



How do I make my first recurring (permanent) booking request?

- 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

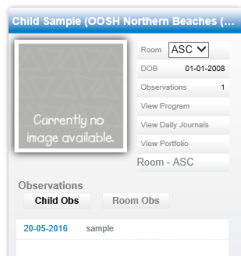
Parent Sign-In

sarah@mailinator.com

.....

Sign-In Register

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



Click Enrolment Management

Scroll down to the **Recurring Booking Request** section

- Click on **New Request**

RECURRING BOOKING REQUESTS

[New Request](#)

No records found

- Select the **Service Type** you require (ASC & BSC need to be separate requests)
- Ensure your **Service** (Centre) is selected
- Choose the preferred **start date** of the change
- Select the number of days
- 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: Amelia's Bug-A-Lugs Centre ▾

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

Preferred start date: 11-09-2015 No. of Days: 3 ▾

Will you accept less days? Y N O

	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 [SAVE](#) [CANCEL](#)

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 by you through your My Family Lounge account (via our website) for your changes to be updated in our system.

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