

OOSH Fact Sheet

Casual booking in MY FAMILY LOUNGE

(via the log in area on the Intereach website)



Casual Vacation Care and After School Care bookings can be made two weeks 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
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', 'Service' and 'Room' required (After School Care or Vacation 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: Intereach Deniliquin Out C

Room: Vacation Care CS - 6

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
- Casual Book days
- Full
- Scheduled days
- No program day
- Absent

Cancel Save Changes Save and Exit

- 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 OOSH 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

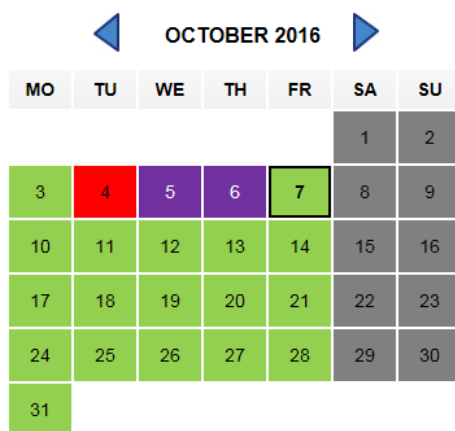
Step 3: Click on the Book Selected Day button and repeat for additional days as required

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

Child: Grace Martin (Enrolled)

Service: Intereach Deniliquin Out C

Room: Vacation Care CS - 6



- Available days
- Full
- No program day
- Casual Book days
- Scheduled days
- Absent

Day info for 7/10/2016

Available : 30

Total Room Capacity : 30

Display note :

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

To cancel a casual day:

- Click on **'Add Casual Booking'**

CASUAL BOOKINGS			<input type="button" value="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	Intereach Deniliquin Out Of School Hours Care - NEW8		
Grace Martin	Intereach Deniliquin Out Of School Hours Care - NEW9		

- Select the 'Child', 'Service' and 'Room' required (After School Care or Vacation Care). 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' and **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

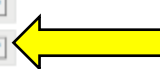
Step 1: Select the required Child, Service and Room from the drop-down lists

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: Intereach Deniliquin Out C
 Room: Vacation Care CS - 6



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

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



How do I download the app?

Visit:

App Store (Apple)

<https://itunes.apple.com/au/app/my-family-lounge/id933685806?mt=8> , or

Google Play Store (Android)

<https://play.google.com/store/apps/details?id=au.com.qkenhanced.myfamilylounge&hl=en>

Need help?

Intereach OOSH staff are on hand to help you through the process:

Phone: 03 5890 5260

Email: oosh@intereach.com.au

Need a quick run-down in person? Phone OOSH staff and book a time that suits you.

See OOSH Fact Sheet for how to make and cancel casual bookings via the 'My Family Lounge' app

or OOSH Fact Sheet for how to make permanent bookings for After School Care