

“HOW TO” GUIDE FOR THE ‘MY FAMILY LOUNGE’ WEB PORTAL AND APP TO BOOK CASUAL DAYS AND MARK YOUR CHILD ABSENT FROM VACATION CARE

Access the portal through our webpage to book casual days

Go to our website www.allambiekids.com.au

click on the outside school hours care tab and choose the parent sign in

Use the email address that your statements are sent to and the password you have previously set up.

If you don't know your password use any password and you will be directed to reset your password.

All families have an account, but if your email address is invalid please contact us at vacationcare@allambiekids.com.au so that we can reset it.

Once logged on to the portal you can update your contact details, authorise others to collect your child, and book casual days.

You cannot mark your child absent on the portal – that needs to be done through the app (see below).



Access to book casual days and mark absences through the app

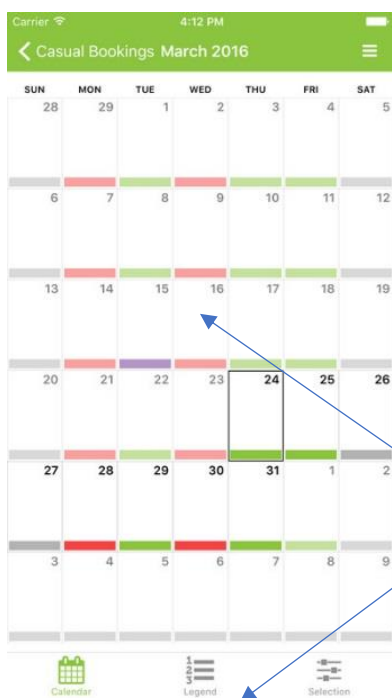
You must have a 'log in' on the web portal before you can set up the 'My family lounge' app, so please complete the steps above if necessary.

Next download the app from the iTunes or the Google Play store for your phone or tablet

'My Family Lounge' allows you the flexibility to instantly book in casual days at the press of a few buttons. It also allows you to mark your child absent (cancel) days for Vacation Care.

Once you log in (using your email address and the password you set up above) select the "Casual Bookings" tab. Select Vacation Care. This will bring up the bookings calendar for the current month.

There is a legend at the bottom which explains each colour. Extra casual days can be booked by selecting vacation care and selecting the date you would like as a casual spot. Make sure you select the correct group and session being Vacation Care.



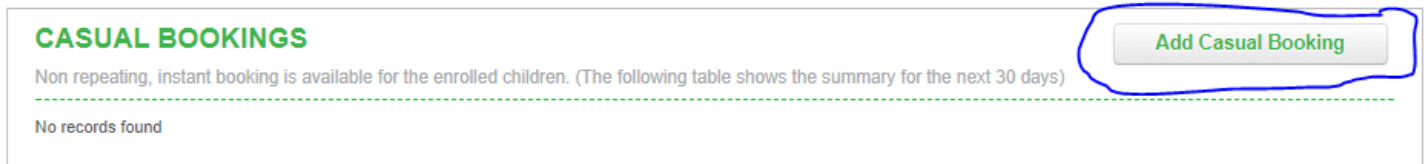
Booking a casual day for your child using “My Family Lounge”

USING THE WEBSITE:

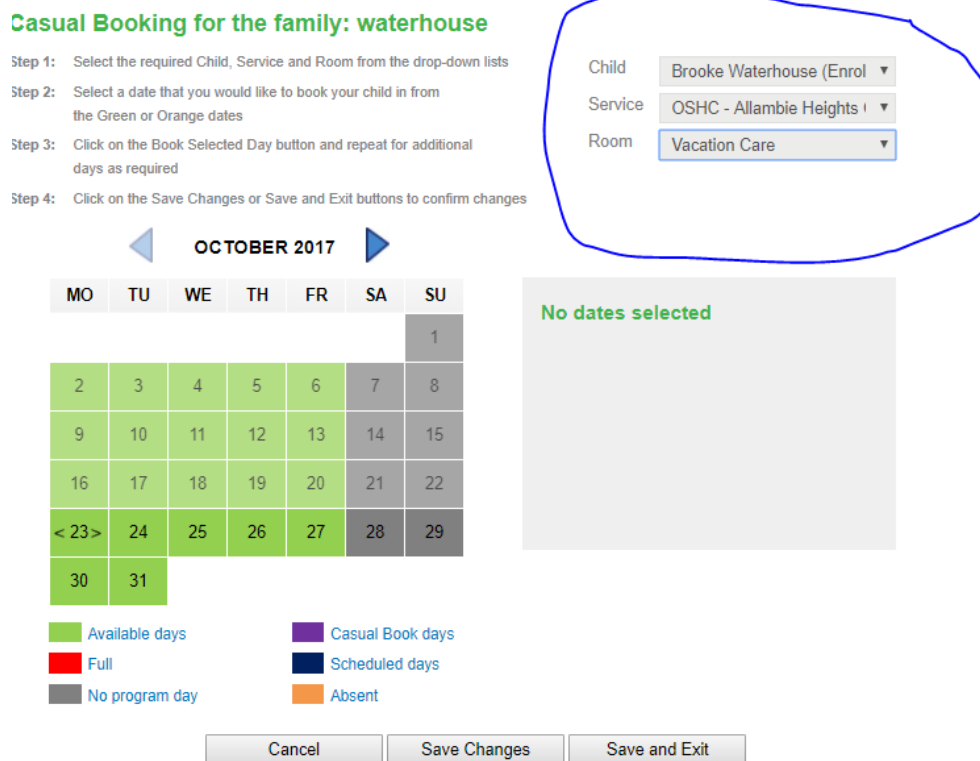
Step 1: Go to <http://www.allambiekids.com.au/out-of-school-hours-care.html> and login to the “My Family Lounge” application. Located on the bottom left side of the website.

Step 2: Login with your email address and password

Step 3: Scroll down and select add casual booking



Step 4: Check information in the top right corner. Check for the correct child, the service (OSHC – Allambie Heights Children’s Centre and the room as Vacation Care)



Step 5: Use the arrows to go to the correct calendar month.

Step 6: Click on the day you would like your child to come to vacation care. If available, the date will be green if the date is red the day is full, you will be placed on a waitlist. **Each day can only be chosen one at a time.**

Step 7: Click ‘book selected day’ on the right

Step 8: Once selected the day will turn purple and say ‘booked’. If you would like additional days please follow the same process as above. Select the additional days and then ‘book select day’

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◀ DECEMBER 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	31

■ Available days

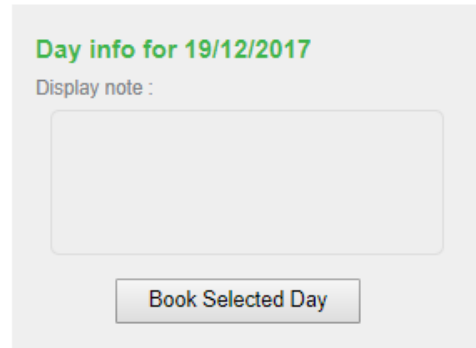
■ Full

■ No program day

■ Casual Book days

■ Scheduled days

■ Absent



Step 9: Once all days have been selected click finish and exit below and the days will populate into our system

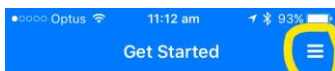
USING THE APP:

MAKING A BOOKING

Step 1: Log in with your email address and password This can be saved so you don't have to keep entering it each time you click on the app. From here you see the "get started" page

Step 2: At the bottom of this page click "get started"

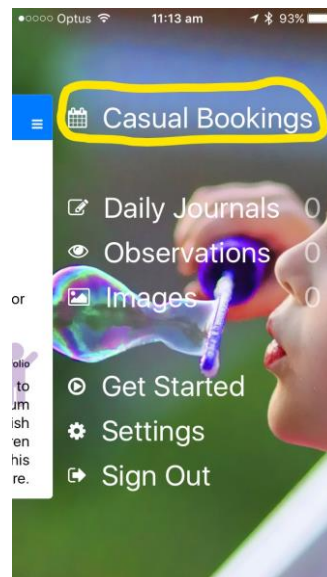
Step 3: Select the three dashes at the top right of the screen followed by 'Casual Bookings'



my FAMILY Lounge

My Child's Bookings
Whenever you see this calendar icon, tap it to review casual bookings for your children.

My Child's Portfolio
Your service needs to enable curriculum management and publish records for your children before you can use this feature.



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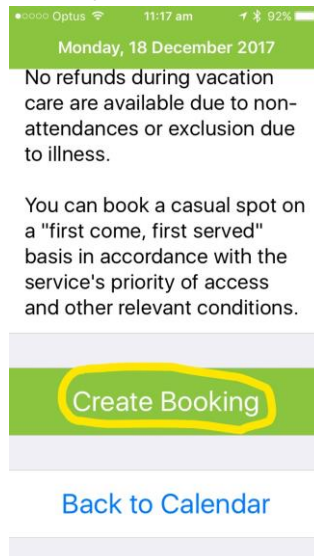
Step 4: Scroll down and select Vacation Care as the group



Step 5: Use your finger to swipe across to the correct month and date. Select the date you require. Each day can only be done one at a time per child. If the day is green, it is available. If the day is red, we are full that day. If you require a booking, please email vacationcare@allambiekids.com.au and you will be added to a waitlist.



Step 6: Please read through the terms and conditions, double check the date is correct and select create booking



Step 7: Press ok This takes you back to the calendar where you will see your casual booking has now turned purple. If the day is purple the date is locked in.

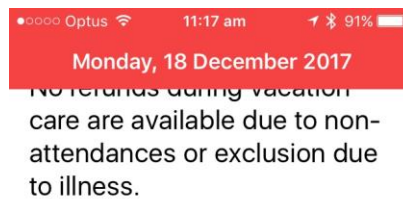


MARKING YOUR CHILD ABSENT

Step 1: Follow steps 1-5 of ‘Making a Booking’

Step 2: Select the date you would like to mark your child absent

Step 3: Please double check the date, select cancel booking and ok



You can book a casual spot on a "first come, first served" basis in accordance with the service's priority of access and other relevant conditions.

