



Making a casual booking / Booking for Vacation Care

1. Sign in to your My Family Lounge account
2. On the main page you will see a section that says 'Add Casual Booking'. Click on the 'Add Casual Booking' button.

Enrolment Management Logged in for family: RICCOBONO, Josie

Editing Family: RICCOBONO, Josie

CONTACTS

For whitelist, a main myFAMILY contact must be entered as the main point of contact. Additional contacts are optional.

NAME	RELATION	CONTACT TYPE	ADDRESS	CONTACT NO.	EMAIL	USER NAME	EDIT
Josie Riccobono	Mother	Primary Contact	79 Moss Street West Ryde NSW 2114	0413247920	josiejo85@gmail.com	josiejo85@gmail.com	Edit
Fay Riccobono	Grandparent		NSW	0296634979	-	-	Edit
Michelle Martin	Dentist		NSW	0296834979	-	-	Edit

CHILD

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
Ella Riccobono	Active	21-10-11	-	7Y 2M	Edit	-	View Enrolment Print

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

[Add Casual Booking](#)

OFFER

No records found

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](#)

3. You will then be taken to the next screen which requires you to select the child, service and room that you are looking to book your child into
4. Once an appropriate Child Name, Service name and Room name have been selected, the parent will be presented with the following screen:

Casual Booking for the family: RICCOBONO, Ella

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: Ella Riccobono (Enrolled) **A**

Service: Whoosh Leichhardt **B**

Room: VACATION CARE **C**

JUNE 2017

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		

Legend:

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

Day info for 22/6/2017

Display note:

E [Book Selected Day](#)

F [Cancel](#) [Save Changes](#) [Save and Exit](#)

5. By following steps, A to F, you will be able to book in casual days at the service.
 - A. Select Child
 - B. Select Service
 - C. Select Room
 - D. Select **Day** required
 - E. Select **booked selected day** (repeat step D & E to book another day)
 - F. Select **Save changes** if you want to book in another child
Select **Save and Exit** to finish making a casual booking
Once the bookings are confirmed they will appear in **purple**. **You will not receive any other confirmation.**

Please note:

- *Casual bookings can also be made from the My Family Lounge app on your phone*
- *When the calendar appears as all grey, it means you have not selected the correct child, service or room. Please review these if that happens.*

Please note: If we do not have positions available, your request will remain on the waitlist until we are able to offer you a position.