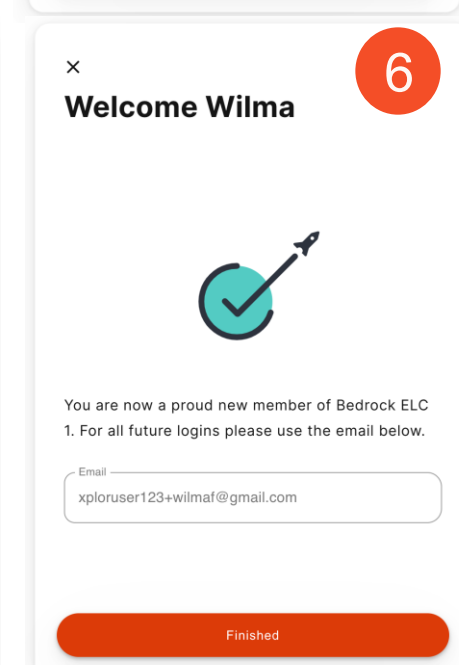
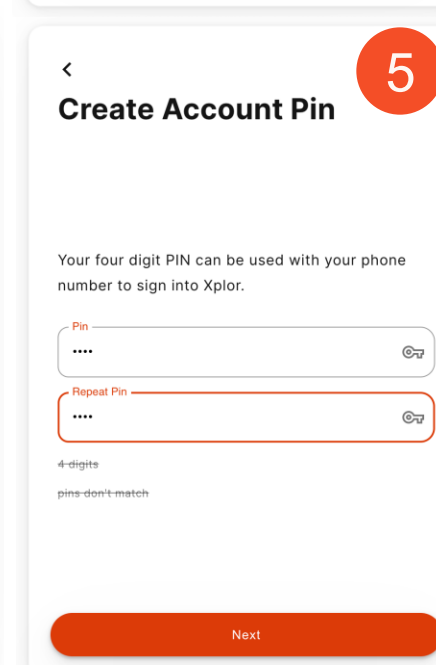
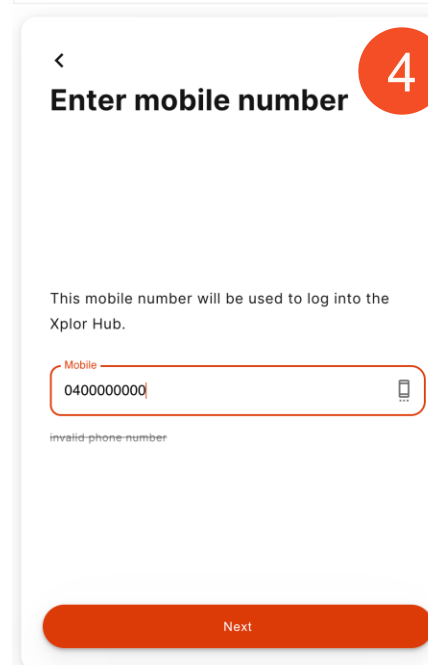
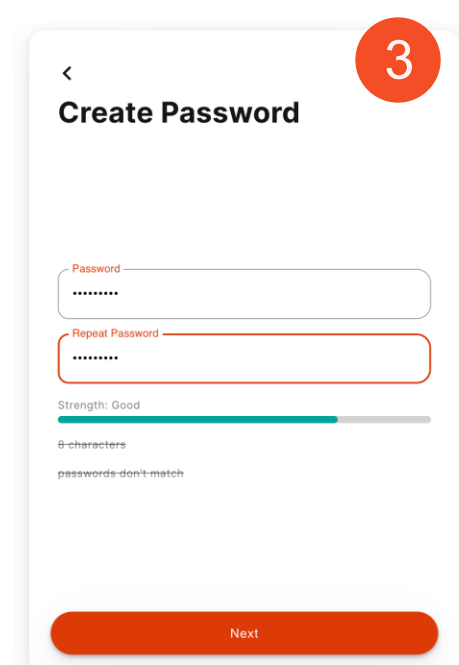
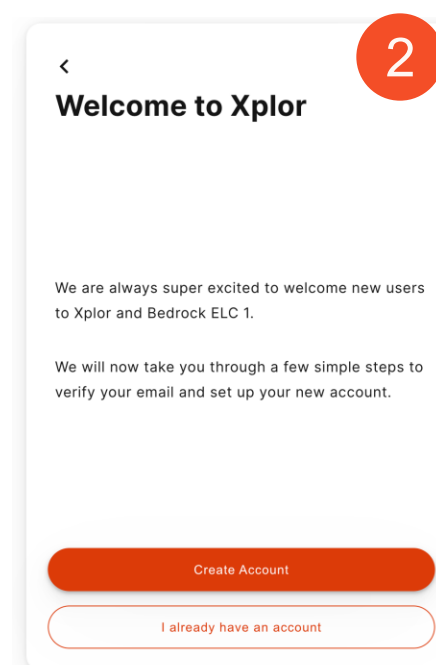
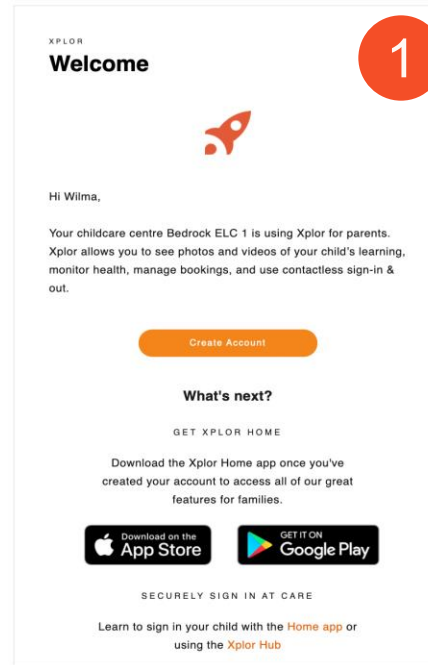


Xplor Home

For Families

Setting up your Xplor account for the first time

- 1 Check for an invitation email in your inbox and select '**Create Account**'.
- 2 Click '**Create Account**'.
- 3 Tap '**Password**'.
- 4 Enter your **mobile number**.
- 5 Enter your **account PIN**.
- 6 **All done!**




Already have an Xplor account?

- 1 Check for an invitation email in your inbox and select '**Link Account**'.
- 2 **All done!**
The system will detect if your email address is currently registered with Xplor and will automatically merge your accounts together.

XPLOR

Welcome



Hi Emily,

Your childcare centre Galaxy Early Learning Centre has requested you link your Xplor account to their centre.



As a reminder, Xplor allows you to see photos and videos of your child's learning, monitor health, manage bookings, and use contactless sign-in & out.

[Link Account](#)

What's next?

GET XPLOR HOME

Download the Xplor Home app once you've created your account to access all of our great features for families.


 Download on the App Store  GET IT ON Google Play

SECURELY SIGN IN AT CARE

Learn to sign in your child with the [Home app](#) or using the [Xplor Hub](#)

×

Welcome Emily



You are now a proud new member of Galaxy Early Learning Centre. For all future logins please use the email below.

Email

[Finished](#)

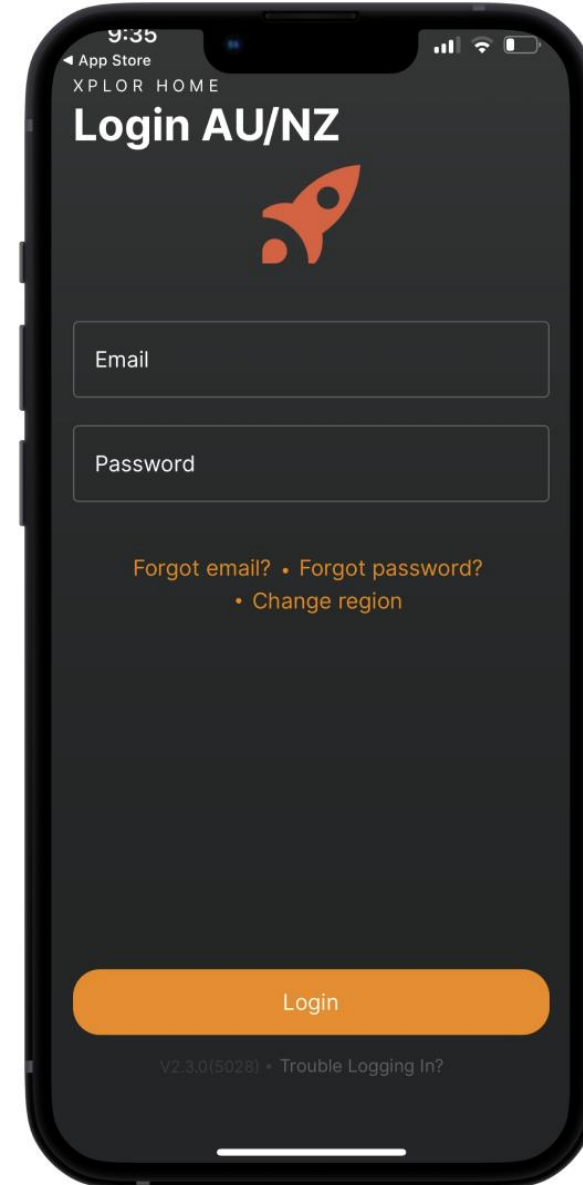
Logging In

Now that you have set up your account with Xplor and your service, you are now ready to log in to either the Home app or the Home web platform!

- 1 **Download the Home App** via the Google Play Store or Apple Store.
- 2 Login using your **Email & Password**.
- 3 All done!

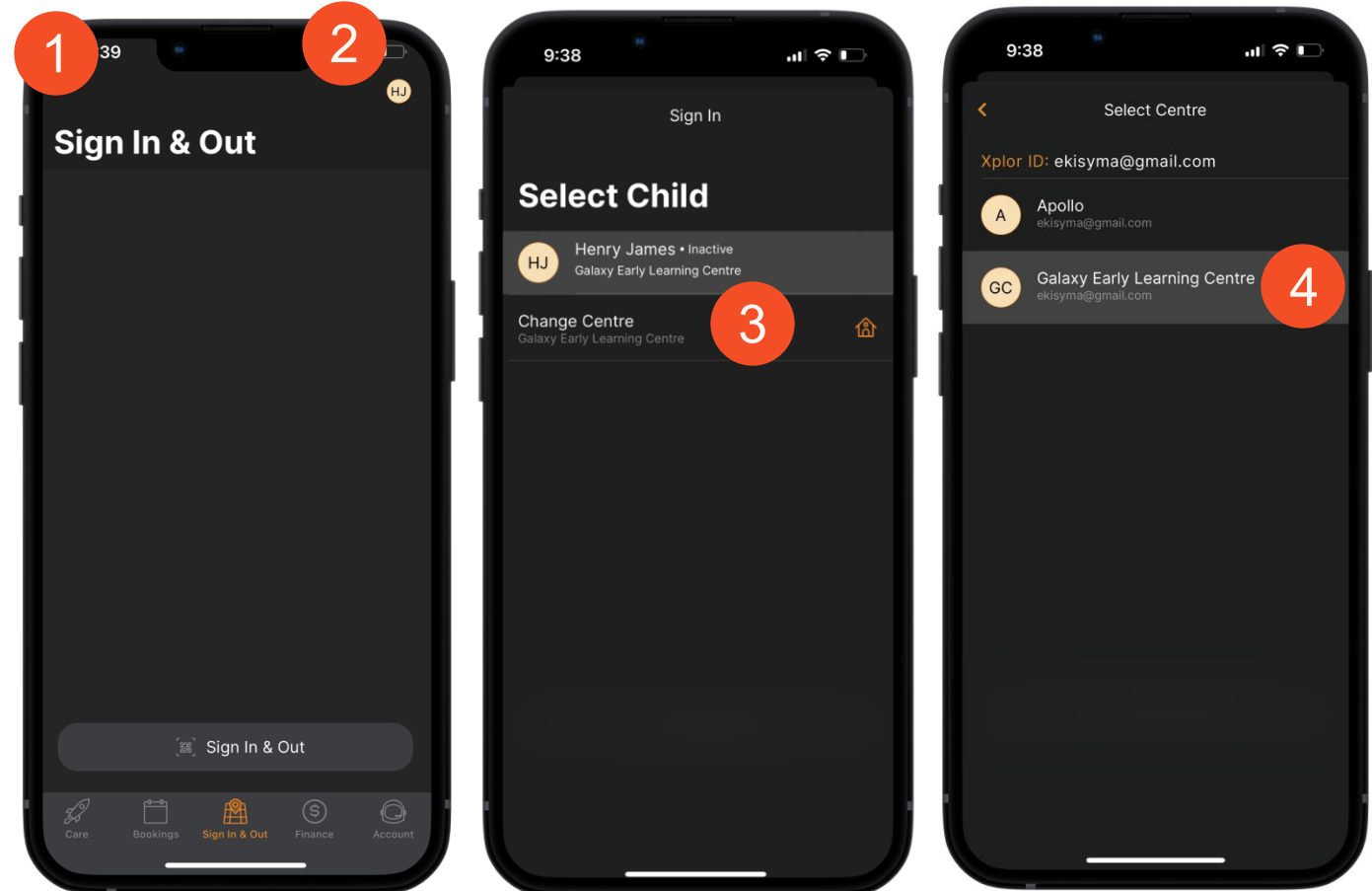
You can also log in any time on the family Home web platform by going to home.myxplor.com.

[See Home app FAQs here](#)



Toggle between different services

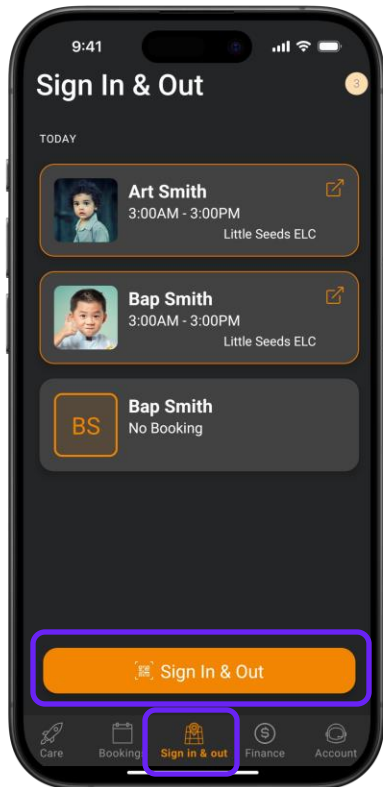
- 1 Open the **Xplor Home** app.
- 2 Click on the circle in the **top right-hand corner**.
- 3 Select '**Change Centre**'.
- 4 Select the **Service** from the list.



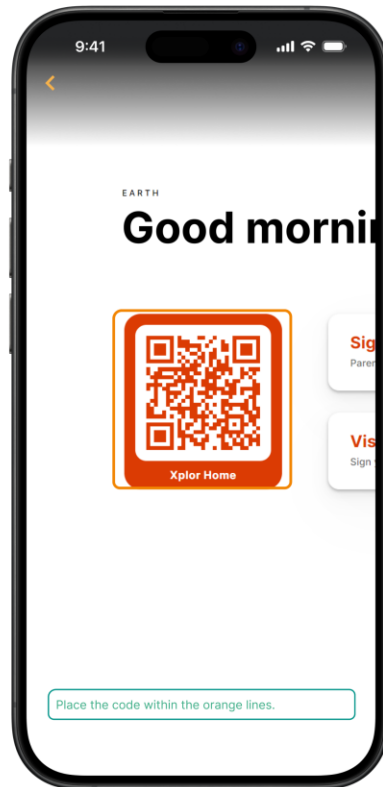
Sign-in Option 1: QR Code

You can sign your child in/out of care through the Home app by using the QR code located on the Hub.

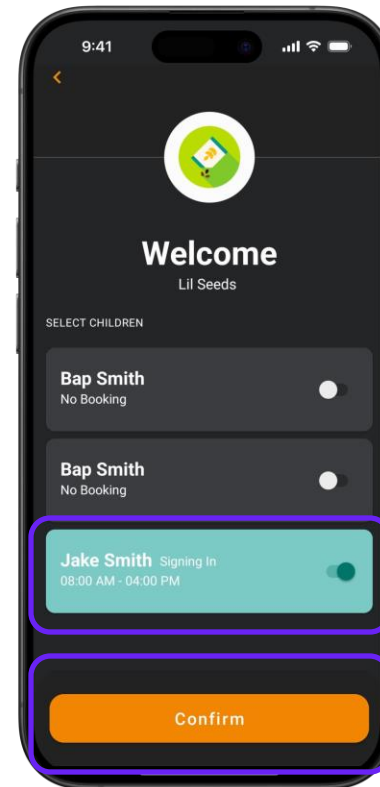
1 Tap the **'Sign in & Out'** tab and the **'Sign In & Out'** button.



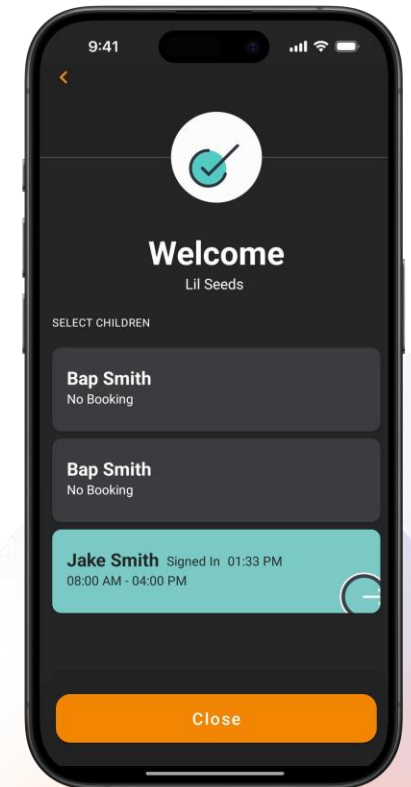
2 Scan the code on the Hub tablet by placing the code within the orange lines.



3 Toggle on the child you'd like to sign in or out and tap **'Confirm'**.



4 All done!



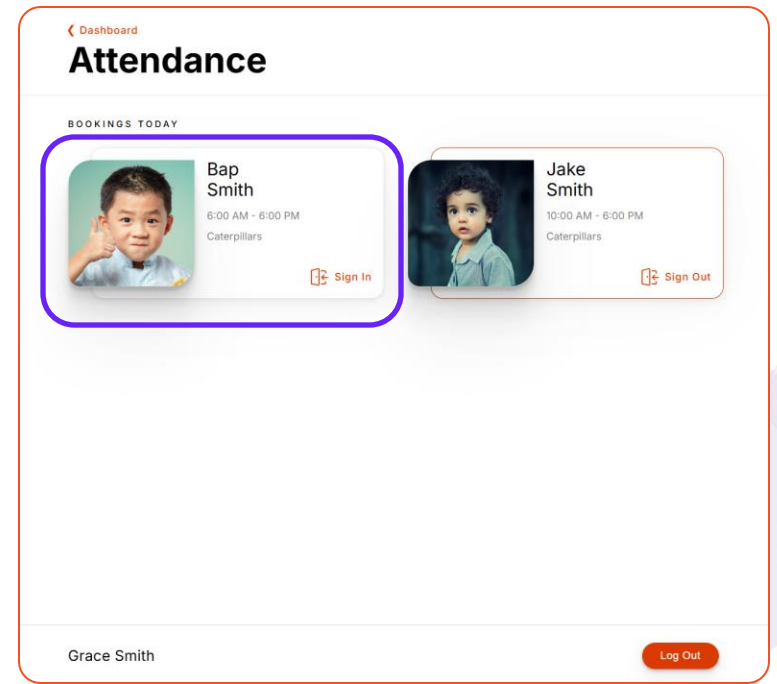
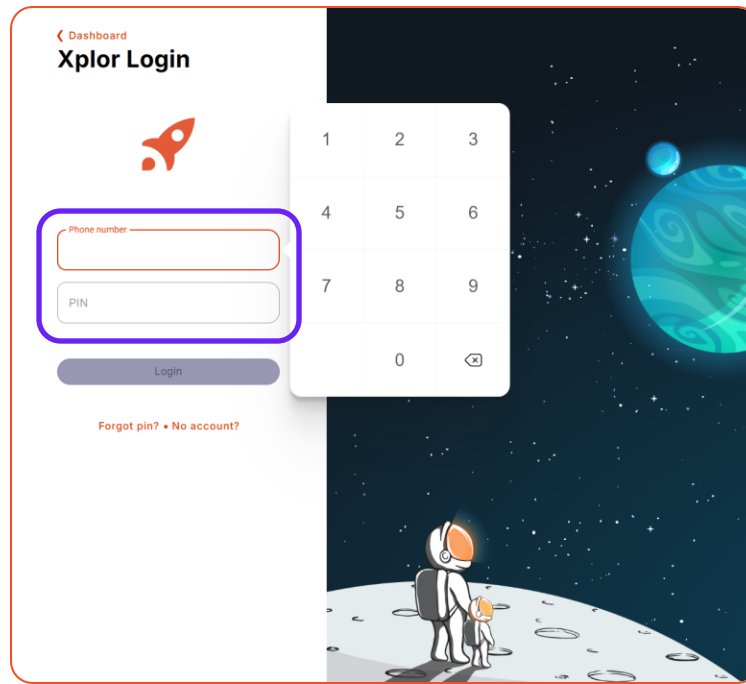
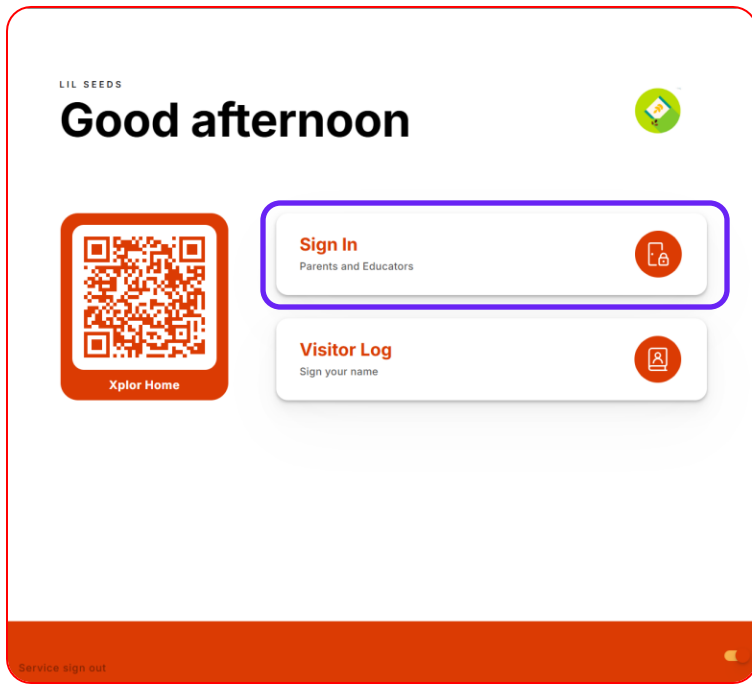
Sign-in Option 2: Mobile and PIN

You can sign your child in/out of care through the centre's Hub tablet .

1 Tap 'Sign In'.

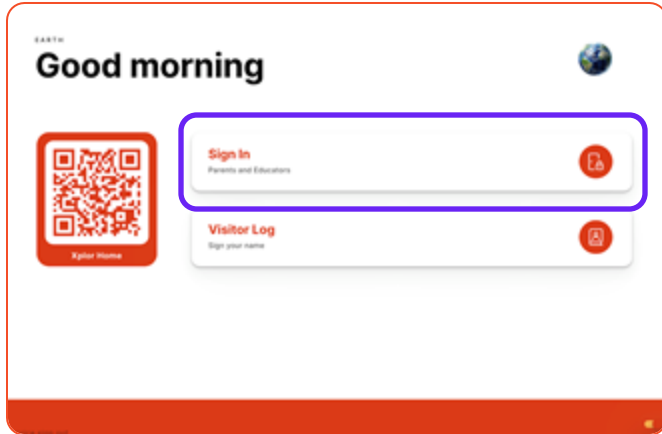
2 Enter your **mobile number** and **PIN**.

3 Tap your child's name to sign them in or out.

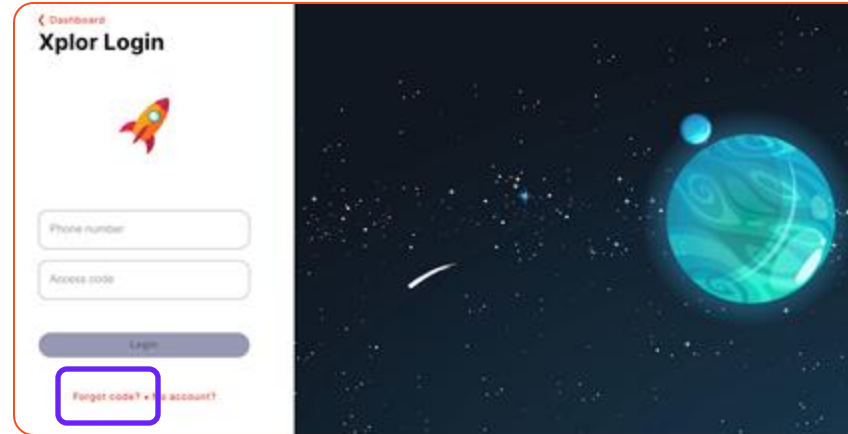


Sign-in Option 3: Email and Password

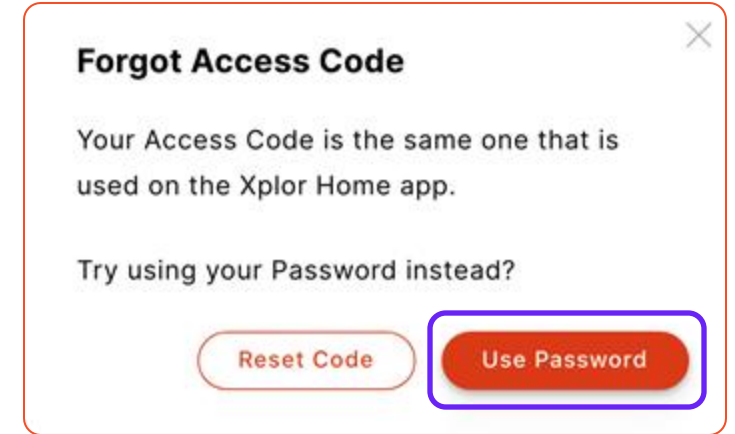
1 Tap '**Sign In**'.



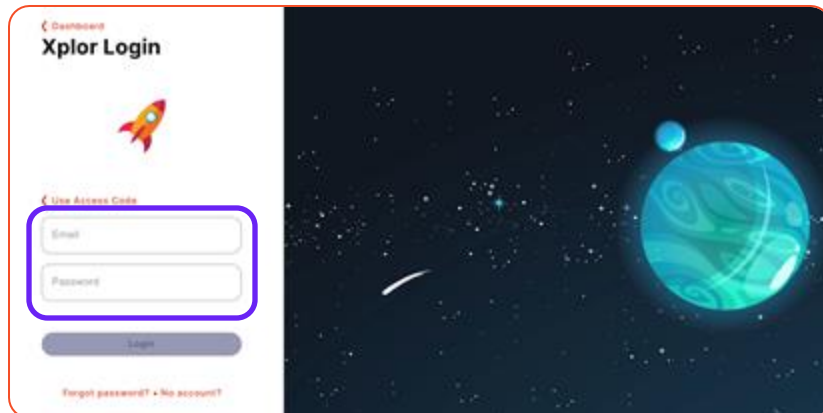
2 Tap '**Forgot Code?**'



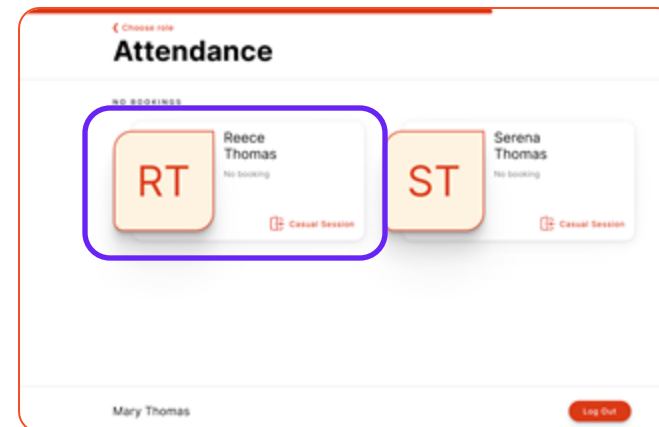
3 Tap '**Use Password**'.



4 Enter your **email and password**.

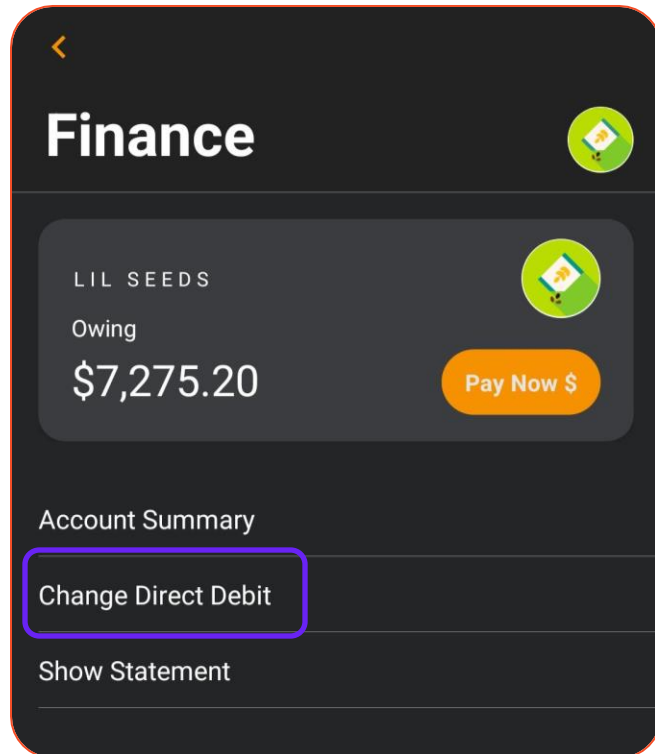


5 Tap your child's name to sign them in or out.

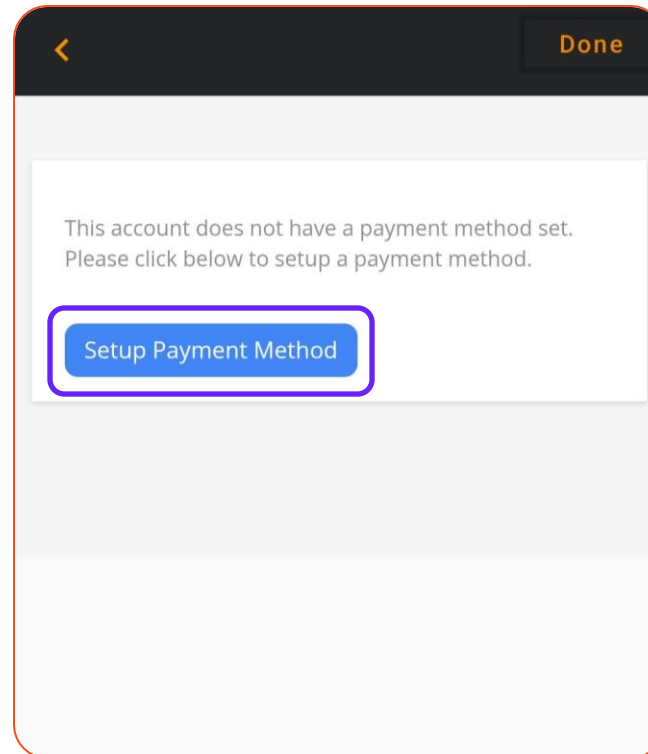


Adding/Checking Direct Debit details through the Home app

- 1 In the Home app, navigate to **Finance** > **select the centre** and tap '**Change Direct Debit**'.



- 2 Tap '**Setup Payment Method**' and follow the prompts.

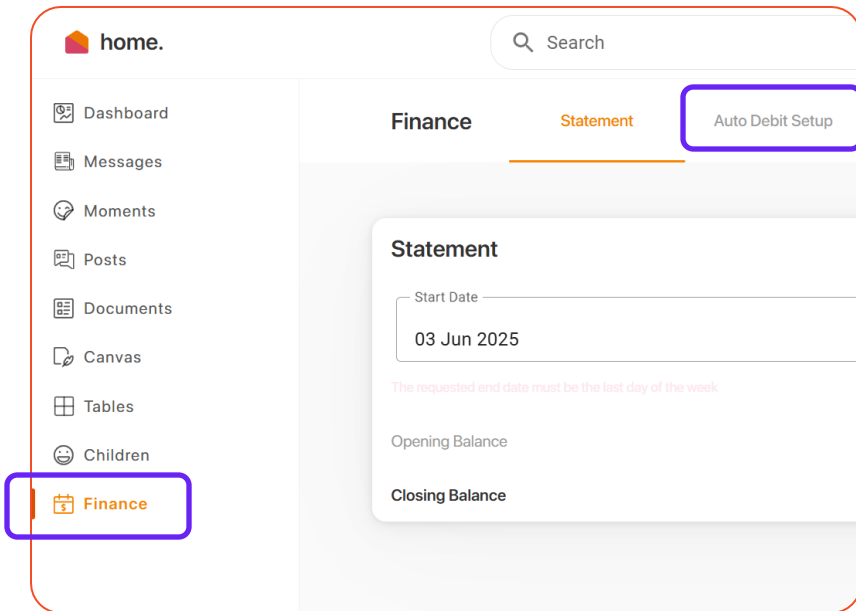


- 3 Enter your details and select '**Confirm**'.

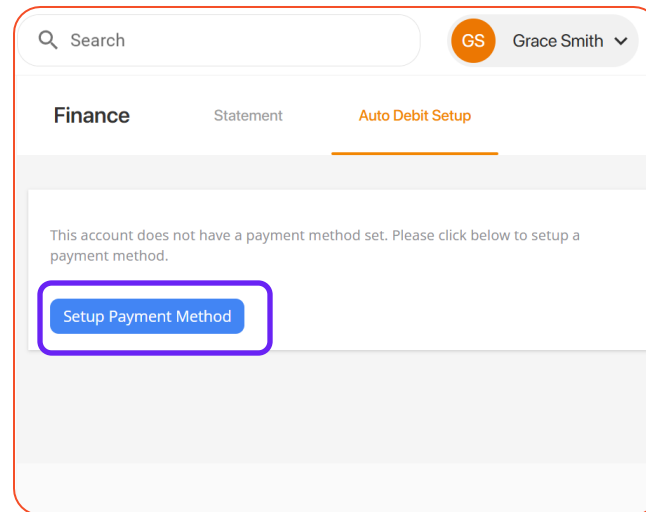
The screenshot shows the 'Save Payment Details' screen. At the top, there's a back arrow, the 'xplor debit success' logo, and the text 'Save Payment Details'. Below this, there are two tabs: 'Credit Card' (selected) and 'Bank Account'. The form includes fields for 'Name on card', 'Card number', and 'Valid To' (with MM and YYYY dropdowns). A checkbox is present with the text: 'By clicking 'confirm' and checking this box, I/we authorise Debitsuccess Pty Limited (Debitsuccess), contracted by and acting on behalf of the business to collect payments due by me/us pursuant to my/our agreement with the business for goods/services, to process payments from my specified Credit Card above, and I/we acknowledge that Debitsuccess will appear as the merchant on my credit card statement. I/We authorise Debitsuccess to vary the amount of the payments upon instructions from the business and where such instructions from the business are received by Debitsuccess, I/we do not require Debitsuccess to notify me/us of such variations to the payment amount.' At the bottom, there is a 'Confirm' button highlighted with a purple box.

Adding/Checking Direct Debit details through the Home web platform

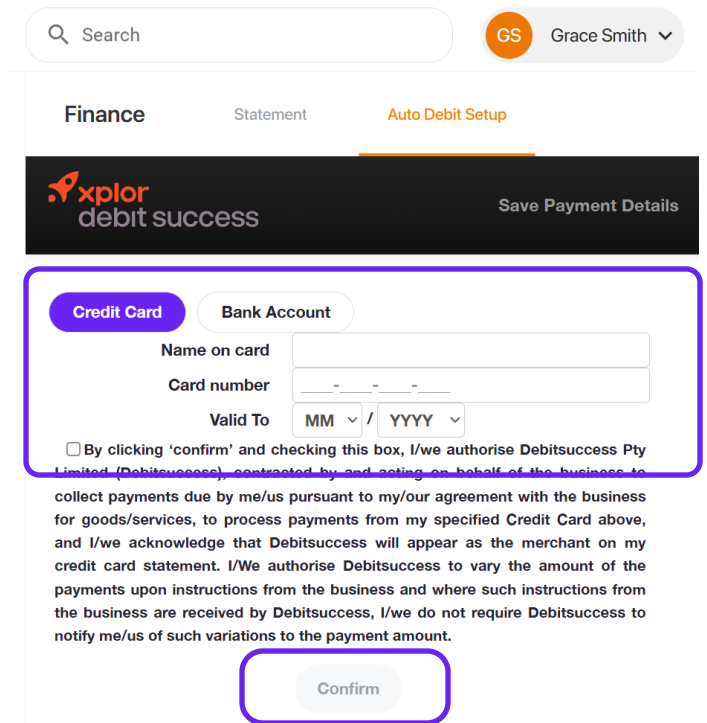
1 Log in to home.myxplor.com then click 'Finance' and 'Auto Debit Setup'.



2 Click 'Setup Payment Method'.



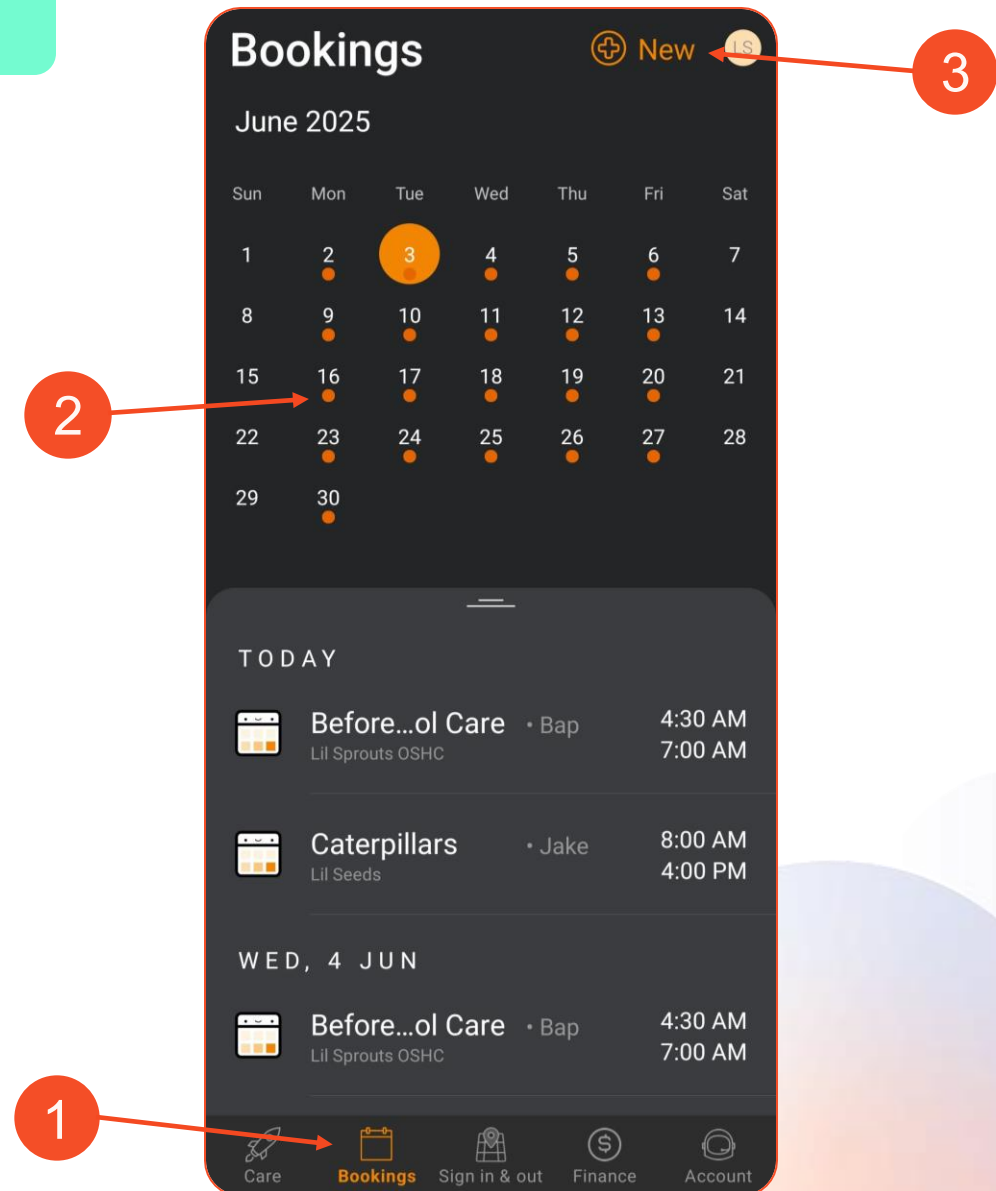
3 Enter your details and select 'Confirm'.



Managing your child's bookings in the Home app

- 1 Select the **Bookings** option in your **Home app**.
- 2 Any future bookings will be indicated by an **orange circle** in the calendar. You can tap on those dates to view more details about the booking.
- 3 Tap the '+ **New**' icon in the top right-corner to request additional bookings/absences.

Note: You may not see future bookings until after your service's Go-Live date.



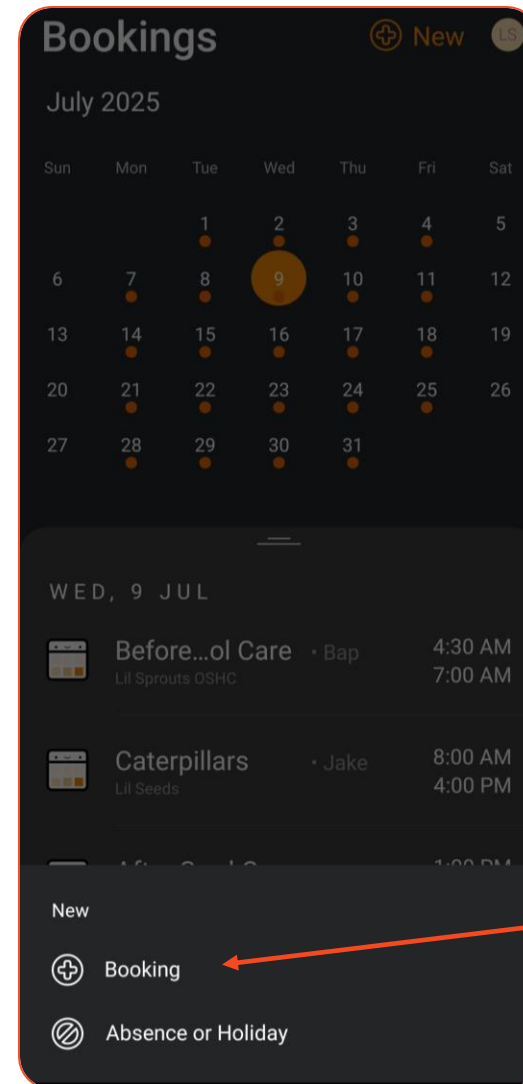
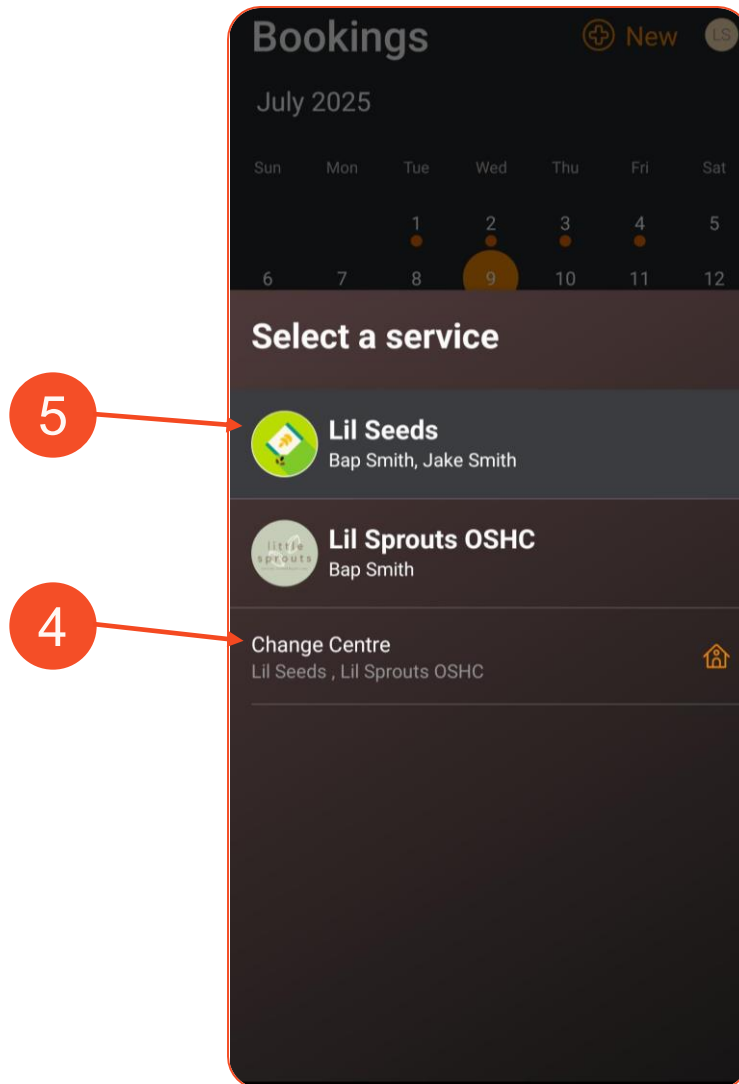
Managing your child's bookings in the Home app

Continued

4 Tap '**Change Centre**' to select another centre.

5 Tap a service name to select it.

6 Tap '**Booking**'.



Managing your child's bookings in the Home app

Continued

- 7 **Who:** Select the child the request is being placed for.
- 8 **Where:** Select the session type.
- 9 **What:** Select **Casual** or **Recurring** booking.

Casual—These are one-off or ad-hoc bookings for specific day(s).

Recurring—These are regular, repeating bookings made for the same days and times each week.
- 10 **When:** Select day(s).
- 11 Tap **Review**.
- 12 You will be able to apply a promo code, if applicable, on this screen. Be sure to click **'Apply'** to ensure the discount is applied to this booking charge. Select **'Confirm'**.

New Booking

Who
Bap Smith
Lil Seeds

Where
Caterpillars • Caterpillars
4:00am - 4:00pm
\$167.50

What
Casual
① Select specific booking dates

Recurring
① Customise a repeated booking pattern

When
1 date selected

Review

Review Request

Your booking

CHILD Bap Smith
Lil Seeds

ROOM Caterpillars

SESSION Caterpillars
4:00am - 4:00pm
\$167.50

DATE(S) Tue, 10 Jun 25

Price details

\$167.50 x 1 Session \$167.50

TOTAL \$167.50

Promo code

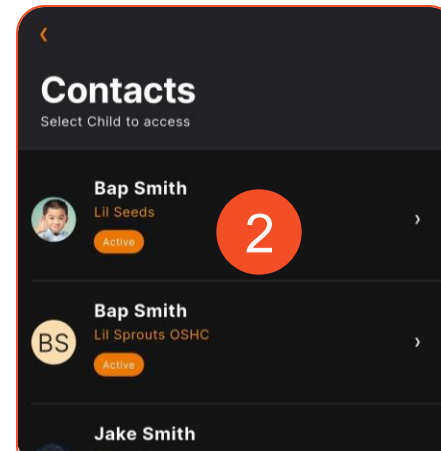
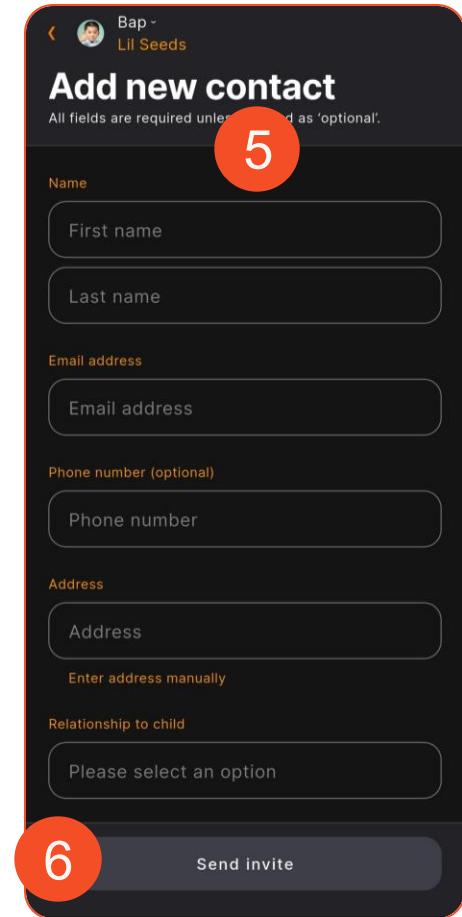
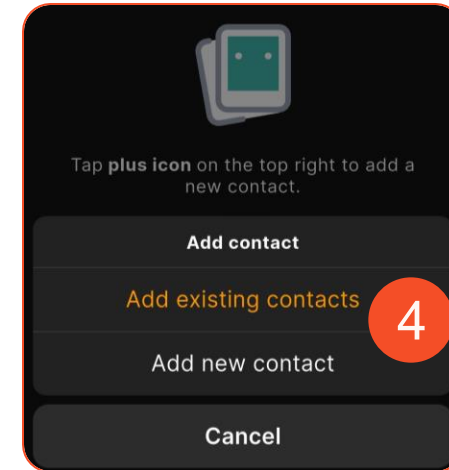
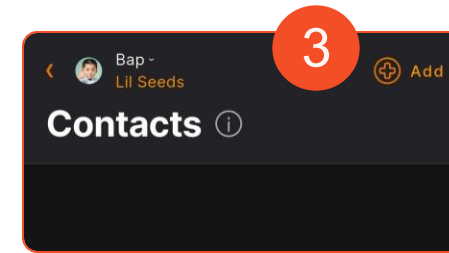
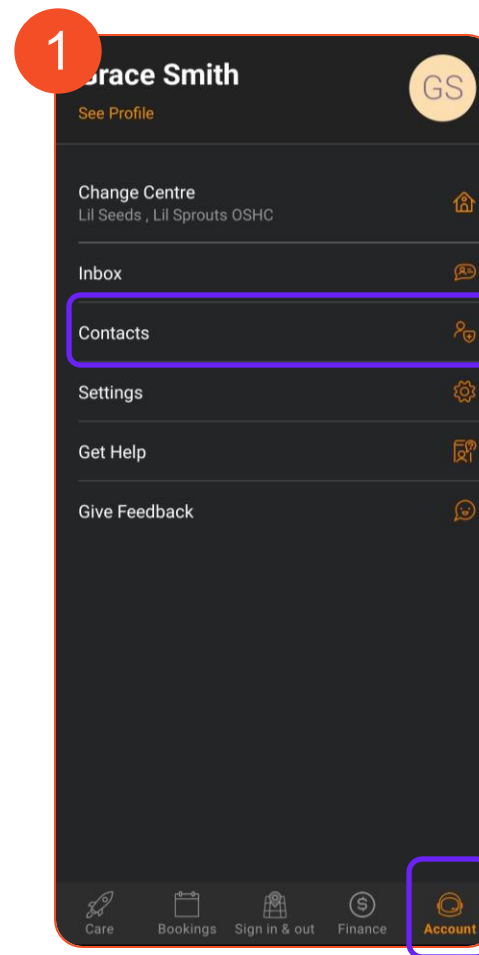
Apply promo code Apply

Confirm

Invite family and/or friends to pick up and drop off your child

How to invite a **Contact** via the Home app for collection

- 1 As the **Primary Carer**, navigate to **Account** then select '**Contacts**'.
- 2 Select the child you want to add a contact to.
- 3 Tap '**+ADD**' in the top right-hand corner of the screen.
- 4 Select either '**Add Existing Contact**' or '**Add New Contact**'.
- 5 Fill in the **Contact details**
- 6 Once completed, select '**Send Invite**'.



Invite family and/or friends to pick up and drop off your child

Continued

Contact Account Creation Steps

- 1 The **Contact** will receive a Welcome email to create **password and PIN** once you have sent an invite.
- 2 The **Contact** must press '**Accept Invite**' and follow the steps to create their account.

Contact sign-in options

Option 1: Use mobile number and PIN

Option 2: Email and password

Note: Contacts do not have access to the Home app.

