East Adelaide OSHC FullyBooked

Booking Procedure

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

Step 2: Click 'Add/change booking'

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

Preview Current	t Bookings		G	Review All Past Attendances / Add/Change Book			ings
C > today December				ber 2021			day
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
		1	2	3	4		
6	7	8	9	10	11		1
13	14	15	16	17	18		1
20	21	22	23	24	25		:
27	28	29	30	31			
	4						

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 <u>carefully</u> before you click *'confirm changes'*.

NOTE:

Please make your bookings <u>BEFORE 6pm</u> the night before the session.

Cancellations after this time will incur a full fee charge.

	Logout 🕞
🛗 Update After School Care I	Bookings: Nathan Jnr D'Agostino
The following lists all selected changes and cond 'Confirm Changes' to accept and save all change	itions required to be accepted as part of the booking process. Please review carefully and then click s.
Adding New Bookings	
Tue, 07 Dec 2021	Wed, 08 Dec 2021
East Adelaide Out of Hours School Ca	re After School Care Cancellation Policy
Within 21 hours 10 minutes of session starti More than 21 hours 10 minutes from session	ng: Changes or cancellations will incur the full fee. starting: The booking will be removed and there will be no charge.
Booking Terms and Conditions	
Before and After School Care Cancellations for Before or After School Care received received after this time will result in the full charge applying, except in the instances described below. Late cancellation will incur the full charge of the ses	red prior to 6pm the night before will result in no charge applying for the session nominated. Cancellations sion unless a medical certificate is provided to the service within 7 days of the absence. If the service has
been advised that a child has gone home from scho illness, fees will be waived for the child and for any	of with siblings of the child.
Confirm Changes Cancel	

Vacation Care Bookings!

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

Step 2: Click 'Add/change booking'

< > today		Dece	ember 2021		mont	h week day
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	1
6	7	8	9	10	11	1
13	14	15	16	17	18	1
20	21	22	23	24	25	2
27	28	29	30	31		
	4					

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.

Next Back

Step 6: Click '*next*' in the bottom left

Step 7: Read your booking summary <u>carefully</u> before you click *'confirm changes'*



3 – 7 days till booking = \$10 charge

