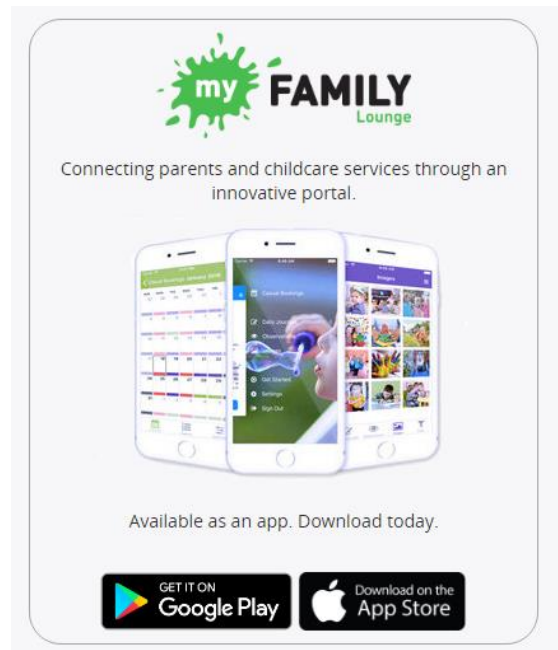
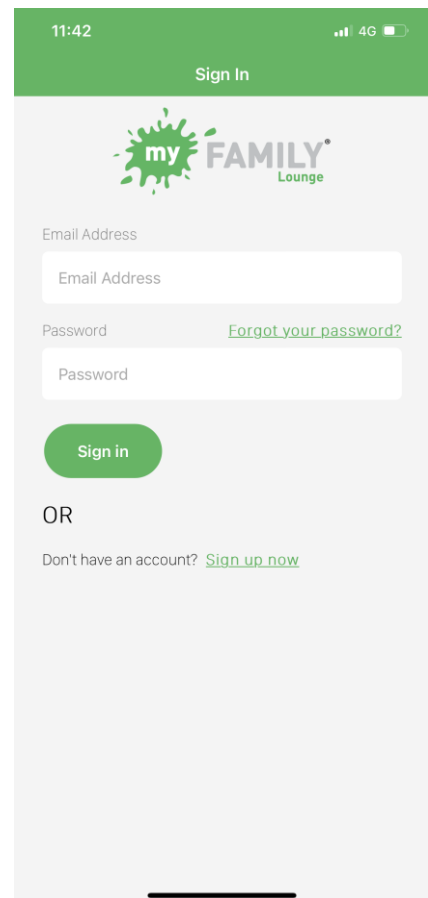


## My Family Lounge Casual Bookings Procedure

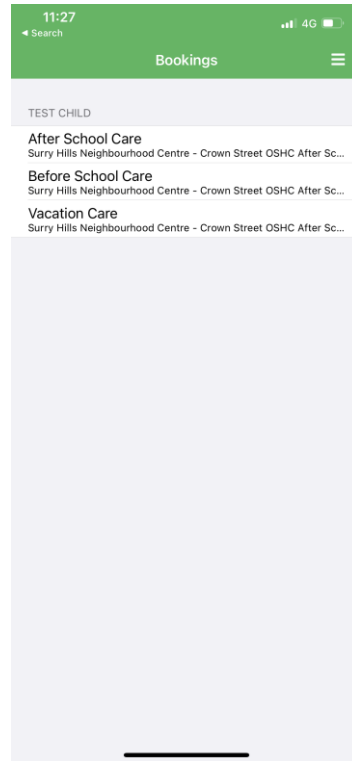
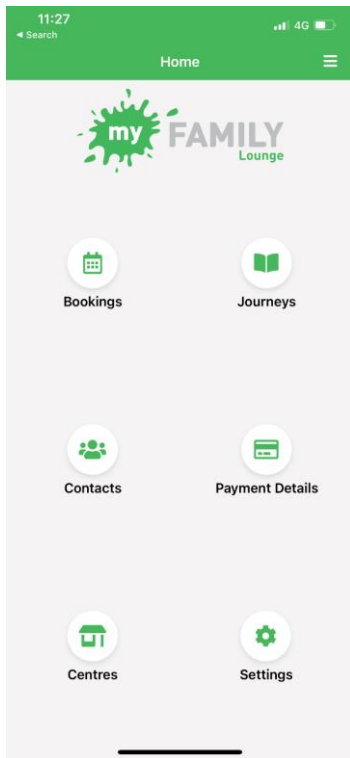
1. Download the My Family Lounge app onto your phone via the [App Store](#) or [Google Play](#)



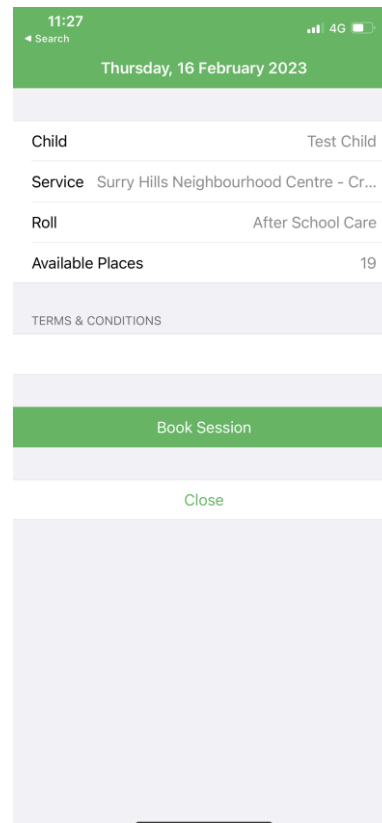
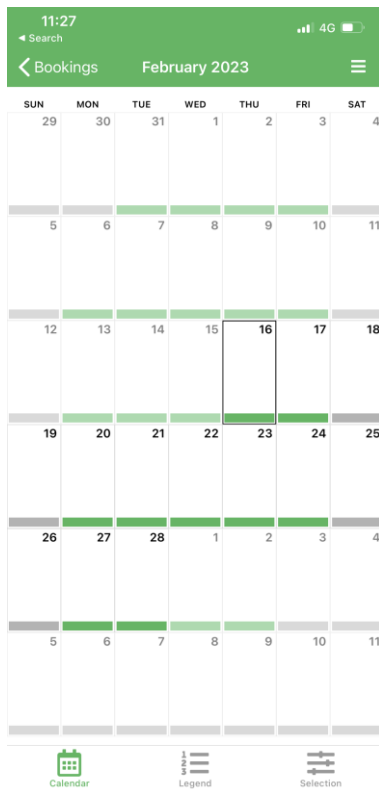
2. Login using your details created on the My Family Lounge desktop website – please note your login to the app will only work if you have already setup your login through [My Family Lounge desktop website](#). Please **do not** register a new account through the app, if you are having difficulties please email [oshc@shnc.org](mailto:oshc@shnc.org) for assistance.

A screenshot of the My Family Lounge app's sign-in screen. The top status bar shows the time 11:42, signal strength, 4G, and battery level. Below the status bar is a green header with the text "Sign In". The main content area features the My Family Lounge logo at the top. Below the logo are two input fields: "Email Address" and "Password". To the right of the password field is a link that says "Forgot your password?". Below the input fields is a green button with the text "Sign in". Underneath the button is the word "OR" and a link that says "Don't have an account? Sign up now".

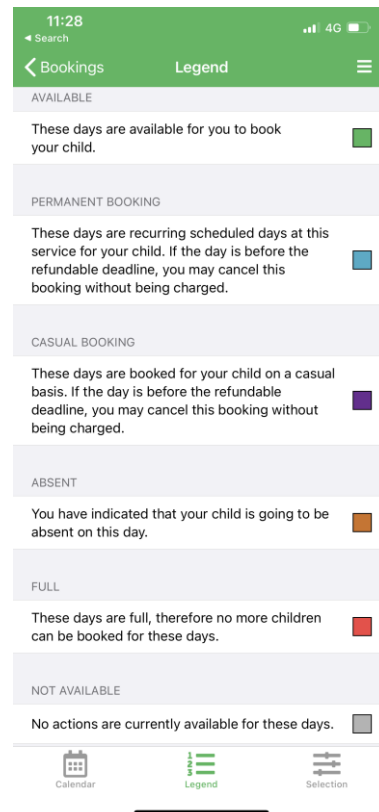
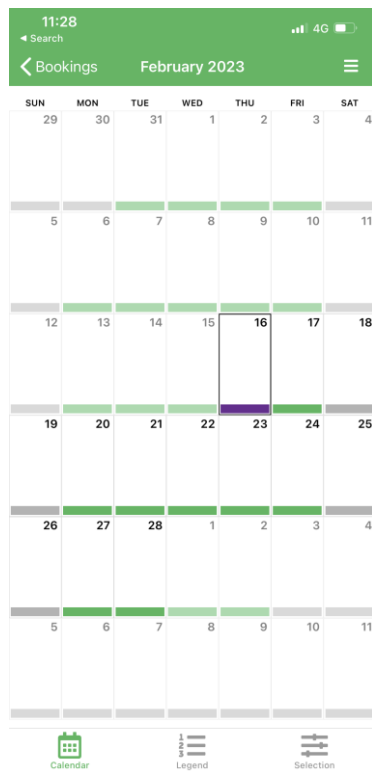
3. Once you have logged in, click on 'bookings' and then the session you wish to book for – After School Care, Before School Care or Vacation Care



4. Click on the date you want to make a casual booking for and click 'book session'



5. The date you have made a casual booking for will turn purple to reflect a booking.



6. If your child is not attending OSHC for any reason you can mark them absent via the app. Once you have marked your child absent, the date will turn from purple to orange – you do not need to notify the centre once you have done this.

