



Covid 19 Routine/Permanent Booking Absences via MFL Phone App

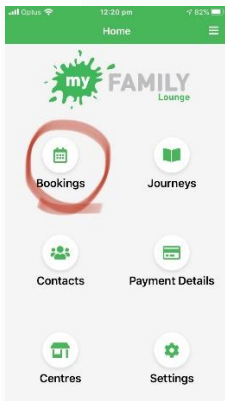
The My Family Lounge app allows you to:

- Mark a Routine/Permanent Day as Absent

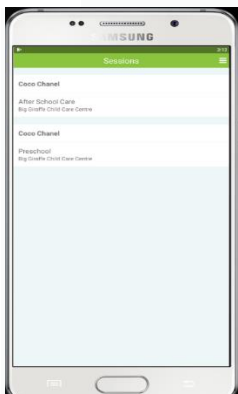
If you are looking at making changes for your child's Enrolment details, Contact Details, Enrolment form, Permanent booking requests/changes or accepting Offers you will need to log into your My Family lounge account through our website at <http://ooshnb.com.au/>

Logging into your My Family Lounge account

- Enter your email address and password
- Press **Sign In**
- Select **Bookings** from the Menu



- Select one of your children's names



- If your child is currently booked into multiple rooms you will be asked to select the room
- You will now be viewing the calendar

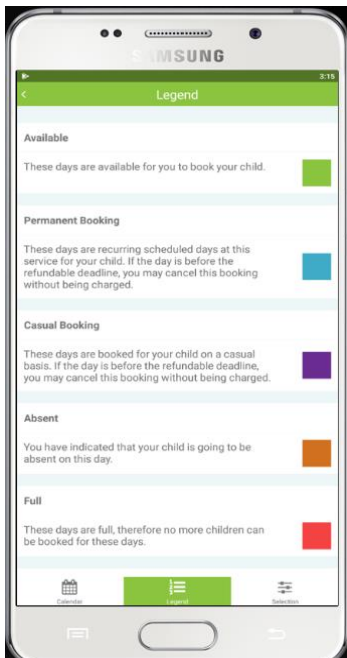
Understanding the Calendar

The calendar view is the main view within the Casual App. Your child's booked days and the room's available days are displayed here in Purple or blue.

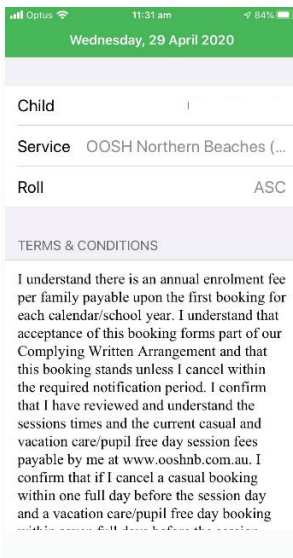


Legend

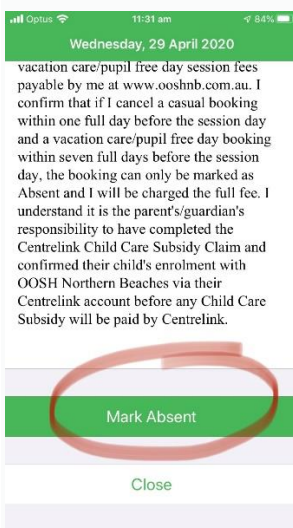
The **Legend** view explains each colour displayed on the calendar



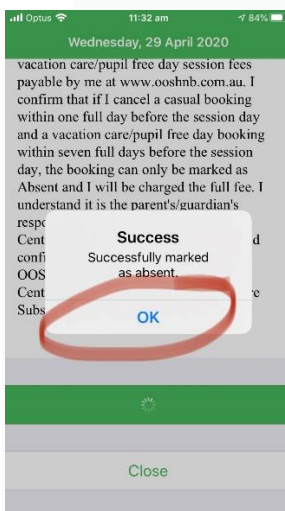
- Select the routine/permanent Booking day (blue / purple) on the calendar
- Check the details of the routine/permanent booking and read the Terms and Conditions.
During Covid 19 up to the 28th June 2020 there is no 7 days notice period.



- Select **Mark Absent**



- A pop-up will display advising the day has been successfully marked as absent
- Press **OK**



- . The selected day will change from Permanent (purple) to Absent (orange)

The centre will receive a notification of this absence. No further communication is required.