

My Family Lounge - Registering a waitlist account for a new centre

Content

Registering your interest at a new centre

This step-by-step guide will assist parents wishing to register their child for the waiting list at a new centre. This is only for centres that have directed you to My Family Lounge OR you see the My Family Lounge login screen on the Centre's website

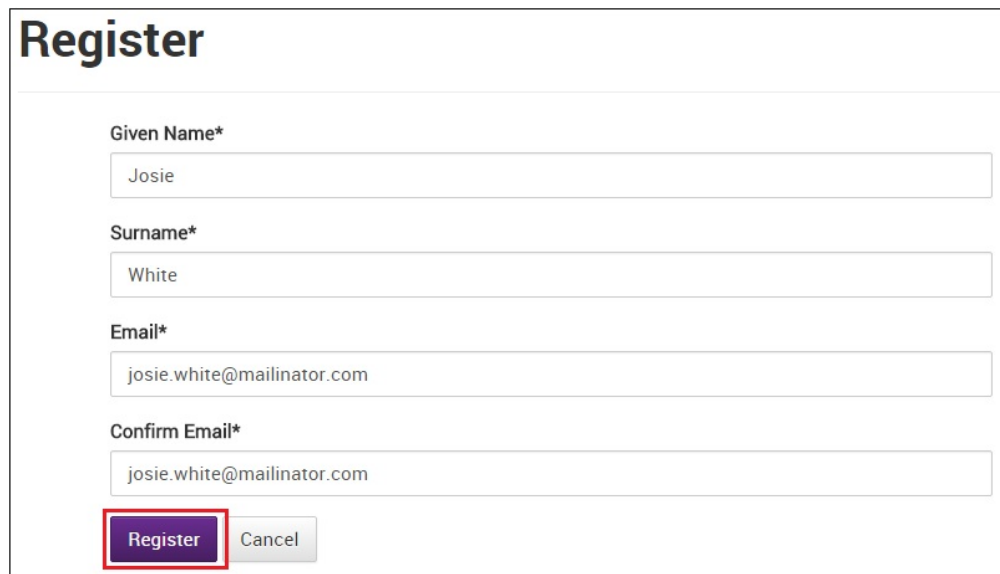
Step 1 - Register for My Family Lounge

- To register an account locate the My Family Lounge login screen on the Childcare Centre's website
- Press the **Register** button



The image shows the 'Parent Sign-In' form for My Family Lounge. It features the My Family Lounge logo at the top, followed by the text 'Parent Sign-In'. Below this are two input fields: 'Email' and 'Password'. At the bottom of the form are two buttons: 'Sign-In' and 'Register'. The 'Register' button is highlighted with a red rectangular border.

- Enter your Given name & Surname. Enter and confirm your email address
- Press **Register**



The image shows the 'Register' form. It has a title 'Register' at the top. Below the title are four input fields: 'Given Name*' with the value 'Josie', 'Surname*' with the value 'White', 'Email*' with the value 'josie.white@mailinator.com', and 'Confirm Email*' with the value 'josie.white@mailinator.com'. At the bottom of the form are two buttons: 'Register' and 'Cancel'. The 'Register' button is highlighted with a red rectangular border.

- You will receive a Complete Registration email. Click on the blue **Complete Registration** button



Complete Registration

Hi Josie,

You have been registered to use the My Family Lounge service.

My Family Lounge is Australia's leading service subscribed to by child care services around Australia used to provide online child portfolios and enrolment management in a secure environment.

To complete the registration process, click on the button below to set a password and to start using My Family Lounge:

[Complete Registration](#)

- To complete the registration process create and confirm a password
- Accept the Terms and Conditions when ready then press **Complete Registration**

Complete Registration

Password*

At least eight characters long, including an appropriate mix of upper- and lower-case letters, numbers and symbols.

Confirm Password*

Terms and Conditions

I understand that my use of this service is governed by the [Terms and Conditions](#).

[Complete Registration](#)

- You have now completed your registration. Click on the **Click Here** option to log into your newly created account using your email address and password

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 - Entering your details

- Complete your details by entering your relationship to the child, at least 1 phone number and address details.
- Tick **Yes** to create a user account
- Press **Save & Next**

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?		<input checked="" type="radio"/> Yes	<input type="radio"/> No

ADD ANOTHER CONTACT

SAVE & NEXT

CANCEL

Step 3 - Add Child Details


- Tick the box at the top of screen if your child is unborn
- Otherwise enter the child details as prompted
- If you wish to advise the centre of something not included in this form, enter this in the Additional Information box
- Press **Make Permanent Booking**

STEP 3. ADD CHILD DETAILS

[ADD ANOTHER CHILD](#)

Please provide us with the child's details.

Tick the box if the child is unborn

First Name Last Name
DOB  Gender

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

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 4 - Add Waitlist details

- You are now viewing your My Family Lounge account
- To add your child to the waiting list go to Recurring Booking Requests and press the white + symbol

RECURRING BOOKING REQUESTS

No records found

- Select the centre **type** and centre **name/s**
- Enter your preferred **start date** and number of **days** you wish your child to attend
- Tick your **preferred days**
- Tick any days that do not suit you (this is not mandatory)
- Enter any comments if required and press **Save**

ADD WAITLIST DETAILS

Select which child/children you are requesting days for *

Jason

Step 1. Please select the service type you require: *

<input checked="" type="checkbox"/> Long Day Care/ Kindergarten/ Preschool	<input type="checkbox"/> Before School Care <input type="checkbox"/> After School Care	<input type="checkbox"/> Vacation Care	<input type="checkbox"/> Occasional Care	<input type="checkbox"/> Registered Care
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Step 2. Please select centres from the dropdown that match your service type selection: *

Amelia's Bug-A-Lugs Centre ▾

Selected Service(s): Amelia's Bug-A-Lugs Centre

Step 3. Please specify days for your child:

Preferred start date * 18-01-2016  No. of Days * 2 ▾ Will you accept less days? Y N

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Preferred days *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Days that do not suit me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 4. Please enter any comments on flexibility:

APPLICATION DATE 21-09-2015

SAVE

CANCEL

The centre will be in contact once a position has been made available

Attachments