

Registering your Interest at CatholicCare Children's Services

Step 1 - Register for My Family Lounge

- To register an account locate the My Family Lounge login screen on CatholicCare Children's website - www.catholiccaretas.org.au
- Click on "**Services**" at the top of the page and select **Childcare Services**
- Select the service you require
- Scroll down the page until you see the log in box on the right-hand side of the screen
- Enter your email address and press the **Register** button



The image shows the 'Parent Sign-In' section of the CatholicCare Children's website. It features the 'my FAMILY Lounge' logo at the top. Below the logo are two input fields: 'Email' and 'Password'. At the bottom of the sign-in section are two buttons: 'Sign-In' and 'Register'. The 'Register' button is highlighted with a red rectangular border.

- Enter your Given name and Surname. Enter and confirm your email address
- Press **Register**

Register

Given Name*

Josie

Surname*

White

Email*

josie.white@mailinator.com

Confirm Email*

josie.white@mailinator.com

Register

Cancel

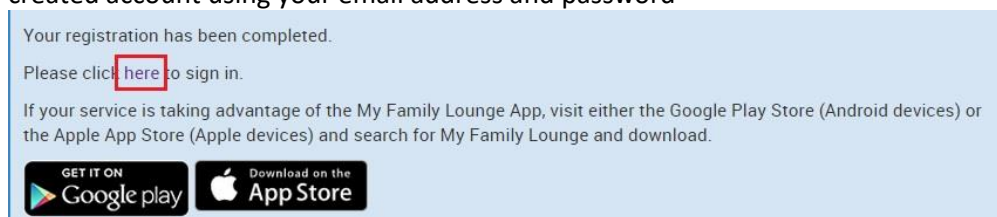
- You will receive a Complete Registration email. Click on the blue **Complete Registration** button



- To complete the registration process create and confirm a password
- Accept the Terms and Conditions when ready then press **Complete Registration**

The screenshot shows a 'Complete Registration' form. It has a title 'Complete Registration' at the top. Below the title, there are two password fields: 'Password*' and 'Confirm Password*'. Below the first password field, there is a note: 'At least eight characters long, including an appropriate mix of upper- and lower-case letters, numbers and symbols.' Below the second password field, there is a 'Terms and Conditions' section with a checkbox and the text: 'I understand that my use of this service is governed by the Terms and Conditions.' At the bottom, there is a purple button labeled 'Complete Registration' which is highlighted with a red rectangle.

- You have now completed your registration. Click on the **Click Here** option to log into your newly created account using your email address and password



Step 2 - Entering your details

- Complete your details by entering your relationship to the child, at least 1 phone number and address details – there can be no spaces in phone numbers and you must add the area code
- Tick **Yes** to create a user account

Press **Save & Next**

Step 2. EDIT CONTACT

| | | | |
|--|----------------------------|--------------------------------------|--------------------------|
| Special Contact | Primary Contact ▼ | Relation * | Mother ▼ |
| First Name * | Josie | Last Name * | White |
| Email * | josie.white@mailinator.com | | |
| Confirm Email * | josie.white@mailinator.com | | |
| You must provide at least 1 contact phone number * | | | |
| Mobile No. | 0404123456 | Home No. | |
| Work No. | | Building | |
| Street Address * | 1 Camellia Cres | Suburb * | Brisbane |
| State * | QLD | Postcode * | 4500 |
| CRN ? | | DOB | |
| Would you like a user set up for this contact? ? | | <input checked="" type="radio"/> Yes | <input type="radio"/> No |

ADD ANOTHER CONTACT

SAVE & NEXT

CANCEL

Step 3 - Add Child Details


- Tick the box at the top of screen if your child is unborn
- Otherwise enter the child details as prompted
- If you wish to advise the centre of something not included in this form, enter this in the Additional Information box
- Press **Make Permanent Booking**

STEP 3. ADD CHILD DETAILS

Please provide us with the child's details.

☐ Tick the box if the child is unborn

First Name Last Name

DOB  Gender

Do you have a Customer Reference Number (CRN) issued by the Government relating to you being registered for child care benefits for this child? ☐ Yes ☒ No

I acknowledge that I have no CRN to provide in this form and as a result will not have CCB and other Government payments made to my account to reduce my out of pocket expenses.

Does your child have any special considerations we need to take into account for their enrolment? ☐ Yes ☒ No

Does your child have a diagnosed disability? ☐ Yes ☒ No

Additional Information

Authorisations

| Contact Name | Collection | Emergency | Excursion | Medical |
|-----------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Campbell, Trudy | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

ADD PRIORITY OF ACCESS

Please select:

I would like to request permanent bookings for my child/ren.

I only want to register for casual booking at this time.

I would like to finish registration without saving information which I just entered.

MAKE PERMANENT BOOKING

FINISH REGISTRATION

CANCEL

Step 4 - Add Waitlist details

- You are now viewing your My Family Lounge account
- To add your child to the waiting list go to Booking Requests and click on **New Request**

BOOKING REQUESTS

Requests for new bookings or to change current permanent bookings are displayed here. These requests are yet to be approved.

[New Request](#)

No records found

- Select the centre **type** and centre **name/s**
- Enter your preferred **start date** and number of **days** you wish your child to attend
- Tick your **preferred days**
- Tick any days that do not suit you (this is not mandatory)

Enter any comments if required and press **Save**

ADD WAITLIST DETAILS

Select which child/children you are requesting days for *

☒ Jason

Step 1. Please select the service type you require: *

| | | | | |
|--|---|--|--|--|
| <input checked="" type="checkbox"/> Long Day Care/ Kindergarten/ Preschool | <input type="checkbox"/> Before School Care <input type="checkbox"/> After School Care | <input type="checkbox"/> Vacation Care | <input type="checkbox"/> Occasional Care | <input type="checkbox"/> Registered Care |
|--|---|--|--|--|

Step 2. Please select centres from the dropdown that match your service type selection: *

Amelia's Bug-A-Lugs Centre ▼

Selected Service(s): Amelia's Bug-A-Lugs Centre

Step 3. Please specify days for your child:

Preferred start date * 18-01-2016  No. of Days * 2 ▼ Will you accept less days? Y ☒ N ☐

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|--------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| Preferred days * | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Days that do not suit me | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Step 4. Please enter any comments on flexibility:

APPLICATION DATE 21-09-2015

[SAVE](#)

[CANCEL](#)

Your request will come through to our waitlist, once we have reviewed our availability we will send an offer of care. You will be notified via email of this, however this is not confirmation and you must log into your account to **ACCEPT** and **CONFIRM** the booking, although you will be prompted to complete the enrolment form first.