

**Existing parents (those who have used our centre since 2015)
Instructions are attached.**

1. Go to www.myfamilylounge.com.au
2. Log in using your email and password (If you have forgotten your password, click forgotten password and reset)
3. Go to Booking Request –
4. Request New booking (for each child) or if it comes up as already has an existing booking, you will need to edit the current booking.
5. Please go to Current Bookings – Edit child's booking -It will come up with Request to change existing bookings.
6. Edit each child, change the start date to 2018 and if you need to change days please do this in the new days and then send the request.
7. New siblings – Go to add Child complete the details then go to Booking Request add the days you wish to attend and send through the request by hitting save.
8. Once you have submitted your request, an offer will be made between 13th and 26th of November 2017.
9. If you receive a successful offer email, it will invite you to log back in and accept the offer within a certain timeframe. Log back in using your email address and password – Select View Offer – Accept or decline the offer
10. Once you have accepted your offer and updated your 2018 enrolment for each child (**submit enrolment form for each child**) to secure your place in the 2018 program by the 4th of December 2017.

If you need further information or help with using My Family Lounge, please ring Julie on 0404 034 277.