



How do I request my recurring (permanent) bookings for the start of a new school year?

- Locate the My Family Lounge Parent Sign In section on our website
- Enter your email and password and **Sign In** to your account

my FAMILY Lounge

Parent Sign-In

sarah@mailinator.com

.....

Sign-In Register

- Ensure you are in the **Enrolment Management** screen

Portfolio

my FAMILY Lounge

Welcome, Mummy Sample
Role: Parent Support ID

Wednesday 08 Jun 2016 Click here to go to Enrolment Management Manage Account / Log Out

Child Sample (OOSH Northern Beaches (...)

Room: ASC

DOB: 01-01-2008

Observations: 1

View Program

View Daily Journals

View Portfolio

Room - ASC

Observations

Child Obs Room Obs

20-05-2016 sample

Click Enrolment Management

Scroll down to the **Existing Recurring Bookings** section

- Press **Edit**

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 **Service** (Centre) is selected
- Choose the **start date** in the new school year when you wish your bookings to begin
- Select the number of days (including any current days you wish to retain)
- Advise if you will accept **less days**
- Tick the **new days** for the new booking request and untick those you no longer want
- Enter **comments** if required
- Press **Save**

EDIT EXISTING BOOKING

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

Select Service/s:

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

Preferred start date: No. of Days:

Will you accept less days? Y N

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Previous Booking Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Flexibility Comments:

APPLICATION DATE: 11-09-2015

OOSH Northern Beaches will accept your booking offer on your behalf for the start of a new school year to ensure you have a place, subject to availability.