method has a right-pointing arrow. At the bottom left of this section is a '< Cancel' link. A green bar at the bottom right states 'Your payment is secured by sage | pay'.

Step 8

Enter your card details and click [Confirm Card Details]:



The screenshot shows the 'Your card details' entry screen. On the left, the order description is 'myEVOLVE Purchase - EVOLVE Demo 11' and the amount to pay is '15.00 GBP'. The main section contains input fields for: Name (Jane Doe), Card (4929 0000 0000 6), Expiry (01 / 21), and CVC (123). There is an information icon next to the CVC field. At the bottom left is a '< Back' link, and at the bottom right is a green button labeled 'Confirm card details >'. A green bar at the bottom right states 'Your payment is secured by sage | pay'.

Step 9

Review your order. When you are happy, click [Pay XXX GBP now]:

eduFOCUS Limited

Order description: myEVOLVE Purchase - EVOLVE Demo 11

To pay
15.00 GBP

Review your order

Transaction details

Description:
myEVOLVE Purchase - EVOLVE Demo 11

Transaction Reference:
4758

Amount:
15.00 GBP

Payment Details +

Billing Address +

Shipping Address +

When you click pay now you may be asked by your card issuer for payment card verification.

MasterCard. Verified by VISA **ProtectBuy**

[< Back](#) [Pay 15.00 GBP now >](#)

Your payment is secured by **sage | pay**

Step 10

You may be asked to authenticate your card. If so, enter the details and click [Submit]:

eduFOCUS Limited

Order description: myEVOLVE Purchase - EVOLVE Demo 11

To pay
15.00 GBP

Authenticate your card

VERIFIED by VISA **AMERICAN EXPRESS** **SafeKey**

TEST ENVIRONMENT

Purchase Authentication
Please enter your password to verify your identification.

Vendor:

Purchase Amount:

Date:

Pan:

Password:

MasterCard. SecureCode.

Step 11

Success! Your payment has been made. Your Booking is now confirmed and if you have a myEVOLVE account, it will appear in your Bookings tab:



Jane Doe
[My Account](#)
[\[Log out\]](#)

Basket: 2 Items - £10.00

Home	What's On	My Bookings	Consent !	Payments !
Bookings				
Natasha Test Student ▼				
				Diary View
Name	Activity	Date	Status	
Natasha Test Student	An Inspector Calls - Theatre Trip - 15 March 2022	15/03/2022	Confirmed Place	

4. How do I make a Booking for a Clubs Programme from an Email Invite?

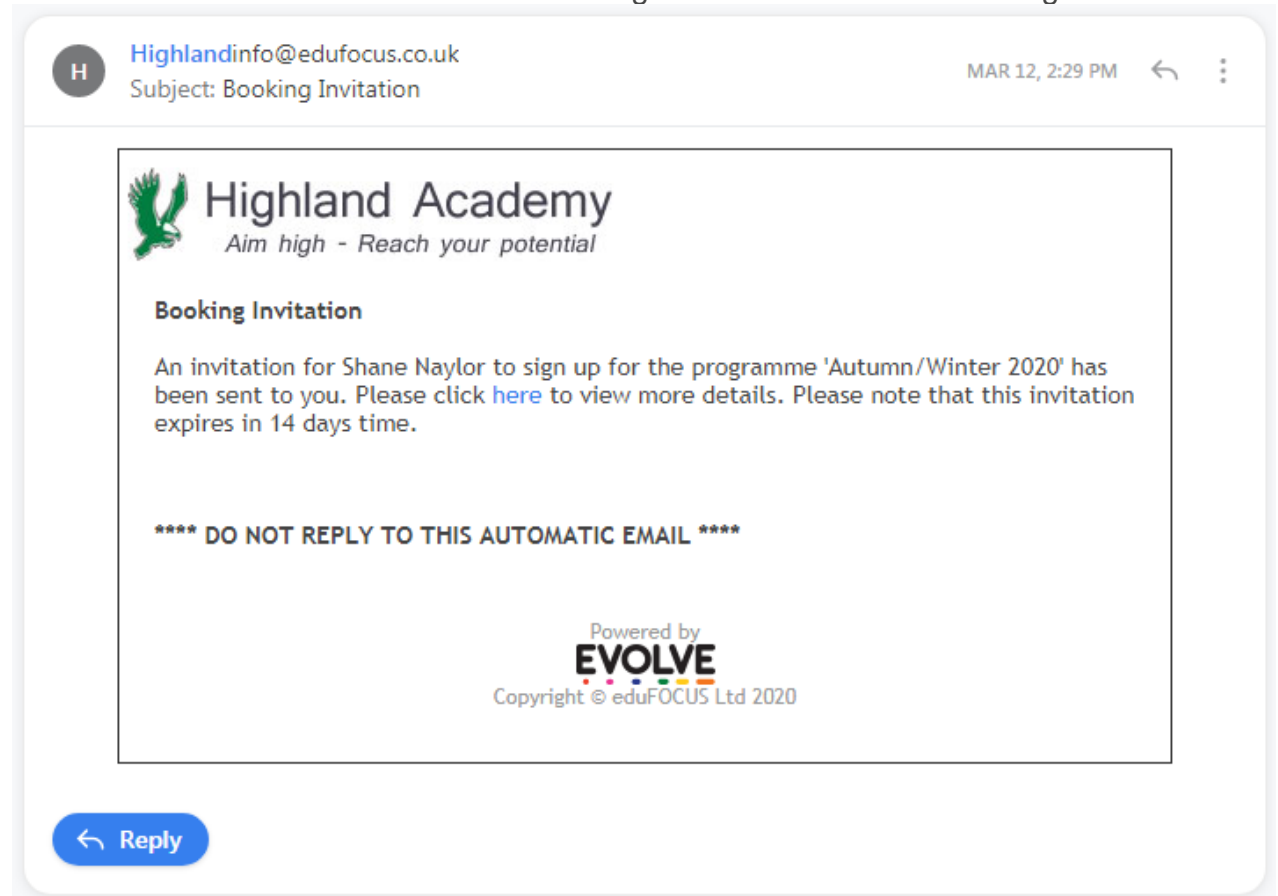
Firstly, there is no requirement for you as the parent or student to create an account - this is entirely optional and simply involves setting a password for the account. The

advantage of creating an account is that the parent can keep a track of booked clubs, visits (if using EVOLVEvisits), payments, and consent requests.

When the school/college have created their programme of events, they will email you an invitation to make your bookings.

Step 1

You'll receive an email from EVOLVE inviting them to view the Clubs Programme:



Step 2


Click the link to view more details.

Step 3

The website will load:



[Add to myEVOLVE account](#)



Autumn/Winter 2020
Type: Club

Organiser: eduFOCUS Admin

The Autumn/Winter 2020 Clubs will take place between 6th September 2020 and 19th December 2020.

— Booking Details

Dan Baker: Click [here](#) to open bookings page

Internal ID: 1925


Step 4

Click the link in 'Booking Details' to open the bookings page.

Step 5

In this example, a restriction of only 3 bookings were allowed:

myEVOLVE

 **Highland Academy**
Aim high - Reach your potential

Programme: Autumn/Winter 2020

Dan Baker

[Back to Summary](#)

[Grid](#) [List](#)

Make up to 3 selections:

Day	Club	Times	Location	
Tue	Art Club	15:45-16:45	Art Room 1	Spaces available
Tue	Beginners Mandarin Club	15:45-16:30	LB2	Spaces available
Tue	Musical Theatre	15:45-16:45	Hall	Spaces available
Wed	Zumba Club	12:45-13:45	Sports Hall	Spaces available
Wed	Science Debate Club	08:00-08:45	LB6	Spaces available
Fri	Art Club	15:45-16:45	Art Room 1	Spaces available
Fri	Science Debate Club	08:00-08:45	LB6	Spaces available

Submit Booking Requests

Attempting to select more than 3 clubs will prohibit you from submitting your choices:

You are only permitted to select 3 clubs. Remove a club from your selection and try again

OK

Academy
your potential

Programme: Autumn/Winter 2020

Dan Baker

[Back to Summary](#)

Grid

List

Make up to 3 selections:

Day	Club	Times	Location		
Tue	Art Club	15:45-16:45	Art Room 1	Spaces available	✓
Tue	Business Mandarin Club	15:45-16:30	LB2	Spaces available	✓

Science Debate Club

Organiser: eduFOCUS Admin

Dates: 02/09/2020, 04/09/2020, 09/09/2020, 11/09/2020, 16/09/2020, 18/09/2020, 23/09/2020, 25/09/2020

Available to (years): 7, Year 7, Year 7, Year 8, Year 9, Year 10, Year 11

Location: LB6

Select Event

Step 6

To select a club, simply click the Name to view more details. If you'd like to make a booking, click [Select Event]:



Programme: Autumn/Winter 2020

Dan Baker

[Back to Summary](#)[Grid](#)[List](#)

Make up to 3 selections:

You have already selected 3 clubs.

Day	Club	Times	Location
-----	------	-------	----------

Science Debate Club

Organiser: eduFOCUS Admin

Dates: 02/09/2020, 04/09/2020, 09/09/2020, 11/09/2020, 16/09/2020, 18/09/2020, 23/09/2020, 25/09/2020

Available to (years): 7, Year 7, Year 7, Year 8, Year 9, Year 10, Year 11

Location: LB6

[Select Event](#)

Step 7

The system will show where it is already at capacity, or there are only a few spaces left:


Programme: Autumn/Winter 2020
Dan Baker
[Back to Summary](#)
[Grid](#)
[List](#)

Make up to 3 selections:

Day	Club	Times	Location	
Tue	Art Club	15:45-16:45	Art Room 1	Spaces available
Tue	Beginners Mandarin Club	15:45-16:30	LB2	Only 3 spaces left
Tue	Musical Theatre	15:45-16:45	Hall	Spaces available
Wed	Zumba Club	12:45-13:45	Sports Hall	Spaces available
Wed	Science Debate Club	08:00-08:45	LB6	Full

Step 8

Once you have made your choices, click [Submit Booking Requests]

Step 9

Confirmation appears on screen, together with an email confirmation:


Booking Receipt: Dan Baker

The following bookings have been received:

- Zumba Club (12:45-13:45): Booking Request Received
- Art Club (15:45-16:45): Booking Request Received
- Musical Theatre (15:45-16:45): Booking Request Received


A confirmation email has been sent to info@edufocus.co.uk.

[Continue](#)

5. How do I make a Payment?

Payments can be made as part of the booking process if the confirmation of a space depends on payment at the point of booking (this is determined by your child's school), or you may be sent a payment request directly for an item, or an instalment due.

On receipt of a payment request email such as:

**Highland Academy**
Aim high - Reach your potential

Payment Information

This email relates to the following:

Establishment: Art & Design

Student: Natasha Test Student

Payment for: An Inspector Calls - Theatre Trip - 15 March 2022

Date: 15/03/2022

Leader: Joe Bloggs

Total Outstanding Balance of £30.00 is due by 30/04/2021.

Click [here](#) to view details and make your payment online.

This email was sent by [myEVOLVE](#).

Powered by
EVOLVE

Copyright © eduFOCUS Ltd 2021

Click the link in the email to begin the process:



Highland Academy

Aim high - Reach your potential

Payment Information

This email relates to the following:

Establishment: Art & Design

Student: Natasha Test Student

Payment for: An Inspector Calls - Theatre Trip - 15 March 2022

Date: 15/03/2022


Leader: Joe Bloggs

Total Outstanding Balance of £30.00 is due by 30/04/2021.

[Click here to view details and make your payment online.](#)

The payment page will load. Click [Pay Now]:

Log in

**An Inspector Calls - Theatre Trip - 15 March 2022**
15/03/2022
Type: Visit

Date(s): 15/03/2022

Organiser: Joe Bloggs

— Further Details

A theatre trip for Year 7 English students to see An Inspector Calls.

— Make/Cancel Booking

✓

Natasha Test Student

Consent Required

Payment Required

A payment is outstanding for this event

Pay Now

Internal ID: 2448

Step 3

Click [Add To Basket]:

Log in

Add to Payment Basket

Name:

Natasha Test Student

School:

EVOLVE Demo 11

Event:

An Inspector Calls - Theatre Trip - 15 March 2022 (2448)

Event Date:

15/03/2022

Balance Due:

£30.00





Due Date:

30/04/2021


Add to Basket

Step 4

Enter your details and click [Pay Now]:

Payment Basket	
Natasha Test Student EVOLVE Demo 11: An Inspector Calls - Theatre Trip - 15 March 2022 (2448) 15/03/2022	
£30.00	
Total £30.00	
An online payment account does not exist for this school. If you choose to continue then you are accessing the test account and no money will be transferred to your EVOLVEpay account! Please only use Test Debit and Credit card details supplied.	
Billing Address	
First Name	Jane
Surname	Doe
No & Road	88
Address 2	
Address 3	
Address 4	
City	Ipswich
County	Suffolk
Post Code	412
Telephone	
Email	janedoe@example.com
Delivery Address	
<input checked="" type="checkbox"/> Delivery Address same as Billing Address	
Order/Delivery Instructions	
<div></div>	
<div>Pay Now</div>	

Choose your payment type:




eduFOCUS Limited


Order description: myEVOLVE Purchase - EVOLVE Demo 11

To pay
£30.00

How do you want to pay?


 VISA

>

 VISA


 Visa Debit

>

 VISA


 Visa Electron

>

 MasterCard


 MasterCard

>

 MasterCard


 Debit MasterCard

>

 Maestro

 Maestro


>

 American Express

 American Express


>

< Cancel

Your payment is secured by 

Step 6

Enter your payment card details and click [Confirm Card Details]




eduFOCUS Limited


Order description: myEVOLVE Purchase - EVOLVE Demo 11

To pay
£30.00


Your card details

 Name


Jane Doe

 Card


4929000000006

 Expiry

01 / 21


 CVC

123



< Back

Confirm card details >

Your payment is secured by 

Step 7

Review the details and click [Pay £X now]:

eduFOCUS Limited

Order description: myEVOLVE Purchase - EVOLVE Demo 11

To pay
£30.00

Review your order

Transaction details

Description:

myEVOLVE Purchase - EVOLVE Demo 11

Transaction Reference:

4767

Amount:

£30.00

Payment Details

Billing Address

Shipping Address

When you click pay now you may be asked by your card issuer for payment card verification.

AMERICAN EXPRESS

Safelink

MasterCard

Verified by

SecureCode

VISA

ProtectBuy

Back

Pay £30.00 now

Step 8

You may be required to authenticate your card. If so, please follow the instructions on screen and click [Submit].

Step 9

Success! Payment has been made and a receipt will also be emailed to you.



Payment Receipt

Thank you for your payment. The payment has been authorised and a confirmation email has been sent to janedoe@example.com.

Your Details:

Jane Doe
88, Ipswich, Suffolk, 412
janedoe@example.com

School Details:

Highland Academy (Demo 11)
New Road, Small Town, EJ8 5HE

Payment Date:

03/03/2021 16:50:42

Transaction ID:

{7A7289C0-7DFA-6B0F-FB77-899BEBB490CB}

Purchased Items:

Natasha Test Student
EVOLVE Demo 11: An Inspector Calls - Theatre Trip - 15 March 2022 (2448)
15/03/2022 (ID:130307)
£30.00

Total Paid = £30.00

Your child's school or college may have requested a consent form to be completed at the time of payment. If so, a note will appear on screen. Click [Continue] to complete the

Consent form.



Payment Receipt

Thank you for your payment. The payment has been authorised and a confirmation email has been sent to janedoe@example.com.

Your Details:
Jane Doe
88, Ipswich, Suffolk, 412
janedoe@example.com

School Details:
Highland Academy (Demo 11)
New Road, Small Town, EJ8 5HE

Payment Date:
03/03/2021 16:50:42

Transaction ID:
{7A7289C0-7DFA-6B0F-FB77-899BEBB490CB}

Purchased Items:

Natasha Test Student
EVOLVE Demo 11: An Inspector Calls - Theatre Trip - 15 March 2022 (2448)
15/03/2022 (ID:130307)
£30.00

Total Paid = £30.00

A completed Consent Form is also required for this event. Click [Continue] to complete the form online.

Continue

© eduFOCUS Limited 2021

[Privacy Policy](#) [Terms of Use](#)

6. How do I make a Booking in myEVOLVE (no payment)?

Step 1

Log in to myEVOLVE

Step 2

Click 'What's On'

myEVOLVE

Jane Doe
[My Account](#)
[\[Log out\]](#)

Basket: 2 Items - £10.00

[Home](#)

[What's On](#)

[My Bookings](#)

[Consent !](#)

[Payments !](#)

Welcome

myEVOLVE provides parents and carers with access to information about the visits and activities that their children are involved in at school or college.

• • • •



WHAT'S ON



MY BOOKINGS



CONSENT



SHOP



PAYMENTS



ACCOUNT

© eduFOCUS Limited 2021

[Privacy Policy](#)

[Terms of Use](#)

Step 3

Browse and select an activity

myEVOLVE

Jane Doe
[My Account](#)
[\[Log out\]](#)

Basket: 2 Items - £10.00

[Home](#)

[What's On](#)

[My Bookings](#)

[Consent !](#)

[Payments !](#)

Search & Book



Spring term 2021

Multiple Event Programme



Music Trip to Barcelona 12 – 16 July 2021

Visit: 12/07/2021 - 16/07/2021



Silver DofE 2020-21

Club: 26/09/2020 (Sat)

Silver DofE 2020



Review the details of the activity. To book a space, click [Book Event]



Jane Doe
[My Account](#)
[\[Log out\]](#)

Basket: 2 Items - £10.00

[Home](#)

[What's On](#)

[My Bookings](#)

[Consent !](#)

[Payments !](#)



Highland Academy
Aim high - Reach your potential



An Inspector Calls - Theatre Trip - 15 March 2022

16/03/2021

Type: Visit

Date(s): 16/03/2021

Organiser: Joe Bloggs

— Further Details

A theatre trip for Year 7 English students to see An Inspector Calls.

— Students

Natasha Test Student

[Book Event](#)

Step 5

Click [Book Now]:

— Students

Please confirm that you want to book a place for Natasha Test Student.

[Cancel](#)

[Book Now](#)

Step 6

Success! Your booking has been made:

myEVOLVE

Basket: 2 Items - £10.00

Home

What's On

My Bookings

Consent !

Payments !

Your booking has been made.



Highland Academy
Aim high - Reach your potential



An Inspector Calls - Theatre Trip - 15 March 2022

16/03/2021

Type: Visit

Date(s): 16/03/2021

Organiser: Joe Bloggs

— Further Details

A theatre trip for Year 7 English students to see An Inspector Calls.

— Students

✓ Natasha Test Student

7. How do I request a Refund?

If you have made an online payment for a trip, activity or club which is subsequently cancelled, or your child is unable to attend, and your child's school/college have agreed to refund either all or part of any online payment(s) you have made, then the school/college will be able to process an online refund on your behalf.

Please contact your child's school/college directly to request a refund.

8. How do I complete a Consent Form?

Completing a consent form is easy. You may be prompted to complete a Consent Form immediately after making a booking, or you may be sent a consent form a little later, directly from your child's school or college.

To complete a Consent Form:

Step 1

Click the link in the email you have received:

Consent Request

A request for consent has been submitted to you for the following visit or activity.

Establishment: eduFOCUS Limited

Student: Lauren White

Event: COVID-19 Test

Date(s): 21/02/2021

Staff Member in Charge:

Click [here](#) to view further details and complete the consent form. If you have any questions, please contact eduFOCUS Limited directly.

[View Consent Form](#)

**** DO NOT REPLY TO THIS AUTOMATIC EMAIL ****

This email was sent by [EVOLVE](#).

Powered by
EVOLVE

Copyright © eduFOCUS Ltd 2021

Step 2

Or log into myEVOLVE and click [Consent]:



Jane Doe
[My Account](#)
[\[Log out\]](#)

[Basket: 2 Items - £10.00](#)

Home

What's On

My Bookings

Consent !

Payments !

Basket 2 Items £10.00

Consent Forms

To Do ▾

Name	Activity	Received	Status
Natasha Test Student	An Inspector Calls - Theatre Trip - 15 March 2022	03/03/2021 08:56:25	To Do
Natasha Test Student	Alton Towers Reward Trip	25/01/2018 11:14:50	To Do

Step 3

Or click [Continue] on the payment page if a consent form has been requested by the school at the point of payment:

Each route will open the Consent Form you have been requested to complete:



[Log in](#)

Natasha Test Student

This consent form has been sent to you because you are registered as the parent/carer.

Establishment: EVOLVE Demo 11
Event: An Inspector Calls - Theatre Trip - 15 March 2022
Date: 15/03/2022
Organiser: Joe Bloggs

Consent Pending

An Inspector Calls - 15th March 2022

We strive to involve your child in activities or events that may enrich them as a person and are pleased to share details of a Theatre Trip to An Inspector Calls on 15th March 2022 to support your child's curriculum learning.

You will have already been sent a booking form the details on for the Trip.

Below, you will find the consent form which you will need to complete before any booking is confirmed.

If you have any questions, please get in touch.

Best wishes

Mrs A. Smith

Current Contact Details xxxxxx

Are these contact details correct for this event?

Attachments: No Uploads [Add File](#)

Do you grant consent?

Parent/Carer Name:

Step 4

Complete all of the details requested on the consent form:



[Log in](#)

Natasha Test Student

This consent form has been sent to you because you are registered as the parent/carer.

Establishment: EVOLVE Demo 11
Event: An Inspector Calls - Theatre Trip - 15 March 2022
Date: 15/03/2022
Organiser: Joe Bloggs

Consent Pending

An Inspector Calls - 15th March 2022

We strive to involve your child in activities or events that may enrich them as a person and are pleased to share details of a Theatre Trip to An Inspector Calls on 15th March 2022 to support your child's curriculum learning.

You will have already been sent a booking form the details on for the Trip.

Below, you will find the consent form which you will need to complete before any booking is confirmed.

If you have any questions, please get in touch.

Best wishes

Mrs A. Smith

Current Contact Details

xxxxxx

Are these contact details correct for this event?

☒ Yes

☐ No

Attachments:

No Uploads

[Add File](#)

Do you grant consent?

☒ Yes

☐ No

Parent/Carer Name:

Jane Doe

[Submit](#)

Step 6

Click [Submit].

Step 7

Success! The consent form has been successfully submitted.



Log in

Natasha Test Student

Consent form submitted and a confirmation sent to your email address. You can view this completed consent form at any time by clicking the link in the consent request email that you received. Alternatively, you can [print](#) a copy now for your records.

Establishment: EVOLVE Demo 11
Event: An Inspector Calls - Theatre Trip - 15 March 2022
Date: 15/03/2022
Organiser: Joe Bloggs

Consent Granted

by Jane Doe on 03/03/2021 17:29:30

An Inspector Calls - 15th March 2022

We strive to involve your child in activities or events that may enrich them as a person and are pleased to share details of a Theatre Trip to An Inspector Calls on 15th March 2022 to support your child's curriculum learning.

You will have already been sent a booking form the details on for the Trip.


Below, you will find the consent form which you will need to complete before any booking is confirmed.

If you have any questions, please get in touch.

Best wishes

Mrs A. Smith

A copy has been sent to your email address:

**Highland Academy**
Aim high - Reach your potential

Consent Form Submitted

The following consent form has been successfully submitted:

Student: Natasha Test Student

Event: An Inspector Calls - Theatre Trip - 15 March 2022

Date: 15/03/2022

Staff Member in Charge: Joe Bloggs

Consent Granted by Jane Doe @ 2021-03-03 17:29:30

**** DO NOT REPLY TO THIS AUTOMATIC EMAIL ****

This email was sent by [EVOLVE](#).

Powered by
EVOLVE

Copyright © eduFOCUS Ltd 2016

You can now print a copy or log in to myEVOLVE (if you have a myEVOLVE account) to view the consent record at any time.

Please note that:

- * Your email address in myEVOLVE also acts as your username
- * You will need to ensure that your child's school/college is also notified of your updated email address, as these must match both the school records and myEVOLVE.

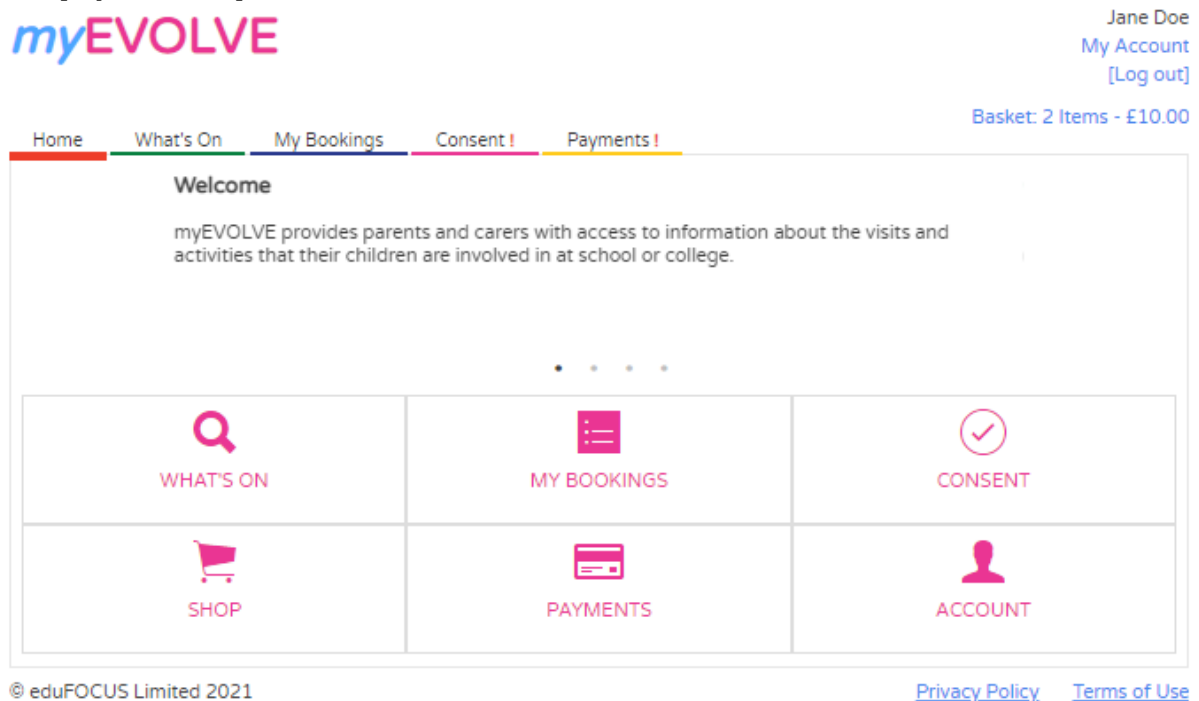
To update your email address in myEVOLVE:

Step 1

Log in to myEVOLVE

Step 2

Click [My Account]



Step 3

Click [Account]

Step 4

Click [Change Email Address]

[Home](#)[What's On](#)[My Bookings](#)[Consent !](#)[Payments !](#)

My Account

[Change Name](#)[Change Password](#)[Change Email Address](#)[Manually Link Account](#)[Access Settings](#)

Step 5

Enter your new email address:

[Home](#)[What's On](#)[My Bookings](#)[Consent !](#)[Payments !](#)

My Account

Your email address is used for email notifications and also acts as your username to log into My EVOLVE.

To change your email address: enter the new email address below. An email with further instructions will be sent to the new email address. Please go to the inbox of the new email address and click the link in the email that is sent to complete the process.

Note: The email address that you use for your myEVOLVE account must match the contact email address that the school/college use for you. If you are change the email address in myEVOLVE then please ensure that you notify the school/college of your new email address as well

Email Address

[Cancel](#)[Update](#)

Step 6

Click [Update].

10. How do I update my account details?

Step 1

Log in to myEVOLVE

Step 2

Click [My Account]

The screenshot shows the myEVOLVE homepage. At the top right, the user is logged in as Jane Doe, with links for 'My Account' and '[Log out]'. A basket summary shows 'Basket: 2 Items - £10.00'. The navigation bar includes 'Home', 'What's On', 'My Bookings', 'Consent !', and 'Payments !'. The main content area has a 'Welcome' message and a grid of six icons: 'WHAT'S ON', 'MY BOOKINGS', 'CONSENT', 'SHOP', 'PAYMENTS', and 'ACCOUNT'. The footer contains the copyright notice '© eduFOCUS Limited 2021' and links to 'Privacy Policy' and 'Terms of Use'.

Step 3

Click [Account]

The screenshot shows the 'My Account' page. The user is logged in as Jane Doe, with a basket summary of 'Basket: 2 Items - £10.00'. The navigation bar is the same as in Step 2. The main content area is titled 'My Account' and contains a list of account management options, each with a right-pointing arrow: 'Change Name', 'Change Password', 'Change Email Address', 'Manually Link Account', and 'Access Settings'.

Change Name: This will allow you to update the name that appears on screen in myEVOLVE. This does not affect the data stored in your child's school or college database.

Change Password: This will enable you to update the password used to log in to your myEVOLVE account.

Change Email Address: This will enable you to update the email address that is used for email notification purposes from myEVOLVE, as well as the username to log in to myEVOLVE. This does not affect the data stored in your child's school or college database and you should always notify your child's school or college if your email address has changed so that the records match.

Manually Link Account: The easiest way to link a child to your myEVOLVE is by clicking the [Add to myEVOLVE Account] button at the top right of any emails that are sent to you via myEVOLVE by the school. If the school has supplied you with an activation code letter, you'll need to use the [Manually Link Account] option here.

Access Settings: Choose when you are required to log in to myEVOLVE, and which actions you can take without logging in.