

# Registering for Vacation Care/Casual Days with Buderim OSHC

## Step 1 – Register for My Family Lounge (if not completed previously)

To register and account, locate the My Family Lounge icon screen on the Child Care centre’s Website & Click on **REGISTER**. For Buderim OSHC click on the link below:


<http://www.buderimoshc.org>



Enter your email address and create a password – *\*keep this password in a safe place for future use!*

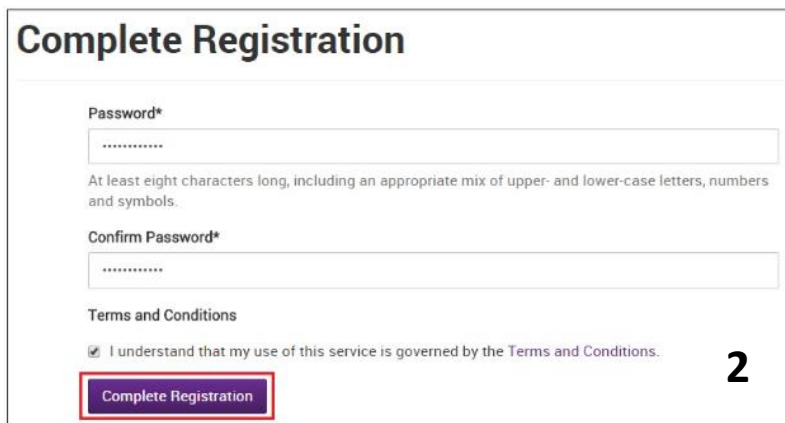
You will now receive an email to complete your registration (as below)

Complete all your details and click on **REGISTER**



You will now receive another email to confirm your registration and password -*\*see previous*

Click on **COMPLETE REGISTRATION (1)** and confirm your password. Now click on **COMPLETE REGISTRATION (2)**



### Step 2 – Signing into your account & editing your details

Once registration is completed click on the [HERE](#) hyperlink which will take you to your account.

Complete all details for yourself then click on **SAVE & NEXT**.

Then complete the details for your Child. Click on **MAKE PERMANENT BOOKING**.

Your registration has been completed.  
Please click [here](#) to sign in.

If your service is taking advantage of the My Family Lounge App, visit either the Google Play Store (Android devices) or the Apple App Store (Apple devices) and search for My Family Lounge and download.



#### Step 2. EDIT CONTACT

Special Contact: Primary Contact | Relation: **Mother**

First Name: Josie | Last Name: White

Email: josie.white@mailinator.com

Confirm Email: josie.white@mailinator.com

You must provide **at least 1 contact phone number**

Mobile No. 0404123456 | Home No. | Work No. | Building | Street Address: 1 Camellia Cres | Suburb: Brisbane | State: QLD | Postcode: 4500

CRN | DOB

Would you like a user set up for this contact?  Yes  No

**ADD ANOTHER CONTACT** | **SAVE & NEXT** | CANCEL

#### STEP 3. ADD CHILD DETAILS

[ADD ANOTHER CHILD](#)

Tick the box if the child is unborn

First Name: Jason | Last Name: White

DOB: 02 Jun, 2013 | Gender: Male

Do you have a Customer Reference Number (CRN) issued by the Government relating to you being registered for child care benefits for this child?  Yes  No

I acknowledge that I have no CRN to provide in this form and as a result will not have CCB and other Government payments made to my account to reduce my out of pocket expenses.

Does your child have any special considerations we need to take into account for their enrolment?  Yes  No

Does your child have a diagnosed disability?  Yes  No

Additional Information: Jason is learning Italian with his Nonna

#### Authorisations

Contact Name	Collection	Emergency	Excursion	Medical
Campbell, Trudy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

#### ADD PRIORITY OF ACCESS

Please select:

I would like to request permanent bookings for my child/ren. **MAKE PERMANENT BOOKING**

I only want to register for casual booking at this time. **FINISH REGISTRATION**

I would like to finish registration without saving information which I just entered. **CANCEL**

### Step 3 – Creating a Casual Booking (i.e. Vacation Care)

Click on **ADD CASUAL BOOKING**.

Where a Parent has selected for their child to be booked for Casual days, they must complete and submit an enrolment form. If they try to immediately create the Casual Booking by clicking on the + button as described in the next section, they will receive this message asking them to submit an enrolment form where required.

**CASUAL BOOKINGS** [Add Casual Booking](#)

Non repeating, Instant booking is available for the enrolled children. (The following table shows the summary for the next 30 days)

1. Select Child
2. Select Service
3. Select Day required
4. Select booked selected day (repeat step 3 + 4 to book another day)
5. Select **SAVE CHANGES** if you want to book in another child
6. Select **SAVE & EXIT** to finish making a casual booking.

**\*Once bookings are confirmed they will appear in purple\***

### Casual Booking for the family: OKEEFE, Joshua

- 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: Joshie Okeefe (Enrolled) 1.

Service: Vicki's Wonder & Emporiur 2.

Room: VACATION CARE 3.

Navigation: ◀ 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		

Day info for 22/6/2017

Display note :

5.

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

6.