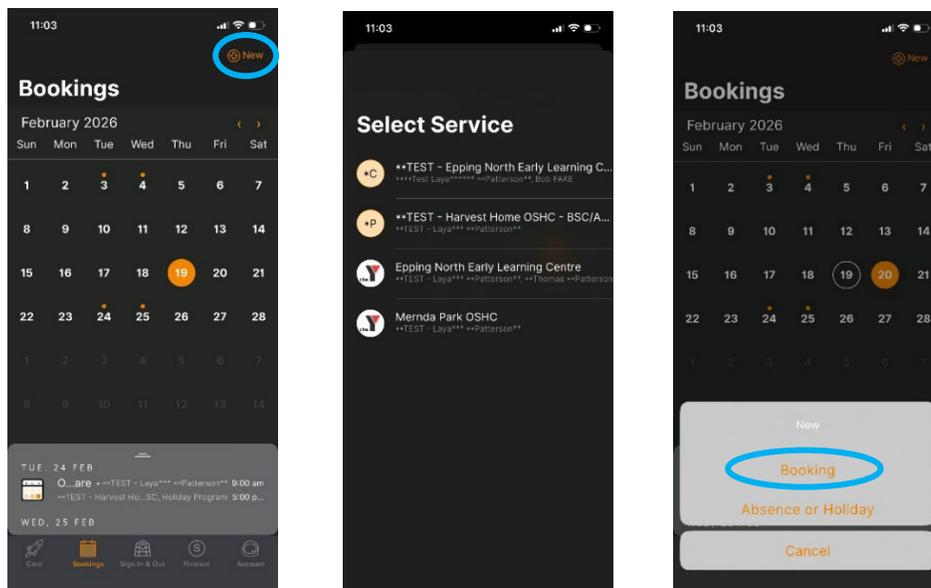
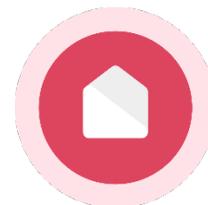


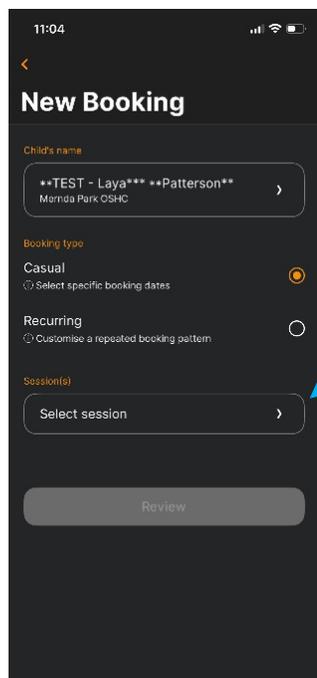
How to make your School Holiday Program Booking

Once you have reviewed the program on offer and have decided what days your child wishes to attend, go to your **Home App** and select **Bookings**

Select **New** in the top right corner.



Select the service your child will be attending for school holidays then select **Booking**.



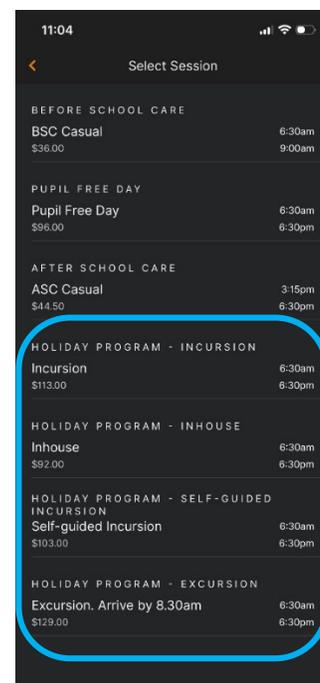
Select the child you are wishing to book.

Select **Casual** under booking Type (all holiday Program Bookings are considered Casual)

Then **Select Session**

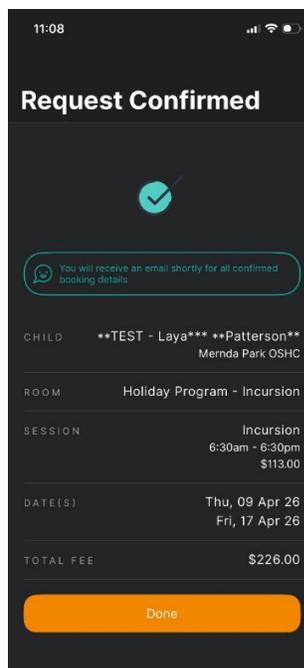
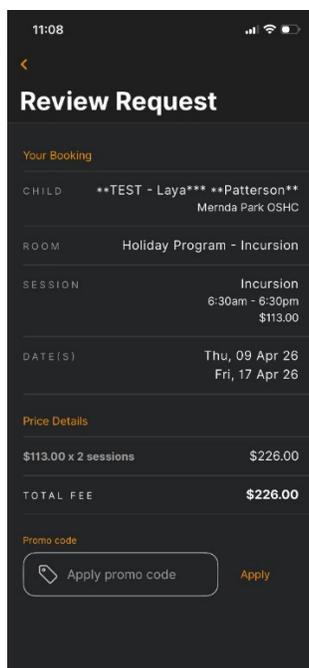
The holiday program has been broken up into 4 different session types depending on what kind of activity you are wanting to book your child in for. Under sessions you can choose which type you will be booking in for:

- Inhouse
- Incursion
- Self-guided incursion
- Excursion (leaving the service)



When you select the session type you are booking in for the calendar will open up, select the month the program is scheduled, you will now see what days in the program this type of care is being offered.

Select what day/s you want then Save; Review.



Now you will see exactly what you are booking in for and the cost for these days. To secure this booking select **Confirm**. If this day is already booked out you will receive a message starting you have put in a request for this day. Our coordinator will be in touch if a space opens up for this day.

Complete the same above steps to book in for the other session types you wish to book your child into.

Once completed you can view the **Bookings Calendar** on the month of the holiday program to see what you have booked (orange circle above the date).