



How do I make a Pupil Free Day Booking booking?

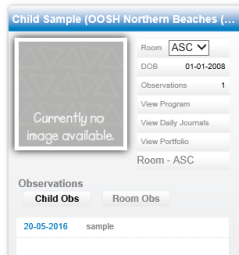
- Locate the My Family Lounge Parent Sign In section on our website
- Enter your email and password and **Sign In** to your account

My Family Lounge



Parent Sign-In

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



Click Enrolment Management

- 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

- Choose the **child** you wish to book in
- Ensure your **Service** (centre) is selected
- Choose the Room **Pupil Free Day**
- Select the date of care
- Click **Book Selected day**

Casual Booking for the family: Sample

- Step 1: Select the required Child, Service and Room from the drop-down lists
- Step 2: Select a date that you would like to book your child in from the Green or Orange dates
- Step 3: Click on the Book Selected Day button and repeat for additional days as required
- Step 4: Click on the Save Changes or Save and Exit buttons to confirm changes

Child

Service

Room

◀ JULY 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 ■ Casual Book days
■ Full ■ Scheduled days
■ No program day ■ Absent

No dates selected

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