



How do I make changes to recurring (permanent) bookings?

- 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

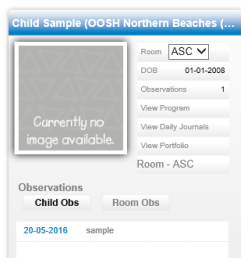
Parent Sign-In

sarah@mailinator.com

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Sign-In Register

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



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 preferred **start date** of the change
- 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 send you an email offering a place for your new booking request. It is necessary for that offer to be accepted through your My Family Lounge account (via our website) for your changes to be updated in our system.

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