

## How do I make a casual booking?

- 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
mumsample@gmail.com
mansampic@gmail.com
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Sign-In Register

## • Ensure you are in the Enrolment Management screen

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ABN: 98 399 800 352 PO Box 1143, Dee Why NSW 2099 PH: 02 9984 8089

- Scroll down to the Casual Bookings section
- Press Add Casual Booking

## CASUAL BOOKINGS

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

No records found

- Select the child you wish to book in
- Select your Service (centre)
- Select the Room for After School/Before School/Vacation/Pupil Free
- Select the date of care by clicking on one day at a time
- Click Book Selected day



- Choose Save Changes
- Confirm the Terms and Conditions
- Press Save and Exit

Add Casual Booking