

My Family Lounge Registering and Booking Guide for Parents

Contents

Registering Account and Adding Details	2
Request Permanent/Casual Bookings for my Child/ren	4
Completing an Enrolment Form.....	4
Making and Confirming Casual Bookings	6
Requesting a Change of Permanent Days	6
Using the My Family Lounge App	7

Registering Account and Adding Details

Step 1: New families will go through the normal registration process for My Family Lounge by clicking on the Register button on our website. Click [here](#) to register.

Step 2: You will then be taken through the registration tool where you will complete information on yourself and then information on your child.



Parent Sign-In

ADD MAIN CONTACT

Please enter contact's details in the following form.

Special Contact	<input type="text" value="Primary Contact"/>	Relation *	<input type="text" value="Select"/>
First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Email *	<input type="text"/>		
Confirm Email *	<input type="text"/>		
You must provide at least 1 contact phone number *			
Mobile No.	<input type="text"/>	Home No.	<input type="text"/>
Work No.	<input type="text"/>	Building	<input type="text"/>
Street Address *	<input type="text"/>	Suburb *	<input type="text"/>
State *	<input type="text"/>	Postcode *	<input type="text"/>
Do you have a Customer Reference Number (CRN) issued by the Government relating to you being registered for child care benefits ? *		<input type="radio"/> Yes <input type="radio"/> No	
Would you like a user set up for this contact?		<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/>	

Step 2 Continued: When you reach the Add Child Details screen, you will be asked to select from the options indicated below:

ADD CHILD DETAILS

Please provide us with the child's details.

Tick the box if the child is unborn

First Name

DOB

Last Name

Gender Select ▼

Do you have a Customer Reference Number (CRN) issued by the Government relating to you being registered for child care benefits for this child? * Yes No

Does your child have any special considerations we need to take into account for their enrolment? * Yes No

Does your child have a diagnosed disability? * Yes No

ADD PRIORITY OF ACCESS

Additional Information

Please provide any information you feel the service should know about the child. eg, allergies, languages, additional needs etc.

Authorisations

Contact Name	Collection	Emergency	Excursion	Medical
Okeefe, Joshie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
okeefe, lisa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
test, test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t, t	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t, t	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CANCEL
SAVE

Request Permanent/Casual Bookings for my Child/ren

Permanent Requests

BOOKING REQUESTS New Request

Requests for new bookings or to change current permanent bookings are displayed here. These requests are yet to be approved.

This will take the you to the normal enrolment process where you will request permanent reoccurring days for your child. Once approved by the centre and an offer has been made you will accept/decline the Offer presented and will complete and submit your child's enrolment form to confirm the booking.

Casual Requests

CASUAL BOOKINGS Add Casual Booking

Non repeating, instant booking is available for the enrolled children. (The following table shows the summary for the next 30 days)

This option will take you to the Parent Dashboard where you can immediately complete an enrolment form for your child and look to book the child in for casual days (**Enrolment form MUST be completed and submitted first**).

Completing an Enrolment Form

Where you have selected for your child to be booked for Casual days, you must complete and submit an enrolment form. If you try to immediately create the Casual Booking by clicking on the + button as described in the next section, you will receive a message asking you to submit an enrolment form where required.

You should then click on the **Finish Enrolment** button next to your Child's Name, complete the form and **submit**. Eaton Street Centre will then receive an email notification of this enrolment and you will then be able to book in for casual days.

CHILD +

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
Bobby Logdon	Active	15-05-14	-	0Y 11M	Edit	✘	Finish Enrolment

Making and Confirming Casual Bookings

Once your child is enrolled at Eaton Street Centre, they are able to book in for Casual Days. To do this the you will click on the + button in the Casual Bookings section of your dashboard.

You will then be presented with a screen where you can select the child, service and room that you are looking to book your child into.

Once an appropriate Child Name, Service name and Room name have been selected, you will be presented with the following screen:

Casual Booking for the family: OKEEFE, Joshua

Step 1: Select the required Child, Service and Room from the drop-down lists
Step 2: Select a date that you would like to book your child in from the Green or Orange dates
Step 3: Click on the Book Selected Day button and repeat for additional days as required
Step 4: Click on the Save Changes or Save and Exit buttons to confirm changes

Child: Joshie Okeefe (Enrolled) 1.
Service: Vicki's Wonder & Emporium 2.
Room: VACATION CARE 3.

JUNE 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		

Day info for 22/6/2017
Display note :
Book Selected Day 5.

Cancel Save Changes Save and Exit 6.

Legend:
Available days (Green)
Full (Red)
No program day (Grey)
Casual Book days (Purple)
Scheduled days (Blue)
Absent (Orange)

By following steps 1 to 6 the parent will be able to book in casual days at the service, which will automatically create casual roll entries in our system.

Step 1. Select Child

Step 2. Select Service

Step 3. Select Room

Step 4. Select **Day** required

Step 5. Select **booked selected day** (repeat step 4 & 5 to book another day)

Step 6. Select **Save changes** if you want to book in another child

Select **Save and Exit** to finish making a casual booking

Note: Once the bookings are confirmed they will appear in **purple**

Casual bookings can also be made through the My Family Lounge app. See guide on page 7.

Requesting a Change of Permanent Days

- [Login](#) and ensure you are in the Enrolment Management screen
- Scroll down to the Existing Recurring Bookings section
- Press Edit on your current booking

EXISTING RECURRING BOOKINGS							
Your existing booking are available to view and amend.							
SERVICE	ROOM	CARE TYPE	STATUS	CHILD	START DATE	END DATE	EDIT
Amelia's Bug-A-Lugs Centre	Preschool	LDC	Placed	Louise Smith	21/07/2014		Edit
Amelia's Bug-A-Lugs Centre	Preschool	LDC	Placed	Jacob Smith	21/07/2014		Edit

- Ensure your centre is selected
- Choose the preferred start date of the change
- Select the number of days
- Advise if you will accept less days
- Tick the new days for the new booking
- Tick any days that do not suit your family
- Enter comments if required
- Press Save

EDIT EXISTING BOOKING

Child Name: Louise Smith Care Type: LDC/KIN/PRE

Select Service/s: Amelia's Bug-A-Lugs Centre ▾

Currently selected Service(s): Amelia's Bug-A-Lugs Centre

Preferred start date: 11-09-2015  No. of Days: 3

Will you accept less days? Y N

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Previous Booking Days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
New Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Days that do not suit me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Flexibility Comments:

APPLICATION DATE: 11-09-2015 SAVE CANCEL

The Service will confirm the change via a new offer that will need to be accepted.

Using the My Family Lounge App

- [Downloading and using the My Family Lounge App](#)
- [Using the My Family Lounge app for Permanent Bookings](#)
- [Use the My Family Lounge app for Casual Bookings](#)
- [My Family Lounge - Casual Booking App Push Notifications](#)
- [My Family Lounge App - Recording your child as absent](#)
- [My Family Lounge - Updating Direct Debit Payment Details](#)