

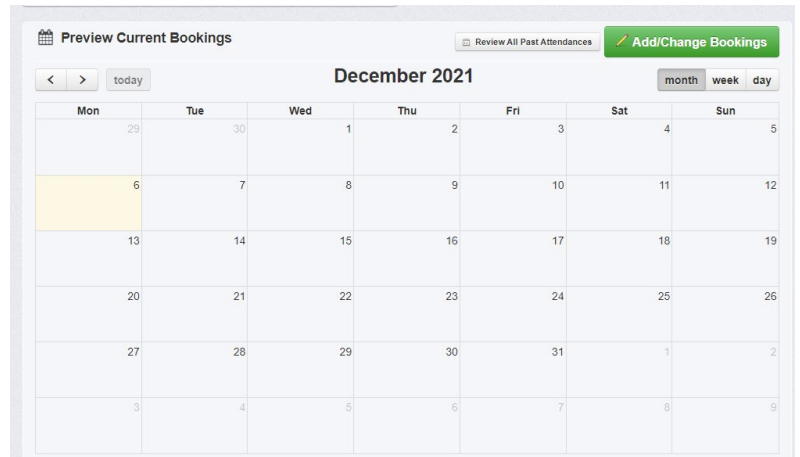
East Adelaide OSHC FullyBooked Booking Procedure



Step 1: When you log onto your FullyBooked account you should see a calendar that looks like this →

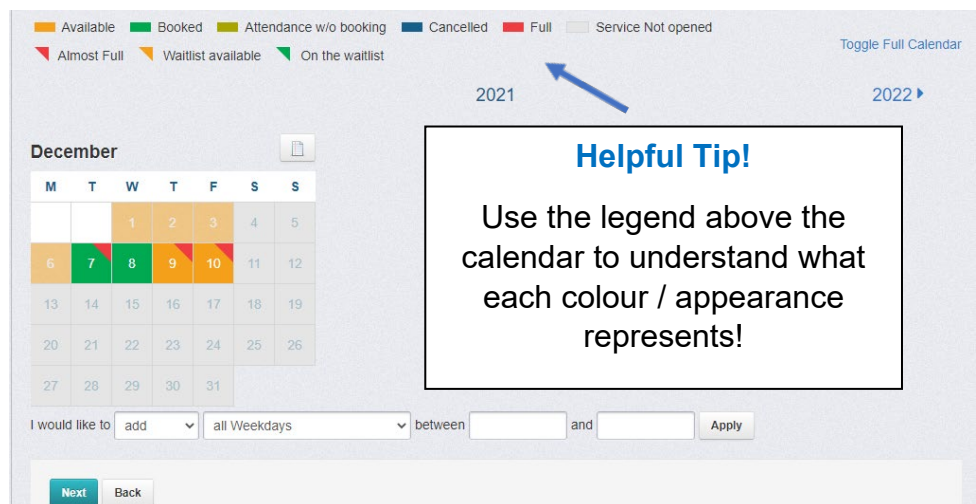
Step 2: Click 'Add/change booking'

Step 3: Click 'please select a care type' to choose which session you require.



Step 4: Click which days you require a booking until the square tiles change from orange to green

Step 5: Click 'Next' in the bottom left

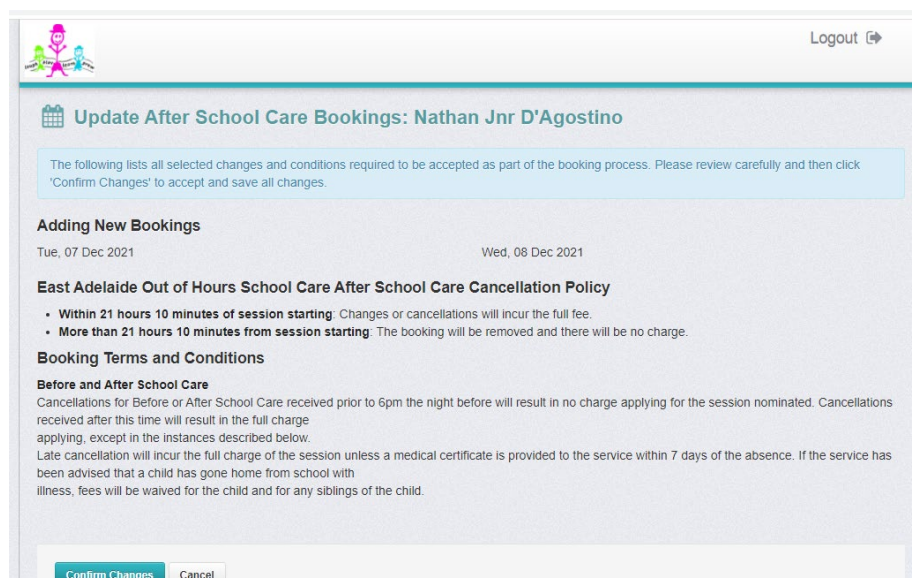


Step 6: Read your booking summary carefully before you click 'confirm changes'.

NOTE:

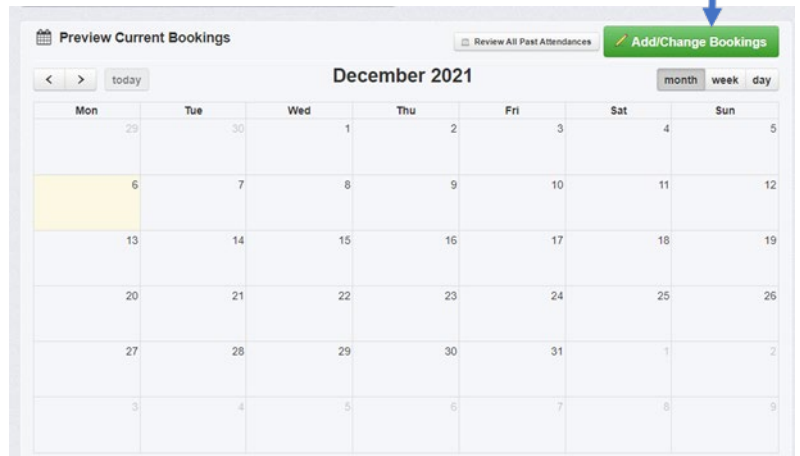
Please make your bookings BEFORE 6pm the night before the session.

Cancellations after this time will incur a full fee charge.



Vacation Care Bookings!

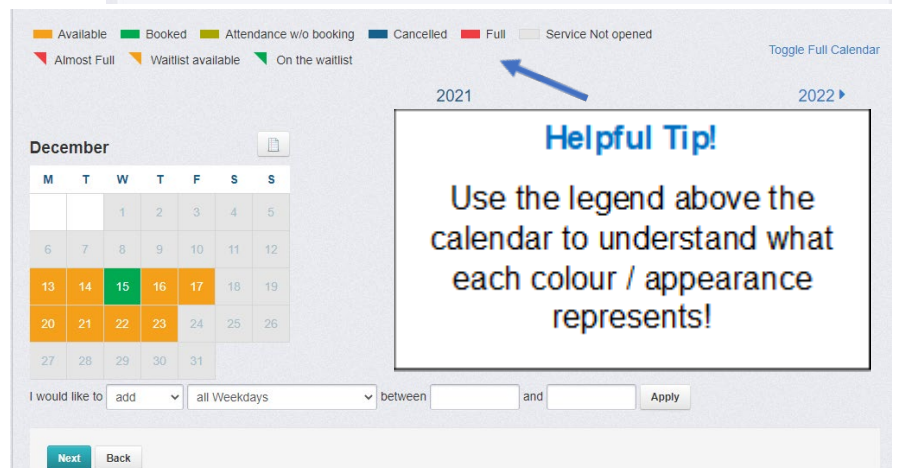
Step 1: When you log onto your FullyBooked account you should see a calendar that looks like this →



Step 2: Click 'Add/change booking'

Step 3: Click 'please select a care type' to choose which session you require.

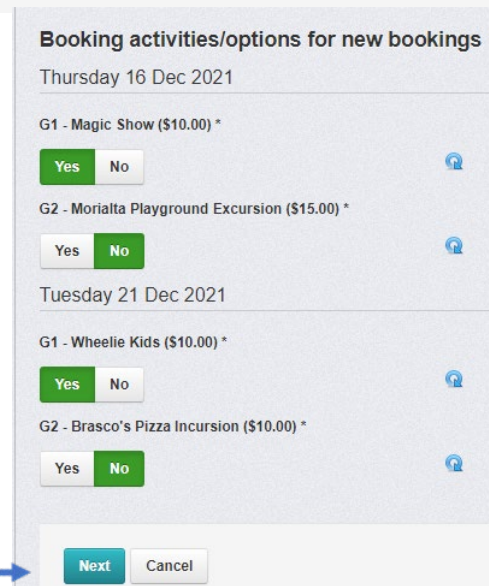
Step 4: Click which days you require a booking until the square tiles change from orange to green



Step 5: Select 'yes' for the activity your child is eligible for and select 'no' for the other activity on the same day.

Step 6: Click 'next' in the bottom left

Step 7: Read your booking summary carefully before you click 'confirm changes'



G1 = Reception – Year 2
G2 = Year 3 – Year 6

VACATION CARE CANCELLATION POLICY
0 – 2 Days till booking = Full fee charge
3 – 7 days till booking = \$10 charge