



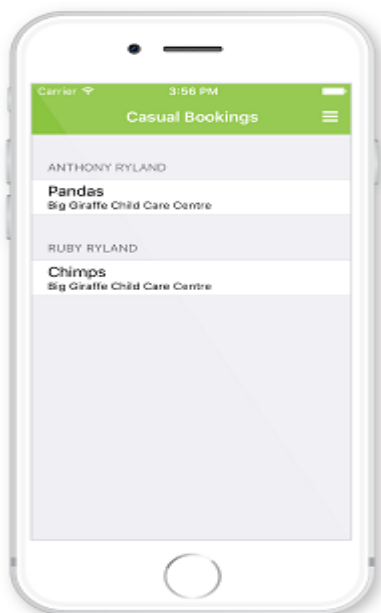
Casual/Vacation Care/Pupil Free Day Bookings via MFL Phone App

Logging into your My Family Lounge account

- Enter your email address and password
- Press **Sign In**



- Select Casual Bookings from the Menu
- (To receive a notification each time a roll becomes available for your child:
Go to Settings
Activate the Casual Booking Availability option)

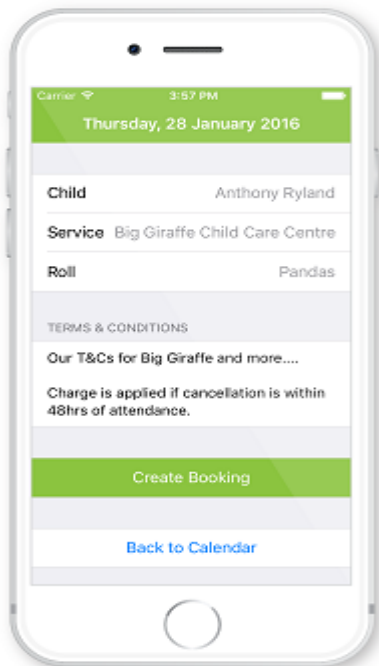


- Click on one of your children's names
- Select the roll you wish to book (i.e. ASC, BSC, Vacation Care, Pupil Free Day, etc.)
- You will now be viewing the calendar

The calendar view is the main view within the Casual App



- Your child's booked days and the rooms available days are displayed here
- Click on an **available day** (marked green) on the calendar



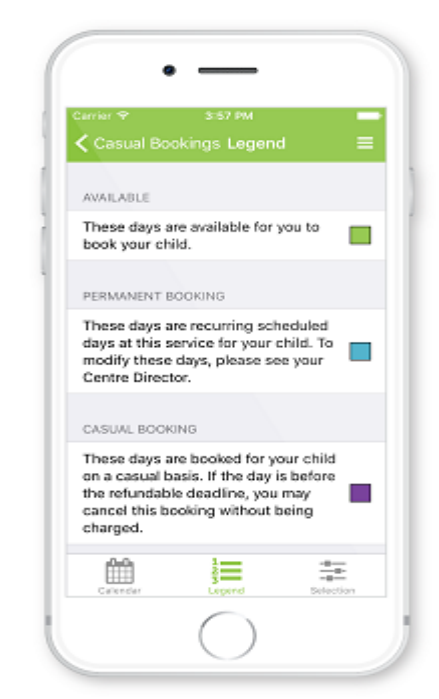
- Check the details of the casual day and read the Terms and Conditions
- Press **Create Booking**
- A pop-up will display advising the Booking has been successfully created
- Press **OK**
- The selected day will change from available (green) to casual (purple)
- Repeat for each child and for each roll required
- Once you have finished using the app click on the **menu** top right of screen
- Select **Sign Out**

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

Understanding the Calendar

Legend

The **Legend** view explains each colour displayed on the calendar



Selection

The Selections view allows you to continue to make selections for other children, services or rooms. Simply press the < and make a selection

