



## Completing the enrolment form

1. Log in to My Family Lounge
2. Scroll down to child and select **start enrolment** or **view enrolment**

CHILD								Add Child	
CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information		
Lulu Whisker	Active	07-07-09	-	9Y 5M	<a href="#">Edit</a>	-	<a href="#">View Enrolment</a>	<a href="#">Print</a>	
Abigail Korbel	Active	Unborn	-	-	<a href="#">Edit</a>	-	<a href="#">Start Enrolment</a>		
Harry Whisker	Active	26-07-13	-	5Y 5M	<a href="#">Edit</a>	-	<a href="#">Start Enrolment</a>		

3. Select the **service** in the top left corner
4. Complete all mandatory fields
5. Press **save** then **submit**

Please note: If you do not press **SUBMIT** the enrolment form will not be sent through to the centre. Please ensure you press **SUBMIT**

### Enrolment Form for Harry Whisker

3  +

#### Main Contacts

Main Contacts  
Additional Contacts  
Medical Contacts  
Child Information  
Immunisations  
Other General Questions  
CCS Enrolment Agreement

Save&Close Cancel  
Save Print  
5 [Submit](#)

**Primary Parent/Guardian**  
(This person's details are used to claim government subsidy)

Given Name \*   
Last Name \*   
Relation to child \*   
Email address \*   
You must provide at least 1 contact phone number \*  
Mobile number   
Home number   
Work number   
Building   
Street Address \*   
Suburb \*   
State \*   
Post Code \*   
Date of Birth \*

**Secondary Parent/Guardian**

Given Name   
Last Name   
Relation to child   
Email address   
You must provide at least 1 contact phone number  
Mobile number   
Home number   
Work number   
Building   
Street Address   
Suburb   
State   
Post Code   
Date of Birth