

Use the My Family Lounge app for Casual Bookings

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Using the My Family Lounge app for Casual Bookings

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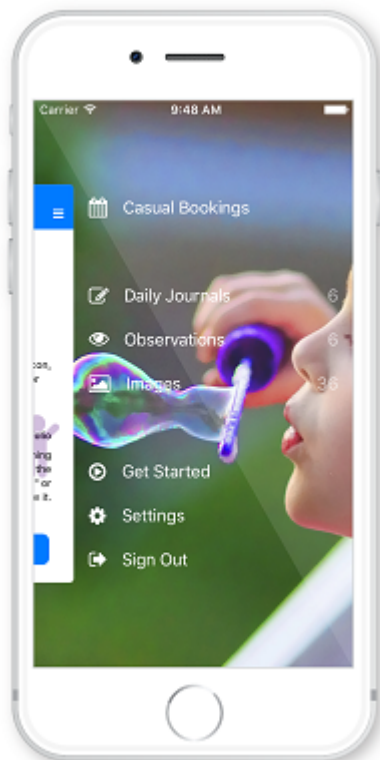
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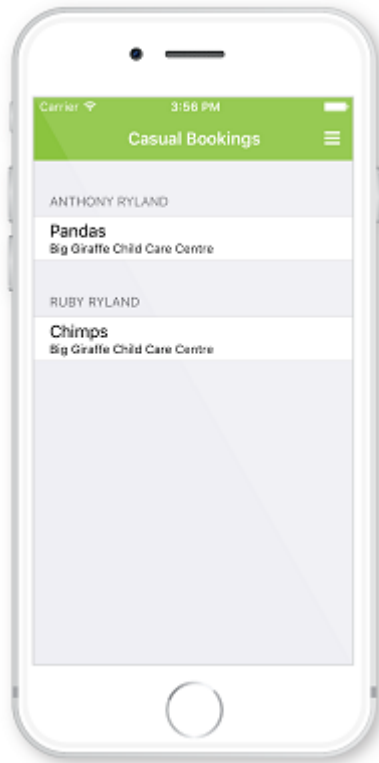
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Logging into your My Family Lounge account

- Enter your email address and password
- Press **Sign In**
- Select **Casual Bookings** from the Menu



- Click on one of your children's names



- If your child is currently booked into multiple rooms you will be asked to select the room
- You will now be viewing the calendar

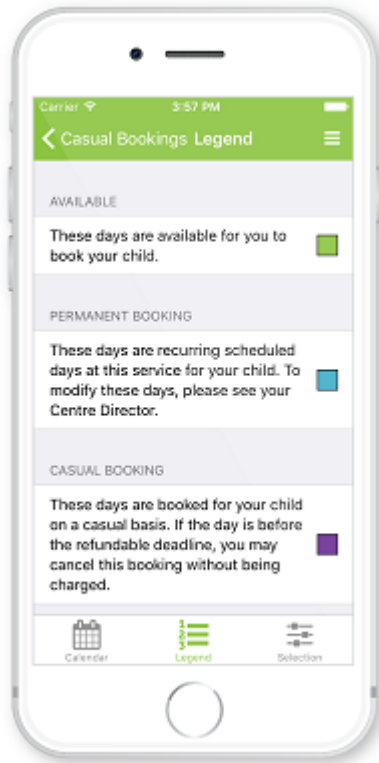
Understanding the Calendar

The calendar view is the main view within the Casual App. Your child's booked days and the rooms available days are displayed here



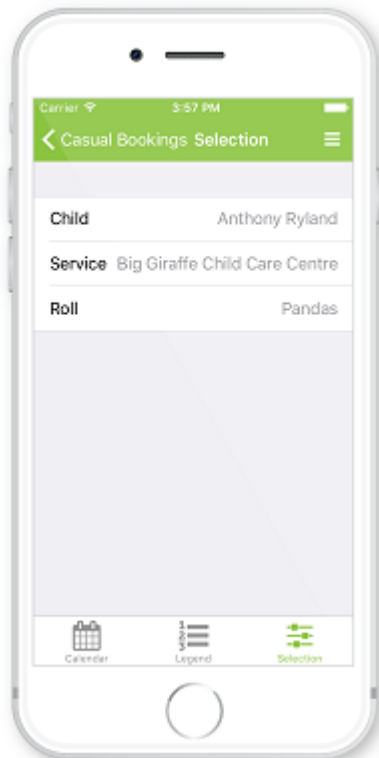
Legend

The **Legend** view explains each colour displayed on the calendar



Selection

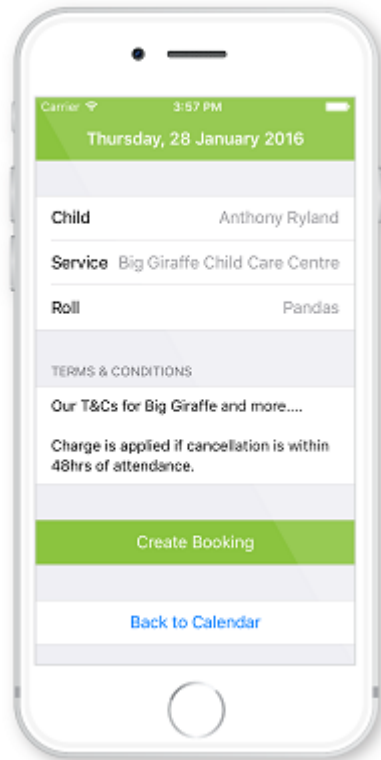
The Selections view allows you to continue to make selections for other children, services or rooms. Simply press the < and make a selection



Using the calendar

Booking in an extra day

- Click on an **available day** (green) on the calendar
- Check the details of the casual day and read the Terms and Conditions
- Press **Create Booking**



- A pop-up will display advising the Booking has been successfully created
- Press **OK**
- The selected day will change from available (green) to casual (purple)

The centre will receive a notification of this booking. No further communication is required

Marking your child as absent

- Click on your child's **booked day** (blue)
- Check the details of the day
- Press **Mark Absent**
- A pop-up will display advising the day has been successfully marked as absent
- Press **OK**
- The selected day will change from booked (blue) to absent (yellow)

The centre will receive a notification of this absence. No further communication is required

- Once you have finished using the app click on the **menu** top right of screen
- Select **Sign Out**

Using push notifications

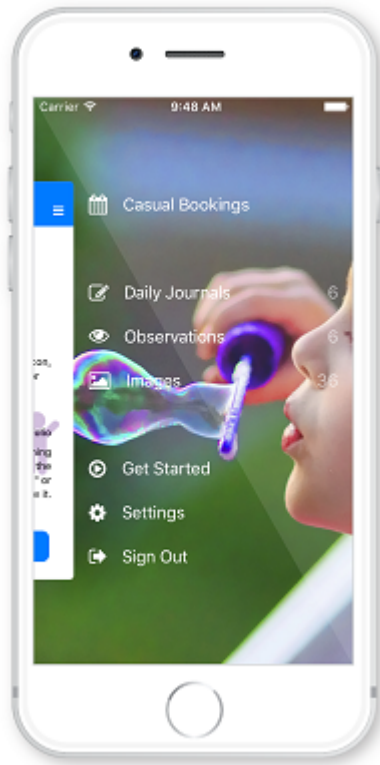
To receive a 'notification' each time a roll becomes available for your child:

Service Activation:

- Go to 'Settings>Services>edit
- Select 'casual bookings'
- Tick 'send notification to parents when a room becomes available' option to activate the Notification alert

Enabling Push Notifications on a mobile device:

- Families can download the MFL App on their mobile device
- To activate **Push notification** alerts select 'Settings'
- Turn on 'casual booking availability' to enable this feature



N.B. Push Notifications will only occur if the service chooses to enable this.

Attachments