



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



ABN: 98 399 800 352

PO Box 1143, Dee Why NSW 2099

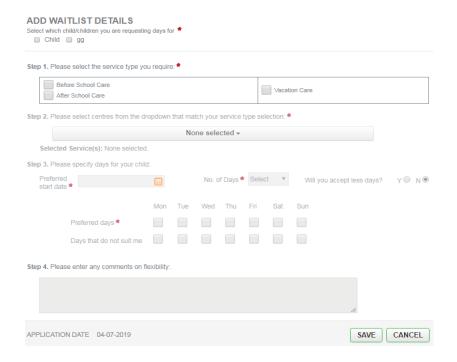
PH: 02 9984 8089

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.	New Request
No records found	

- 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



OOSH Northern Beaches will send you an email offering a place for your new booking request. It is <u>necessary</u> 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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