



## 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

NAME	RELATION	CONTACT TYPE	ADDRESS	CONTACT NO.	EMAIL	USER NAME	EDIT
Joshie Okeefe	Father	Primary Contact	11 hill st murrarie QLD 4123	0432569870	jok@mailinator.com	jok@mailinator.com	Edit
Isa okeefe	Mother	Secondary Contact	11 hill st murrarie qld 4123	0435698510	lokeefe@qtech.com.au	lokeefe@qtech.com.au	Edit
test test	Doctor			073155579	-	-	Edit
tt	Brother			0438666998	-	-	Edit
tt	Friend			0435698885	-	-	Edit

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

<b>CURRENT BOOKINGS</b>							
Current permanent weekly/fortnightly bookings are displayed here. To request a change in booking press the edit option.							
SERVICE	ROOM	CARE TYPE	STATUS	CHILD	START DATE	END DATE	EDIT
OOSH Northern Beaches (St Kevins Kids Club)	ASC St K	ASC	Placed	Child Sample	1/02/2016	9/04/2016	<a href="#">Edit</a>

- 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**

#### REQUEST CHANGE TO EXISTING BOOKING

(This is a request only and is pending availability. Your service will contact you to confirm change)

Child Name: Child Sample Care Type: ASC

Currently selected Service(s): OOSH Northern Beaches (St Kevins Kids Club)

Preferred start date   No. of Days

Will you accept less days?  Y  N

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Previous Booking Days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 04-07-2019

**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 through your My Family Lounge account (via our website) otherwise your changes will not be updated in our system.**

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