



## My Family Lounge app

A convenient way to manage your child's casual attendances and absences is through the My Family Lounge app. This is available for both Android and Apple devices.

### Download and use My Family Lounge app


1. Go to Google play or App Store and search My Family Lounge
2. **Download** and **sign in** using your My Family Lounge log in details

### Adding a casual booking







1. Sign in to the My Family Lounge app
2. Select **casual bookings** from the menu
3. Click on your **child's name**
4. When viewing the calendar click on an **available day** (green)
5. Select **create booking**
6. A pop up will display advising the booking has been successfully created. Press **OK**
7. The selected day will change from **green** to **purple**. This is your confirmation that your child is booked in for that day. No further communication is required.

### Marking your child as absent

1. Select your child's **booked day** (blue)
2. Press **mark absent**
3. A pop up will display advising the booking has been successfully marked absent. Press **OK**
4. The selected day will change from **blue** to **orange**. This is your confirmation that your child is booked in for that day. No further communication is required.



### Understanding the calendar

	<b>Available</b>
	<b>Full</b>
	<b>No program</b>
	<b>Casual Booking</b>
	<b>Permanent Booking</b>
	<b>Absent</b>

### Daily Journals

The Daily Journal allows you to discover experiences occurred at your child's centre.

1. Select **Daily Journals** from the menu
2. Select which **Journal** you would like to read
3. You can read about your child's day and view any images that have been linked.