



Requesting to change days for permanent bookings

This is for families who already have a booking with the centre but would like to change days.

1. Log in to My Family Lounge
2. Scroll down to **current bookings**
3. Press **edit**

CURRENT BOOKINGS							
Current permanent weekly/fortnightly bookings are displayed here. To request a change in booking press the edit option.							
SERVICE	ROOM	CARE TYPE	STATUS	CHILD	START DATE	END DATE	EDIT
Whoosh Club Neutral Bay	Whoosh Club Neutral Bay afternoon	NON	Placed	Lulu Whisker	12/02/2018		
Whoosh Club Neutral Bay	Kindy Whoosh Club	NON	Placed	Harry Whisker	5/02/2019		
Whoosh Club Neutral Bay	Workshop	NON	Placed	Abigail Korbelt	23/04/2018	24/04/2018	
Whoosh Care Leichhardt	St Columba's Holiday Care	VAC	Placed	Lulu Whisker	16/01/2017	25/01/2017	Edit

1. Choose the preferred start date
2. Select the number of days
3. Advise if you will accept less days
4. **Tick** the new days for your booking
5. Press **save**

REQUEST CHANGE TO EXISTING BOOKING

(This is a request only and is pending availability. Your service will contact you to confirm change)

Child Name: Lulu Whisker Care Type: VAC

Currently selected Service(s): Whoosh Care Leichhardt

Preferred start date 28-01-2019

No. of Days 4

Will you accept less days? Y N

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Previous Booking Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Days that do not suit me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Flexibility Comments

APPLICATION DATE 14-12-2018

REQUEST

CANCEL