



## How do I make changes to routine (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



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



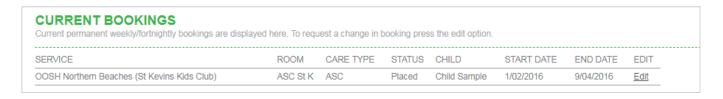
ABN: 98 399 800 352

PO Box 1143, Dee Why NSW 2099

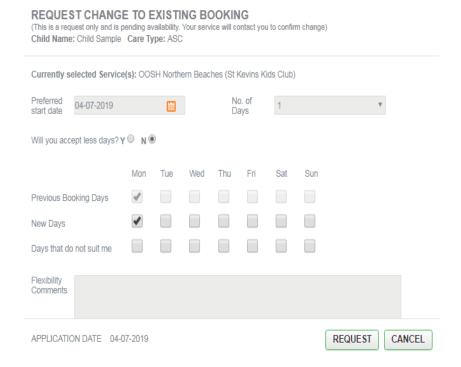
PH: 02 9984 8089

Scroll down to the **Current Bookings** section (you may need to reduce your screen size)

• Press Edit next to the most recent booking listed for each child and each room type



- Ensure the correct **Service** (Centre) is listed
- Select 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 (including any current days you wish to retain) and untick those you no longer want
- Enter comments if required
- Click Request



OOSH Northern Beaches will send you an email offering a place for your new booking request. It is <u>necessary</u> for that offer to be accepted through your My Family Lounge account (via our website) otherwise your changes will not be updated in our system.

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