

## 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	
FAMILY Parent Sign-In	
mumsample@gmail.com	
•••••	
Sign-In Register	

## • Ensure you are in the Enrolment Management screen

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t	Brother				0436966666				Edit
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loshua Okeele	Active	25-07-00		16Y 11M	Edit		View Enrolment	Print	
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ABN: 98 399 800 352 PO Box 1143, Dee Why NSW 2099 PH: 02 9984 8089

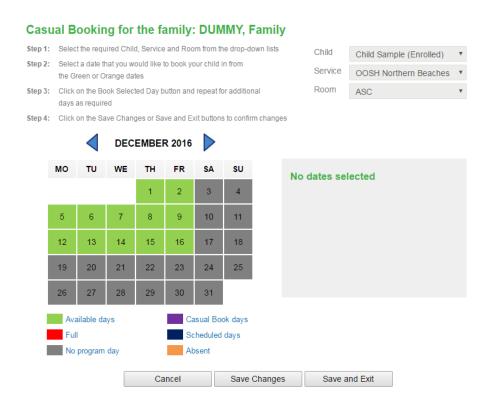
- Scroll down to the Casual Bookings section
- Press Add Casual Booking

## CASUAL BOOKINGS

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



- Choose Save Changes
- Confirm the Terms and Conditions
- Press Save and Exit

Add Casual Booking