



## 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



#### Parent Sign-In

  
 

- 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

Date	Sample
20-05-2016	sample

Click Enrolment Management

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

### CASUAL BOOKINGS

[Add Casual Booking](#)

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

No records found

- Choose the **child** you wish to book in
- Ensure your **Service** (centre) is selected
- Choose the **Room** for After School Care or Before School Care
- Select the date of care
- Click **Book Selected day**

### Casual Booking for the family: DUMMY, Family

**Step 1:** Select the required Child, Service and Room from the drop-down lists

Child

**Step 2:** Select a date that you would like to book your child in from the Green or Orange dates

Service

**Step 3:** Click on the Book Selected Day button and repeat for additional days as required

Room

**Step 4:** Click on the Save Changes or Save and Exit buttons to confirm changes

◀ DECEMBER 2016 ▶

MO	TU	WE	TH	FR	SA	SU
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

■ Available days

■ Full

■ No program day

■ Casual Book days

■ Scheduled days

■ Absent

Cancel

Save Changes

Save and Exit

No dates selected

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