



How do I make a casual 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

CONTACTS

FAMILY contact must be entered as the main point of contact. Additional contacts are optional.

NAME	RELATION	CONTACT TYPE	ADDRESS	CONTACT NO.	EMAIL	USER NAME	EDIT
Joshie Okeefe	Father	Primary Contact	11 Hill st murrumbidgee QLD 4123	0432569870	jok@mailinator.com	jok@mailinator.com	Edit
Lisa Okeefe	Mother	Secondary Contact	11 Hill st murrumbidgee QLD 4123	0435698510	lokeefe@qktech.com.au	lokeefe@qktech.com.au	Edit
Iest Iest	Doctor			0731559879			Edit
11	Brother			0436966666			Edit
11	Friend			0435698885			Edit

CHILD

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment Information
Jane Okeefe	Active	15-08-16	-	0Y 10M	Edit	-	View Enrolment Print
Joshie Okeefe	Active	25-07-10	-	6Y 11M	Edit	-	View Enrolment Print
Joshua Okeefe	Active	25-07-00	-	16Y 11M	Edit	-	View Enrolment Print
Josh Okeefe	Active	22-04-16	-	7Y 2M	Edit	-	View Enrolment Print

CASUAL BOOKINGS

No records found

OFFER

Legend: Offered Not Offered Change to Existing Booking

CHILD NAME	START DATE	REGID START DATE	STATUS	CARE TYPE	CENTRE NAME	DAYS	M	T	W	T	F	S	S	OFFER ACCEPTED DATE	OFFER EXPIRY DATE	View Offer
Joshie Okeefe	30-09-16	3-23-09-16	Accepted	LDC&N&P&R	*OK Preschool Centre - Dave	2								25-09-16	30-09-16	View Offer
Joshie Okeefe	17-10-16	9-19-09-16	Open	LDC&N&P&R	*OK Preschool Centre - Dave	2								09-10-16		View Offer
Josh Okeefe	15-05-17	5-15-05-17	Open	LDC&N&P&R	Big Gracie Child Care Centre	3								20-04-17		View Offer

BOOKING REQUESTS

No records found

CURRENT BOOKINGS

SERVICE	ROOM	CARE TYPE	STATUS	CHILD	START DATE	END DATE	EDIT
OkeVLM Demo centre - Dave	Junior Kindy	LDC	Placed	Jane Okeefe	1/05/2017		Edit
OkeVLM Demo centre - Dave	Junior Kindy	LDC	Placed	Joshie Okeefe	1/05/2017		Edit

ABN: 98 399 800 352
 PO Box 1143, Dee Why NSW 2099
 PH: 02 9984 8089

- Scroll down to the **Casual Bookings** section

- Press **Add Casual Booking**

CASUAL BOOKINGS

Add Casual Booking

Non repeating, instant booking is available for the enrolled children. (The following table shows the summary for the next 30 days)

No records found

- Select the **child** you wish to book in
- Select your **Service** (centre)
- Select the **Room** for After School/Before School/Vacation/Pupil Free
- Select the date of care by clicking on one day at a time
- Click **Book Selected day**

Casual Booking for the family: DUMMY, Family

Step 1: Select the required Child, Service and Room from the drop-down lists

Child

Step 2: Select a date that you would like to book your child in from the Green or Orange dates

Service

Step 3: Click on the Book Selected Day button and repeat for additional days as required

Room

Step 4: Click on the Save Changes or Save and Exit buttons to confirm changes

◀ DECEMBER 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 (Green) | Full (Red) | No program day (Grey) | Casual Book days (Purple) | Scheduled days (Dark Blue) | Absent (Orange)

No dates selected

- Choose **Save Changes**

- **Confirm** the Terms and Conditions

- Press **Save and Exit**