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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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

	Casual Bookings	
ANTHONY	RYLAND	
Pandas Big Giratte	Child Care Centre	
RUBY RYL	AND	
Chimps Big Giraffe	Child Care Centre	
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- 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

Carrier	ອ sual B		3:57 PM 35 Jan	uary 3	2016	
SUN	MON	TUE	WED	тни	FRI	SAT
27	28	29	30	31	1	
3	4	5	6	7	8	
10	11	12	13	14	15	1
17	18	19	20	21	22	2
24	25	26	27	28	29	3
31	1	2	3	4	5	
	ke der				-	211

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

	• —	
Carrier ♥ 〈 Casual	3:67 PM Bookings Select	tion ≡
Child	Ant	thony Ryland
Service	Big Giraffe Child	Care Centre
Roll		Pandas
Calcedar		Belection

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

	3:57 PM 📂
Thursda	y, 28 January 2016
Child	Anthony Ryland
Service Big (Giraffe Child Care Centre
Roll	Pandas
Our T&Cs for B Charge is appli 48hrs of attend	ig Giraffe and more ed if cancellation is within lance.
Cr	eate Booking
Ba	ck to Calendar
	\bigcirc

- 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