My Family Lounge - Accepting offers and completing enrolment form

Content

Accepting Offers and completing Enrolment form

This guide is designed to assist parents who have accepted an offer for placement at the service

Accepting an Offer How will the Accepting offer process look if the Service charges a Bond amount?

Accepting an offer

- · You will receive an email when the centre is offering you a place
- Log onto your My Family Lounge account
 Press View Offer

OFFER	1											
Legend	red 🔞 Not Offered	Chang	e to Existing Bool	king								
CHILD	START DATE REQ'D START DATE	STATUS	CARE TYPE	CENTRE NAME	DAYS	МТ	W	т	F	s s	OFFER EXPIRY ACCEPTED DATE	
Martia Dollar	28-09-15 S:28-09-15	Open	LDC/KIN/PRE	Vicki's Wonder Emporium	3	00	0	0	8	88	25-09-15	View Offer

Accepting/Declining an Offer

- Once the booking is accepted the parent should submit the enrolment when required, pay a Bond if applicable
- Then the booking will be confirmed and flow into Qikkids •

BEK'S INDOOR PLAY CENTRE.

Child Name Bjørn Erik Provider Centre Bek's Indi Care Type LDC/KIN/ Start Date 14/03/201 Davs Offered Mon Tue I	Play Centre.
Provider Centre Bek's Indi Care Type LDC/KIN/ Start Date 14/03/201 Days Offered Mon Tue	Play Centre.
Centre Bek's Inde Care Type LDC/KIN/ Start Date 14/03/201 Days Offered Mon Tue	Play Centre.
Care Type LDC/KIN/ Start Date 14/03/201 Davs Offered Mon Tue	
Start Date 14/03/201 Days Offered Mon Tue	
Davs Offered Mon Tue	
baya onerea mon, roe,	I,Thu,Fr
Fees \$85.00	
Normal Session 7am-6pm	
Additional	
Comments	
Expiry Date 31/05/201	
0	O
•	0
Accept/Decline Of	Enrolment Form Confirm
Please accept, decline or chang	offer Bjørn is not enrolled at this service yet. Please note you need to confirm to secure the placement

N.B. the service will have the ability to edit the OFFER and change days offered whilst the OFFER is still pending.

EDIT OFFER

First Name	Somu			Last Name	Torle		
Services	Vicki's Wonde	r Emporium	•	Rooms	Preschool		•
Days	2			Expiry Date	14-02-2018		
Start Date	12-02-2018			Bond Amount			
Offered days	Mon	Tue N	Wed	Thu F	ri Sat	Sun	
		1	1				
Session time				Fees per day			
Additional comments:							
							1
						Edit	Offer
Declining an	Offer						
Decline							
	O —			-0		—-C)
Acce	pt/Decline Offe	r Die offen	En	rolment Form	ing wet Dige	Confi	rm
Please accep	t, decline or change t	ne offer Bjø	arn is not	enrolled at this serv	ice yet. Piea	the place	ment
Accept	Decline Dec	line & Change	•				
Decline and Cl	hange						
г							
A	0	Ea	rolmo		e itte d	(
Please accept, o	lecline or change the	e offer	Jane is (enrolled at this serv	rice P	lease note you nee the pla	ed to confirm to secure acement
Accept	ecline	ne & Change					
			_				

- If you would like to decline this offer but stay on the waitlist, press Decline & Change
 Complete a new Waitlist application
 Press Save

EDIT WAITLIST DE Child Name: Mick Cooper	ETAIL Care	S Type: L	DC/KIN/	/PRE					
Select Service/s	T SERV								
Currently selected Servi	ce(s): V	icki's W	onder &	Empor	ium				
Preferred start date				No.	of Days	2			Ŧ
Will you accept less days	?Y 🔘	N®							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
Preferred days			-	•					
Days that do not suit me									
Flexibility Comments									4
APPLICATION DATE 2	7-04-20)17	6					SAVE	CANCEL

Accepting the Offer

- If you would like to accept this offer press Accept
 A pop-up will be displayed if you have never enrolled your child at this centre.
 You will be prompted to complete an enrolment form for your child

CHILD												0
CHILD NAM	ME STA	TUS DOB	Due D	ate AGE	EDIT	r i	DELETE		Enrolm	nent information		
Dylan Brenr	nan Acti	ve 09-01-	15 -	8M	Edit		×		Fi	inish Enrolmer	nt	
CASUAL	BOOKING	S										0
Non repeating	g, instant booking	is available for the e	nrolled children									
No records fou	und											
OFFER Legend												
Offere	d 🔞 Not Offere	d Change	to Existing Bool	king								
CHILD	START DATE REQ'D START DATE	STATUS	CARE TYPE	CENTRE NAME	DAYS	МТ	WΤ	FS	s s	OFFER EXPIRY ACCEPTED DATE		
Dylan Brennan	28-09-15 S:28-09-15	Accepted pending Enrolment submit	LDC/KIN/PRE	Vicki's Wonder Emporium	2	00	0 🖸 🕄	00	0	25-09-15	View Off	er

How will the Accepting offer process look if the Service charges a Bond amount?

Please note that some services charge a Bond that will require payment after the enrolment process is complete. When you click on **View Offer**, any Bond amount owing will be displayed. The **Accept** button, will be altered to **Accept & Pay Bond**.

VICKI'S WON	DER EMPORIUM ×	
Letter of Offer Date Submitted: 24-0	9-15	
We are offering your	child a place at the following centre:	
Centre	Vicki's Wonder Emporium	
Саге Туре	LDC/KIN/PRE	
Start Date	28/09/2015	
Days Offered	Mon,Tue,We	
Accept/Decline Please accept or dec	Offer line this offer before its expiry date of 25/09/2015.	
Bond Payment	r you are required to pay a bond of \$200.00 before you can proceed further.	
	Accept & Pay Bond Decline Decline & Change	

Please note The enrolment form cannot be submitted until the Bond payment is finalised. This means that the Enrolment process can not be completed until a successful Bond transaction.

If you choose to pay the Bond immediately, you will be taken to an Ezi debit webpage to make payment. If you choose to return to pay, the **Pay** option will be available under the Payments section of Enrolment Management.

nroiment mana	gement					QK Te	st - QKE		BREN	NAN, Ty	/ler	
are in Enrolment	Management Mar	nage Account Log Ou	t									
ng Fanniy. BRi	innan, iyler											_
ou have paymer are service until y	its that need attent ou have made thes	t ion. You can make or i e payments.	eview payments	in the Pay	ments section	, below. `	You may	not be able to cor	mplete ei	nrolment	s in a child	
ONTACTS												6
or waitlist, a main	myFAMILY contact	t must be entered as the	a main point of co	ontact. Addit	tional contacts	are optio	nal.					
NAME	RELATION	CONTACT TYPE	ADDRESS		CONTACT N	10.	EMAIL			USER	EDIT	
Tyler Brennan	Brother	Primary Contact	20 Recluse St Brisbane QLD	reet 4000	0236589652		vtoia.qk	+Brennan@gmail.	.com	True	Edit	
HILD												6
CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE		Enrolment inform	ation			
Dylan Brennan	Active	09-01-15	-	8M	Edit	×		Start Enro	Iment			
OFFER egend	Not Offered	Change to Existin	g Booking									
HILD NAME	START DATE REQ'D START DAT	E STATUS	CARE TYPE	CEN	ITRE NAME	DA	YS M	TWTF	S S	OFFEF ACCEP	R EXPIRY	ā
ylan	28-09-15 S:28.09.15	Accepted pending	LDC/KIN/PRE	Vicki's W	Vonder Emporie	um 2	2 🕜	0000	88	25	-09-15	
rennan	5.20-05-15	Dona Payment										
	G BOOKING											•
	G BOOKING	REQUESTS										(
RECURRIN	G BOOKING	REQUESTS										(
RECURRIN	G BOOKING	REQUESTS										•
RECURRIN Decords found AYMENTS ne following is a la a payment has a	G BOOKING	Bond Fayment	vady or Declined), are in the ce.	processing of	being pa	id (Proce	ssing), or have pa	iid (Paid)			¢
RECURRIN Derecords found AYMENTS he following is a 1 a payment has a Date	G BOOKING	are required to pay (Re hen please contact you	vady or Declined), are in the ce. Amount	processing of Rece	being pa	id (Proce	vssing), or have pa	iid (Paid)			
RECURRIN Corecords found CAYMENTS The following is a 1 a payment has a Date 23/09/2015	G BOOKING	are required to pay (<i>Re</i> hen please contact you	sady or <i>Declined</i> r child care servi), are in the ce. Amount \$25.00	processing of Rece 0001	being pa sipt Numb 2	id (<i>Proce</i>	essing), or have pa	iid (Paid)			

If you click on the **Pay** button in the Payments section, you will be taken to an Ezidebit webpage to make payment. If the payment is unsuccessful, the Status of the payment will say **Declined**.

If the payment is successful, the status of the receipt will be Paid. The receipt can be printed by clicking on the

receipt number.

Parent Enrolment Form - 1 page display

Once the Parent has accepted the **Offer**, they can now complete the Enrolment form. To do this they will click on the **Finish Enrolment** button on their Dashboard.

	Enrolme	nt form preview	1	
	Enrolment Fo	rm for [Child Na	me]	
ain Contacts		Sen	vices to enrol Select Centre	٣
Primary Guardian	This person's details are used to laim government subsidy)	Secondary Guardian		
Given Name *		Given Name		
Last Name *		Last Name		
Relation to child	Select •	Relation to child	Select	•
Email address *		Email address		
You must provide at least	: 1 contact phone number *	You must provide at lea	st 1 contact phone number	
Mobile number		Mobile number		
Home number		Home number		
Work number		Work number		
Building		Building		
Street Address *		Street Address		
Suburb 🕈		Suburb		
State #		State		
		Doct Codo		

- Select the centre name in the Services to Enrol field at the top of the enrolment form then complete all fields (mandatory fields must be completed)
- Once completed press **Save** then **Submit**. An email notification will be sent to confirm the enrolment from has been completed and submitted.

Information flowing into your QikKids Database from QK Enrol

For new parents, account and booking information does not flow into QikKids until the parent has accepted the offer and the Enrolment form has been completed. This will then:

- Create a new family account
- Create the Contact and Child information
- Create a new reoccuring booking for the child on the agreed start date
- Populate all associated standard Enrolment form information into the family account where applicable (this does not include customised questions)
- · Customised questions created within the customised enrolment form will NOT flow into Qikkids

For existing Families, any child or contact details updated on an account. The information will not update in Qikkids until the parent has resubmitted the enrolment form.

The service can opt to have an email notification received each time any child or contact details are updated on an account. This can be enabled in Settings>Company Tab

This can only be enabled buy the Database Administrator. See below:

pany	Services Families
col	VIPANY INFO
Com	ipany name : QK
Logo	Reset
	Click the logo box to upload the new company logo. You can resize the logo once you are in upload facility. Enable notification emails to receive updates every time a user updates child or contact details, or a child's enrolment f
	gets resubmitted with changed information.
	Please click on the 'Load service addresses' button after enabling it and when an update is necessary.
۲	Enable CWA components. 🕢

Attachments