



How do I make my first routine (permanent) booking request?

- 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

CONTACTS

| NAME | RELATION | CONTACT TYPE | ADDRESS | CONTACT NO | EMAIL | USER NAME | EDIT |
|----------------|----------|-------------------|--|------------|-----------------------|-----------------------|------|
| Joshua Okesale | Father | Primary Contact | 11 Hill st Murrumbidgee QLD 4123 | 0432569870 | jos@mailinator.com | jos@mailinator.com | Edit |
| Isa Okesale | Mother | Secondary Contact | 11 Hill st Murrumbidgee QLD 4123 | 0435688510 | isokeste@qtech.com.au | isokeste@qtech.com.au | Edit |
| Neil Isak | Doctor | Contact | | 0731558870 | - | - | Edit |
| 11 | Brother | Contact | | 0436960660 | - | - | Edit |
| 11 | Friend | Contact | | 0435688885 | - | - | Edit |

CHILD

| CHILD NAME | STATUS | DOB | DOB Date | AGE | EDIT | DELETE | Enrolment information |
|----------------|--------|----------|----------|---------|------|--------|-----------------------|
| Joshua Okesale | Active | 15-08-16 | - | 0Y 10M | Edit | - | View Enrolment Edit |
| Joshua Okesale | Active | 25-07-10 | - | 6Y 11M | Edit | - | View Enrolment Edit |
| Joshua Okesale | Active | 26-07-00 | - | 16Y 11M | Edit | - | View Enrolment Edit |
| Josh Okesale | Active | 22-04-10 | - | 7Y 2M | Edit | - | View Enrolment Edit |

CASUAL BOOKINGS

No records found

OFFER

| CHILD NAME | START DATE | REGID | STATUS | CARE TYPE | CENTRE NAME | DAYS | M | T | W | T | F | S | S | OFFER EXPIRY DATE | ACCEPTED DATE | View Offer |
|--------------|------------|-------|----------|-----------|-------------------------------|------|---|---|---|---|---|---|---|-------------------|---------------|------------|
| Joshua | 30-08-16 | | Accepted | LDCRINPFR | *OK Preschool Centre- Dee | 2 | | | | | | | | 25-08-16 | | View Offer |
| Joshua | 02-08-16 | | Open | LDCRINPFR | *OK Preschool Centre- Dee | 2 | | | | | | | | 09-10-16 | | View Offer |
| Joshua | 17-10-16 | | Open | LDCRINPFR | *OK Preschool Centre- Dee | 2 | | | | | | | | | | View Offer |
| Josh Okesale | 15-05-17 | | Open | LDCRINPFR | Big Giraffe 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 |
|---------------------------|--------------|-----------|--------|----------------|------------|----------|------|
| OOSHYM Demo centre - Dees | Junior Kinoy | LDC | Placed | Joshua Okesale | 1/05/2017 | | Edit |
| OOSHYM Demo centre - Dees | Junior Kinoy | LDC | Placed | Joshua Okesale | 1/05/2017 | | Edit |

ABN: 98 399 800 352
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 PH: 02 9984 8089

Scroll down to the **Booking Requests** section (you may need to reduce your screen size)

- Click on **New Request**

BOOKING REQUESTS

Requests for new bookings or to change current permanent bookings are displayed here. These requests are yet to be approved.

No records found

New Request

- Select child (do for each child)
- Select the **Service Type** you require - ASC & BSC need to be separate requests (do not use this section for Vacation Care, use add casual booking instead)
- Select your **Service** (Centre) from the drop down list
- Select the preferred **start date** of the change
- Select the number of days
- Advise if you will accept **less days**
- Tick your required **days** for the new booking request
- Enter **comments** if required
- Click **Save**

ADD WAITLIST DETAILS

Select which child/children you are requesting days for *

Child gg

Step 1. Please select the service type you require: *

| | |
|---|--|
| <input type="checkbox"/> Before School Care | <input type="checkbox"/> Vacation Care |
| <input type="checkbox"/> After School Care | |

Step 2. Please select centres from the dropdown that match your service type selection: *

None selected ▾

Selected Service(s): None selected.

Step 3. Please specify days for your child:

Preferred start date * No. of Days * Will you accept less days? Y N

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Preferred days * | <input 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"/> |

Step 4. Please enter any comments on flexibility:

APPLICATION DATE 04-07-2019

SAVE CANCEL

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 by you through your My Family Lounge account (via our website) for your routine bookings to be updated in our system.

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