

## How to register for the Waitlist

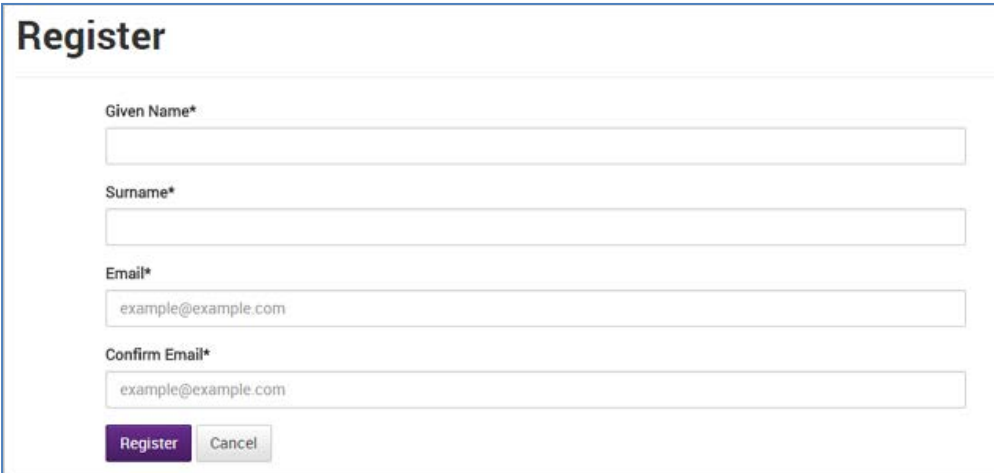
Thank you for considering us! For all new families registering for Anglicare at Southern Cross Early Childhood School's Waitlist, please use the six (6) outlined steps below.

- 1) To register for the My Family Lounge service, enter the portal from our website <https://www.anglicare.com.au/services/early-learning/> choosing which centre you wish to apply for. Your email becomes your User Name and will be the main contact for all enrolment communications. .



The screenshot shows the 'my FAMILY Lounge' logo at the top left. Below it is the heading 'Parent Sign-In'. There are two input fields: 'Email' and 'Password'. At the bottom, there are two buttons: 'Sign-In' and 'Register'.

- 2) Once you Register you will move on to an introductory welcome screen to collect basic information and to create your families' individual account.



The screenshot shows the 'Register' page with the following fields and buttons:

- Given Name\* (empty text box)
- Surname\* (empty text box)
- Email\* (text box containing 'example@example.com')
- Confirm Email\* (text box containing 'example@example.com')
- Register (purple button)
- Cancel (grey button)

- 3) Upon pressing **Register** this Welcome screen will be sent to your email address and request you to '**Complete Registration**'



**my FAMILY Lounge**

## Complete Registration

Hi Daisy,

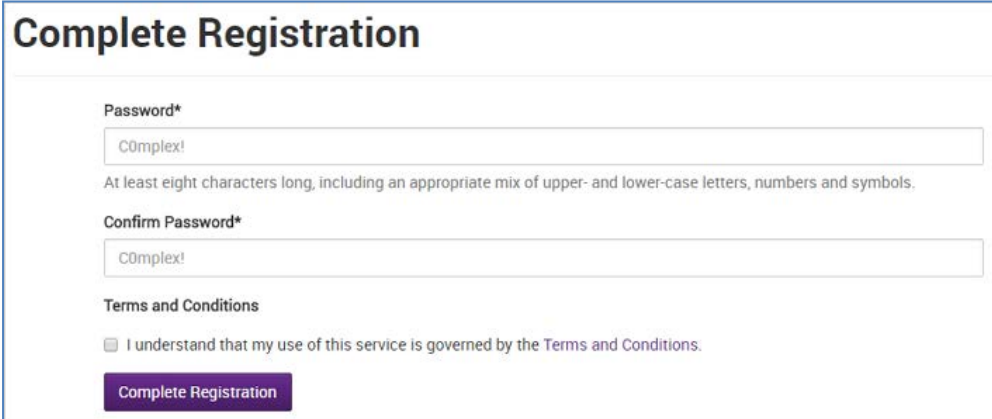
You have been registered to use the My Family Lounge service.

My Family Lounge is Australia's leading service subscribed to by child care services around Australia used to provide online child portfolios and enrolment management in a secure environment.

To complete the registration process, click on the button below to set a password and to start using My Family Lounge:

[Complete Registration](#)

- 4) This step simply involves you creating a unique **Password** for your My Family Lounge account



## Complete Registration

**Password\***

At least eight characters long, including an appropriate mix of upper- and lower-case letters, numbers and symbols.

**Confirm Password\***

**Terms and Conditions**

I understand that my use of this service is governed by the Terms and Conditions.

[Complete Registration](#)

- 5) You may now sign in to your My Family Lounge account using your User email address and password. Once signed in, the program will ask you to complete some basic details about yourself and then your child's details. Here you can add multiple children if required:

### ADD MAIN CONTACT

Please enter contact's details in the following form.

|                 |                                   |             |                                     |
|-----------------|-----------------------------------|-------------|-------------------------------------|
| Special Contact | <input type="text" value="None"/> | Relation *  | <input type="text" value="Select"/> |
| First Name *    | <input type="text"/>              | Last Name * | <input type="text"/>                |
| Email           | <input type="text"/>              |             |                                     |
| Confirm Email   | <input type="text"/>              |             |                                     |

You must provide at least 1 contact phone number \*

|                |                      |          |                      |
|----------------|----------------------|----------|----------------------|
| Mobile No.     | <input type="text"/> | Home No. | <input type="text"/> |
| Work No.       | <input type="text"/> | Building | <input type="text"/> |
| Street Address | <input type="text"/> | Suburb   | <input type="text"/> |
| State          | <input type="text"/> | Postcode | <input type="text"/> |

### ADD CHILD DETAILS

Please provide us with the child's details.

Tick the box if the child is unborn

|            |                               |           |                                     |
|------------|-------------------------------|-----------|-------------------------------------|
| First Name | <input type="text"/>          | Last Name | <input type="text"/>                |
| DOB        | <input type="text" value=""/> | Gender    | <input type="text" value="Select"/> |

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

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 Please provide any information you feel the service should know about the child. eg, allergies, languages, additional needs etc.

#### Authorisations

| Contact Name   | Collection               | Emergency                | Excursion                | Medical                  |
|----------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Okeefe, Joshua | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| okeefe, lisa   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| test, test     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6) Next, to make a waitlist request please press **Make Permanent Booking**

Now you can select the **care type** you require (LDC, BSC, ASC) and **centre name**, when you would like **care to begin** and how many **days** care you are looking for.

**Please note although we offer Alternate Wednesdays for our Integrated Preschool class, there is no option on this system. When requesting these please tick Wednesdays and make a note in the comments for our Administrator to manually override**

### ADD WAITLIST DETAILS

Select which child/children you are requesting days for \*

Jane

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

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

**Step 2.** Please click the button below to select the services you wish to submit a booking request to: \*

Selected Service(s): None selected.

**Step 3.** Please specify days for your child:

Preferred start date \*   No. of Days \*  Will you accept less days?  Y  N  O

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

**Step 4.** Please enter any comments on flexibility:

APPLICATION DATE 09-05-2017

7) Upon pressing **Save & Finish** the child will appear on the centre's waitlist

**Please note that Anglicare's Policy requires families to update their waitlist either by email or phone every six (6) months to indicate care is still required.**

**If you wish to be removed from the waitlist please delete or contact the Centres Administration and they can remove the entry.**