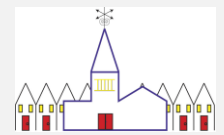


WALES STREET SCHOOL AGE CARE (SAC)

Fact Sheet #3

Making and cancelling a casual booking in My Family Lounge (through the log in area on the Wales St website)



Before & After School Care bookings can be made in advance.

Note:

Grey days = unavailable

Green days = available to book

Red days = booked out

To book a casual day:

1. Click on '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

OFFER

.....

No records found

2. Select the 'Child' and 'Room' required (Before School Care/After School Care)

Casual Booking for the family: MARTIN, Stella

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

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

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

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

Child: Alex Martin (Enrolled)

Service: **Wales Street Primary**

Room: After School Care

SEPTEMBER 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		

No dates selected

Legend:

- Available days (Green)
- Casual Book days (Purple)
- Full (Red)
- Scheduled days (Dark Blue)
- No program day (Grey)
- Absent (Orange)

Buttons: Cancel, Save Changes, Save and Exit

3. Click once on the required day then click on 'Book Selected Day'.

- That day will appear in purple on your calendar.
- Do this for all days required for this child then click on 'Save Changes' and *repeat for any other children you need a booking for* or 'Save and Exit' once you have completed all bookings.
- Confirm that you agree to the terms and conditions and these days are now booked in. If you need to book a day that is already fully booked (in red), contact SAC staff between 8am and 6pm to add your child to the waiting list

Casual Booking for the family: MARTIN, Stella

Step 1: Select the required Child, Service and Room from the drop-down lists
 Step 2: Select a date that you would like to book your child in from the Green or Orange dates
 Step 3: Click on the Book Selected Day button and repeat for additional days as required
 Step 4: Click on the Save Changes or Save and Exit buttons to confirm changes

Child: Grace Martin (Enrolled) [v]
 Service: Wales Street [v]
 Room: After School Care [v]

OCTOBER 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 ■ Casual Book days
■ Full ■ Scheduled days
■ No program day ■ Absent

Day info for 7/10/2016
 Available : 30
 Total Room Capacity : 30
 Display note :

 Book Selected Day

Cancel Save Changes Save and Exit

Available places and other information for the day will be displayed here.

To cancel a casual day:

4. Click on '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)

Child	Service	Total casual bookings next 30 days
Alex Martin	Wales Street Primary SAC	Out Of School Hours Care - NEW8
Grace Martin	Wales Street Primary SAC	Out Of School Hours Care - NEW9

5. Select the 'Child', 'Service' and 'Room' required (Before Care, After School Care or Curriculum Day).

Click once on the day you need to cancel then click on 'Cancel Booking'.

Do this for all days that need to be cancelled for this child then click on 'Save Changes'

repeat for any other children you are cancelling or 'Save and Exit' once you have completed all cancellations.

Confirm that you agree to the terms and conditions and these days are now cancelled (see terms and conditions for cancellation fees)

Casual Booking for the family: MARTIN, Stella

Step 1: Select the required Child, Service and Room from the drop-down lists
Step 2: Select a date that you would like to book your child in from the Green or Orange dates
Step 3: Click on the Book Selected Day button and repeat for additional days as required
Step 4: Click on the Save Changes or Save and Exit buttons to confirm changes

Child: Alex Martin (Enrolled)
Service: Wales Street
Room: After School Care

SEPTEMBER 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		

Available days: Green
Full: Red
No program day: Grey
Casual Book days: Purple
Scheduled days: Blue
Absent: Orange

Day info for 26/9/2016
Available : 28
Total Room Capacity : 30
Display note :
Cancel booking

Cancel Save Changes Save and Exit

Downloading and using the My Family Lounge Mobile Phone App

The My Family Lounge app is a convenient way for parents to manage their child's casual and absent attendances 24 hrs. a day. The free app is available for both Android and Apple devices.

Simply go to the Play or App store and search 'My Family Lounge'.

