

If you are looking at making changes for your child's enrolment details, contact details, enrolment form, permanent booking requests or accepting offers you will need to log into the My Family Lounge via a web browser [here](#).

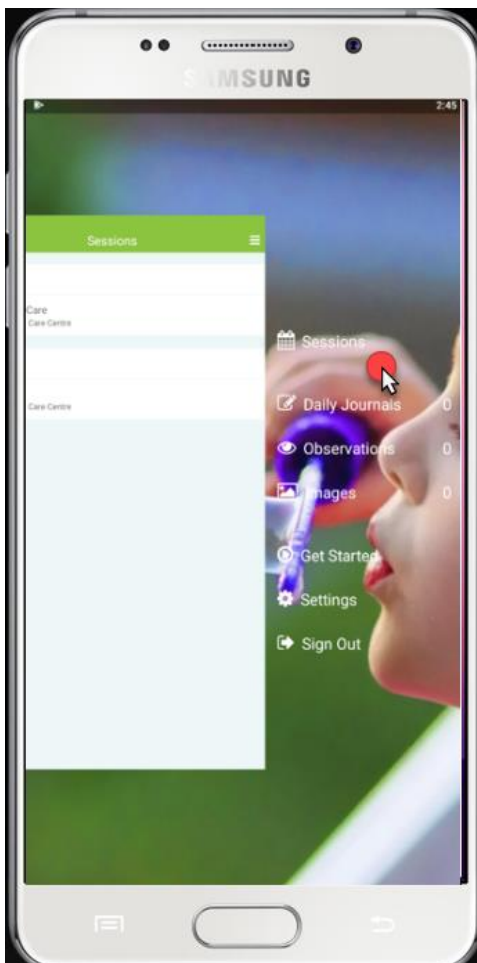
Making and Confirming Casual Bookings via the My Family Lounge App

The My Family Lounge app allows you to:

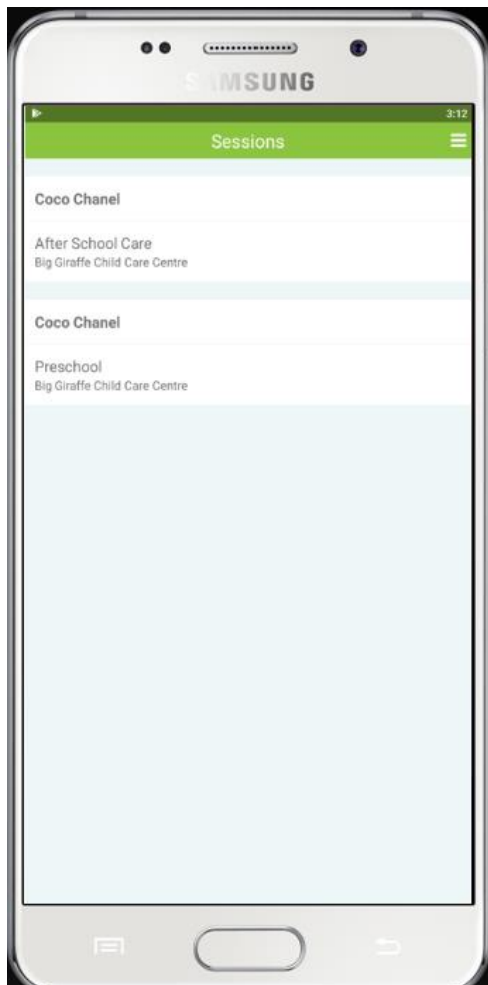
- Add Casual Days
- Mark a Permanent Day as Absent

Logging into your My Family Lounge account

- Enter your email address and password
- Press **Sign In**
- Select **Sessions** from the Menu - see below

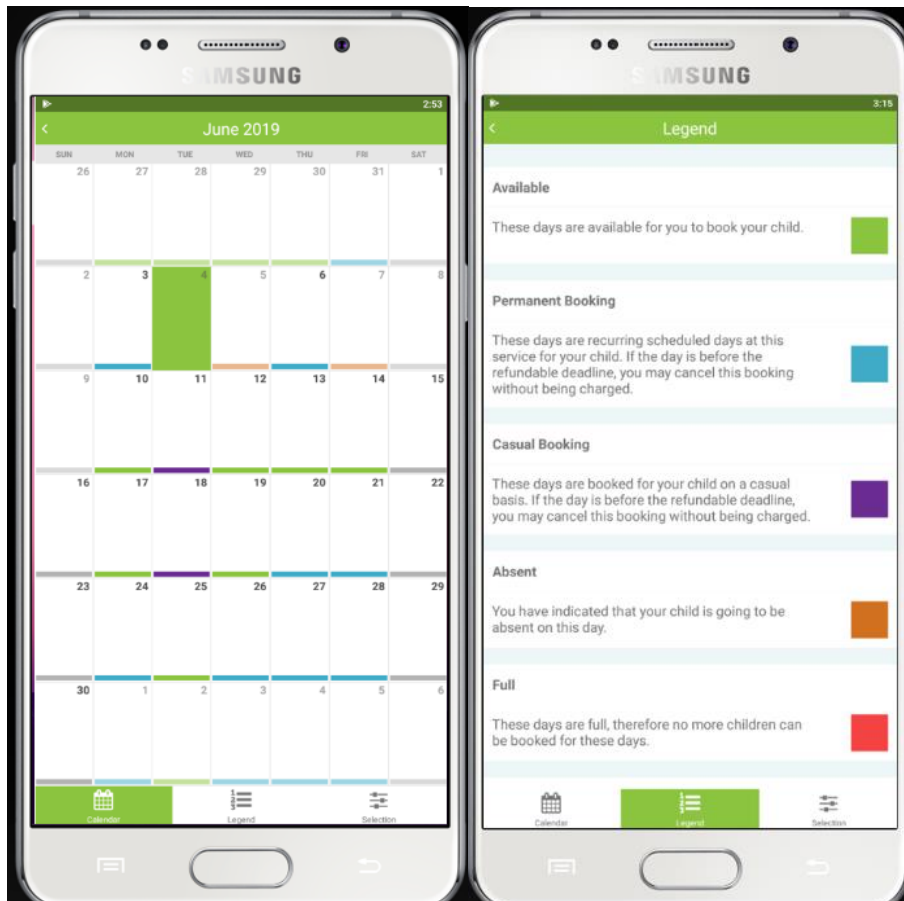


- Select one of your children's names
- If your child is currently booked into multiple sessions you will be asked to select the session
- This means Combined ASC and Combined BSC
- Click on the session that applies to you
- You will now be viewing the calendar



Understanding the Calendar

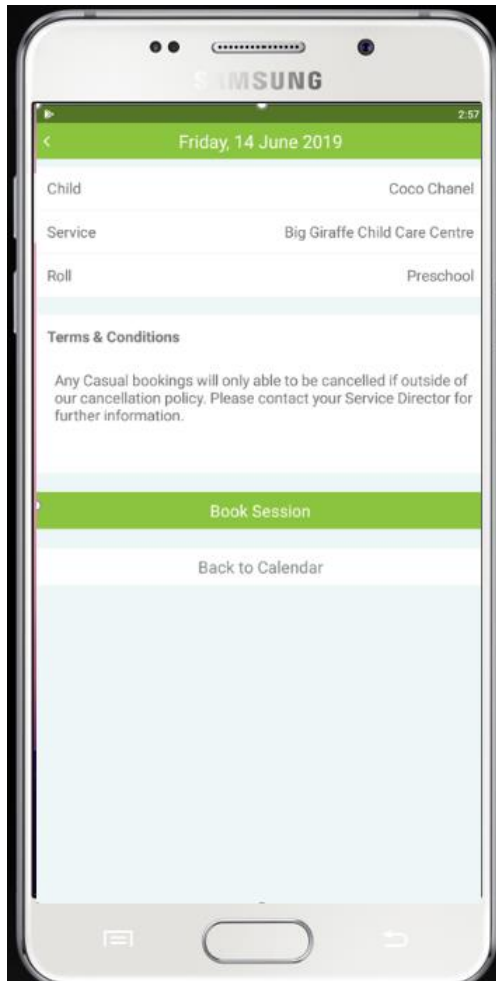
The calendar view is the main view within the Casual App. Your child's booked days and the sessions' available days are displayed here. The Legend view explains each colour displayed on the calendar.



Using the calendar

Booking in a casual session

- Click on an **available day** (green) on the calendar
- Check the details of the casual day and read the Terms and Conditions
- Press **Create Booking**



- A pop-up will display advising the Booking has been successfully created
- Press **OK**
- The selected day will change from available (**green**) to casual (**purple**)

The centre will receive a notification of this booking. No further communication is required.

Marking your child as absent

- Click on your child's **booked day (blue)**
- Check the details of the day
- Press **Mark Absent**
- A pop-up will display advising the day has been successfully marked as absent
- Press **OK**
- The selected day will change from booked (**blue**) to absent (**orange**)

The centre will receive a notification of this absence. No further communication is required.

If you need to change the date that you have marked your child as absent, you will need to contact Eaton Street Centre. You are unable to change an absence once it is confirmed. The staff at Eaton Street Centre will have to change this for you.