

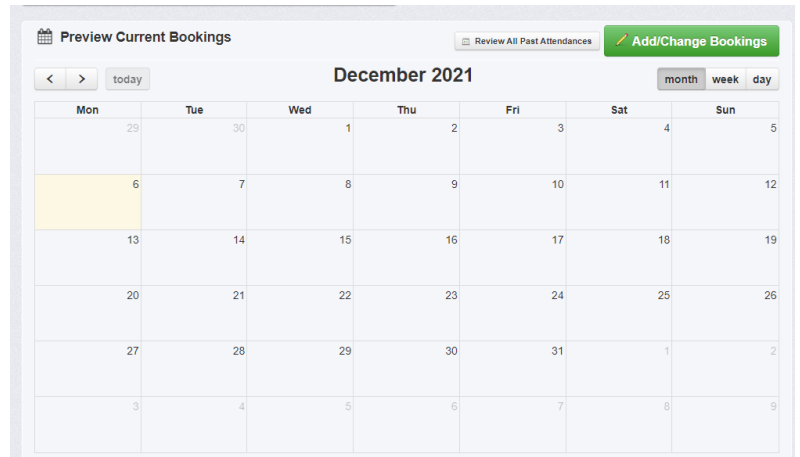
# East Adelaide OSHC FullyBooked Booking Procedure



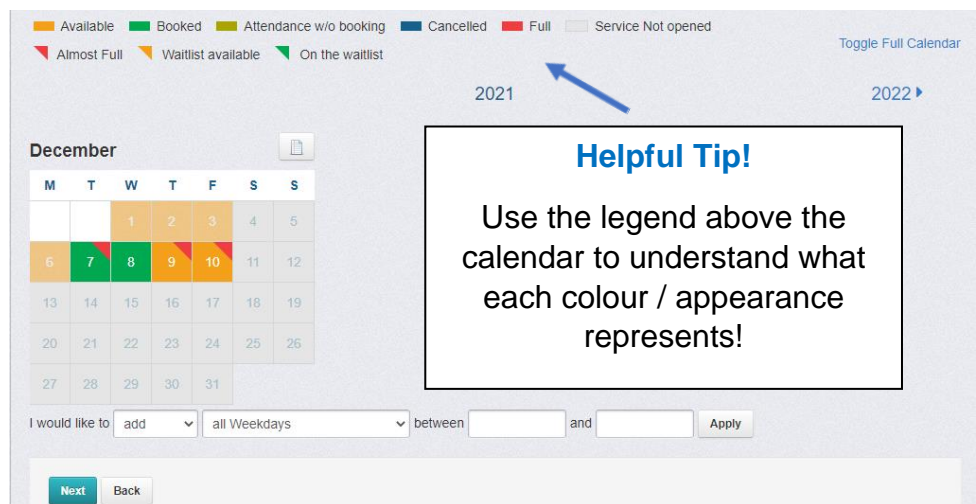
**Step 1:** When you log onto your FullyBooked account you should see a calendar that looks like this →

**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



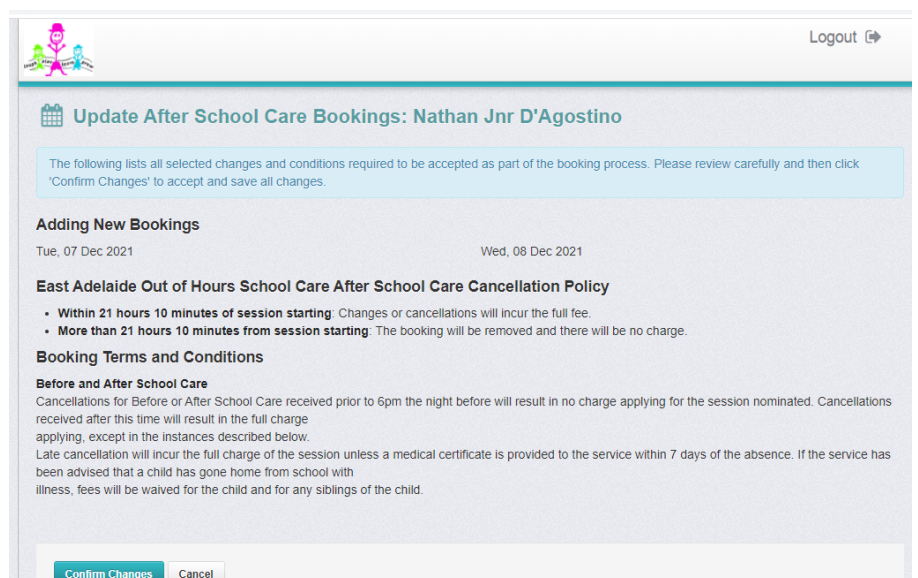
**Step 5:** Click 'Next' in the bottom left →

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

**NOTE:**

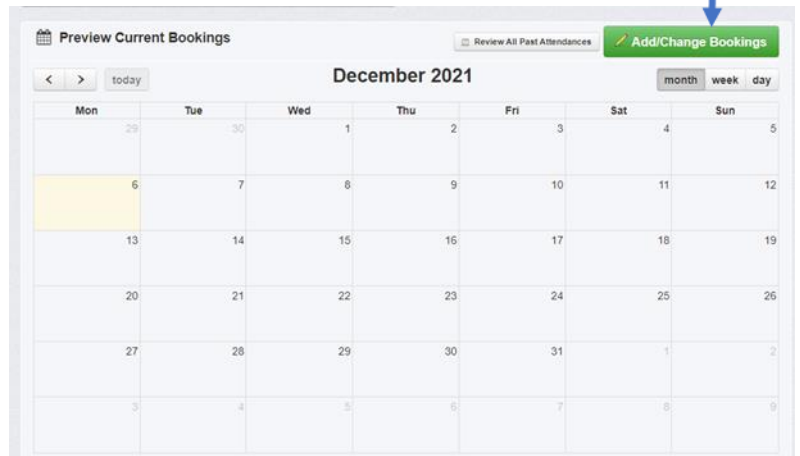
**Please make your bookings BEFORE 6pm the night before the session.**

**Cancellations after this time will incur a full fee charge.**



# Vacation Care Bookings!

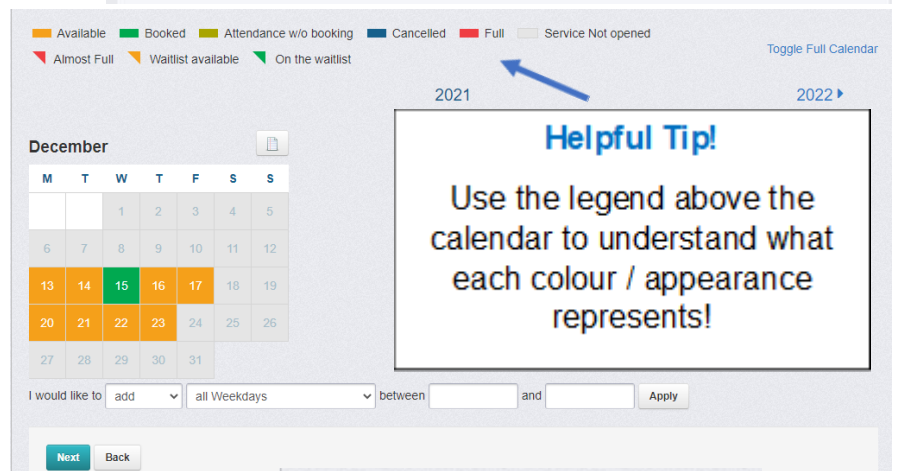
**Step 1:** When you log onto your FullyBooked account you should see a calendar that looks like this →



**Step 2:** Click 'Add/change booking'

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

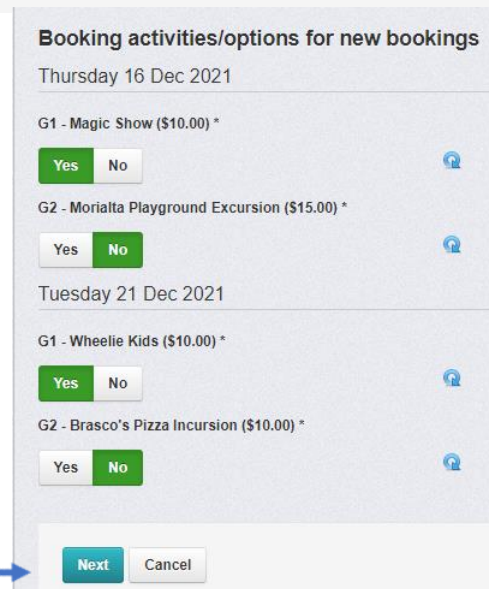
**Step 4:** Click which days you require a booking until the square tiles change from orange to green



**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'



**VACATION CARE CANCELLATION POLICY**

**0 – 2 Days till booking = Full fee charge**

**3 – 7 days till booking = \$10 charge**

**G1 = Reception – Year 2**

**G2 = Year 3 – Year 6**