

Casual/Vacation Care/Pupil Free Day Bookings via MFL Phone App

Logging into your My Family Lounge account

- Enter your email address and password
- Press Sign In



	3:56 PM	
	Casual Bookings	=
ANTHONY	RYLAND	
Pandas Big Giraffe (Child Care Centre	
RUBY RYL/	ND	
Chimps Big Giraffe (Child Care Centre	

- Select Sessions from the Menu
- (To receive a notification each time a roll becomes available for your child: Go to Settings Activate the Casual Booking Availability option)

- Click on one of your children's names
- Select the roll you wish to book (i.e. ASC, BSC, Vacation Care, Pupil Free Day, etc.)
- You will now be viewing the calendar

The calendar view is the main view within the Casual App



- Your child's booked days and the rooms available days are displayed here
- Click on an **available day** (marked green) on the calendar

	3:57 PM
Thursday, 2	8 January 2016
Child	Anthony Ryland
Service Big Gira	ffe Child Care Centre
Roll	Pandas
TERMS & CONDITION	NS Biraffe and more
Charge is applied i 48hrs of attendand	if cancellation is within ce.
Creat	e Booking
Backt	o Calendar
	or total to hereit

- Check the details of the casual day and read the Terms and Conditions
- Press Create Booking
- A pop-up will display advising the Booking has been successfully created
- Press **OK**
- The selected day will change from available (green) to casual (purple)
- Repeat for each child and for each roll required
- Once you have finished using the app click on the **menu** top right of screen
- Select Sign Out

If your day is marked purple your booking is placed and no further communication is required.

Understanding the Calendar

Legend

The Legend view explains each colour displayed on the calendar



Selection

The Selections view allows you to continue to make selections for other children, services or rooms. Simply press the < and make a selection

Carrier 🕈	3:57 PM	-
Casual Book	tings Select	ion 🗏
Child	Ant	hony Ryland
Service Big (Biraffe Child	Care Centre
Roll		Pandas
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