



# FUNFACTOR

@ Parkroyal Community School

Schoolgateway



To support the school's new cashless policy, all Funfactor sessions will be booked and paid for using the School Gateway app.

You have to book and pay in advance of your session.

Discounted sessions if ordered in advance. Sibling discount applies.

Apple iPhone users, download the app here: [schoolgateway.co.uk/iosdownload](https://schoolgateway.co.uk/iosdownload)

Android phone users, download the app here:

[schoolgateway.co.uk/androiddownload](https://schoolgateway.co.uk/androiddownload)

You can also login to the online version of School Gateway via this site if you do not have a smartphone,

<https://schoolgateway.co.uk/>

If you have any queries please email [admin@parkroyalcs.org](mailto:admin@parkroyalcs.org) or

would like some more information, please see the School Gateway site

<https://schoolgateway.co.uk/>

**PLEASE SEE PAGE 2 FOR  
LOGIN INSTRUCTIONS**

## Instructions for first time login

- ★ When the app has been successfully loaded you will see the following message:  
[Welcome to School Gateway. Setting up for the first time, please wait.](#)
- ★ Enter the email address you use for all school communication.
- ★ [DO NOT ENTER A PIN AT THIS STAGE](#)
- ★ Go to the blue strip at the bottom of the screen and touch 'sign up'
- ★ [Enter your mobile phone no](#)
- ★ A PIN will be text to you
- ★ [Enter the PIN and login](#)
- ★ Go to Clubs > Select the session you want to book
- ★ Make a booking > Choose regular or sibling discount
- ★ Select all sessions required
- ★ Click Book
- ★ Pay now - select the session you have booked
- ★ In the comment box, enter the name and registration class of the child you are booking for
- ★ Add to basket
- ★ Checkout
- ★ You can either set up a bank transfer or pay by card
- ★ Your sessions will now be booked