

WEB Portal - Managing Casual Bookings

This article will assist you with managing Casual bookings via the WEB Portal for Guardians & Carers.

Overview

Casual booking can be added via either the WEB Portal for Guardians & Carers

Depending on the Services settings, Casual bookings will either:

Be approved straight away

Be a request and will need to be approved by the Service

In both circumstances you will receive a notification once the Casual day has been accepted or if it

has been rejected.

Requesting a Casual Day via the WEB Portal

Log into the WEB Portal for Guardians & Carers – please use Google Chrome as it best supports this software.

Select the Family Tab from the left hand menu

The screenshot displays the 'Dashboard' for a guardian named Beth. The left-hand navigation menu includes a 'Families icon' highlighted with a red box and an arrow. The main dashboard area is divided into several sections:

- Header:** 'TUESDAY, 10 AUGUST', 'Hello, Beth', and a welcome message: 'Welcome to our guardian portal. Using our portal, you can manage your child's enrolment details, upload health and immunisation information, manage bookings & attendances, set up direct debit information and much more.'
- Action Required:** Two cards: 'Complete declaration and consents' and 'Complete immunisation details' (Bonnie Barker).
- Booking Notes:** A list of bookings:
 - 21 JUN - 22 JUN: **Excursion** (Swimming pool, bring logs and Gold Coin)
 - 29 APR - 30 APR: **Zoo Excursion** (Hi Everyone)
 - 12 OCT - 14 OCT: **National Book Week** (International Book week, come dressed as your favourite character)
- Calendar:** A calendar for August showing dates 09, 10, 11, 12, 13, 14, 15. A message below states 'No booking(s) found'.
- Quick Keys:** A list of links for various tasks like 'Getting Started', 'How to edit your Families information', 'How to add a Nominee', etc.
- Important Stats:** Cards showing '\$110.00 Outstanding Balance' and 'Next Direct Debit'.

Select the Bookings Tab

The screenshot shows the 'Family Summary' page for 'Bonnie Barker'. The 'Bookings' tab is highlighted in the top navigation bar, indicated by a red arrow. The page is divided into several sections:

- Guardian(s):** Lists family members including Beth Barker (Mother), Bill Barker (Father), and Beverly Barker (Grandmother).
- Child(en):** Lists children, including Bree Barker and Bonnie Barker.
- Nominee(s):** Lists other family members like Betty Baker (Grandmother), Belinda Barker (Aunt), Blanca Barker (Aunt), Ben Barker (Uncle), and Bindl Barker (Aunt).
- E-mail History:** Shows a list of system-generated emails regarding reminders and invoices.
- CWA Agreement:** Displays signed agreements for Bonnie Barker and Beverly Barker.
- Medical Conditions:** Lists conditions such as Anaphylaxis and Asthma with their respective triggers and medication details.
- Payment Account(s):** Shows the current account for Beth Barker.
- Aged Debt:** A table showing the amount due in various brackets.
- Billing Details:** Provides information on the billed party, payment method, and account name.

Select the Green + Add button

The screenshot shows the 'Bookings' page for 'Bonnie Barker'. A red arrow points to a green '+ Add' button in the top right corner. A callout box points to the 'Absent - Child - Beth Barker' status in the first row of the bookings table.

Date	Child	Payment Account	Room	Session	Fee (\$)	Disc (\$)	O. Sub (\$)	Type	Status	Notes
10 Aug 2021	Bonnie Barker	Beth Barker	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	0.00	RW	Approved	Absent - Child - Beth Barker
17 Aug 2021	Bonnie Barker	Beth Barker	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	0.00	RW	Approved	
20 Aug 2021	Bonnie Barker	Beverly Barker	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	0.00	RW	Pending	
24 Aug 2021	Bonnie Barker	Beth Barker	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	0.00	RW	Approved	
27 Aug 2021	Bonnie Barker	Beverly Barker	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	0.00	RW	Pending	
31 Aug 2021	Bonnie Barker	Beth Barker	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	0.00	RW	Approved	
03 Sep 2021	Bonnie Barker	Beverly Barker	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	0.00	RW	Pending	
07 Sep 2021	Bonnie Barker	Beth Barker	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	0.00	RW	Approved	
10 Sep 2021	Bonnie Barker	Beverly Barker	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	0.00	RW	Pending	
14 Sep 2021	Bonnie Barker	Beth Barker	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	0.00	RW	Approved	
17 Sep 2021	Bonnie Barker	Beverly Barker	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	0.00	RW	Pending	
21 Sep 2021	Bonnie Barker	Beth Barker	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	0.00	RW	Approved	
24 Sep 2021	Bonnie Barker	Beverly Barker	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	0.00	RW	Pending	
28 Sep 2021	Bonnie Barker	Beth Barker	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	0.00	RW	Approved	
01 Oct 2021	Bonnie Barker	Beverly Barker	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	0.00	RW	Pending	
05 Oct 2021	Bonnie Barker	Beth Barker	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	0.00	RW	Approved	
08 Oct 2021	Bonnie Barker	Beverly Barker	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	0.00	RW	Pending	
12 Oct 2021	Bonnie Barker	Beth Barker	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	0.00	RW	Approved	
15 Oct 2021	Bonnie Barker	Beverly Barker	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	0.00	RW	Pending	

If you have more than 1 child, select the name of the child for the casual day

Select the Care type

Note: This will default to your Services care type if they only have one.

Select the CCSS Arrangement type - CWA

Note: Most sessions will be linked to a CWA Arrangement which will allow any eligible CCSS

Entitlements to be applied to your Account.

Select the Booking Type as Casual

Select the Casual Date

Select the Room for the Casual day

Select the Session (fee to be charged)

Select the + button if you have more than 1 casual date to be added

Select to apply a Discount if you have been provided this by your Service

Tick that you agree to the Services Bookings Terms & Conditions

Select Save

The screenshot shows a web form titled "Add - Bookings" with a close button (X) in the top right corner. The form contains the following fields and options:

- Child *** (5): A dropdown menu with "Bonnie Barker (Ba..." selected.
- Care Type *** (6): A dropdown menu with "CBC - XAP Techno..." selected.
- Arrangement Type *** (7): A dropdown menu with "CWA" selected.
- Payment Account *** (8): A dropdown menu with "Beth Barker" selected.
- Booking Type *** (9): Two radio buttons, "Casual" (selected) and "Repeat Weekly".
- Booking Date *** (10): A date picker showing "18/08/2021".
- Room *** (11): A dropdown menu with "Toddlers" selected.
- Session *** (12): A dropdown menu with "Toddlers" selected.
- Time In *** (13): A time picker showing "06:00".
- Time Out *** (13): A time picker showing "18:00".
- Fee (S) *** (13): A text field showing "115.00".
- +** (13): A plus sign button to add more bookings.
- Do you want to apply discount code?** (14): Two radio buttons, "Yes" and "No".
- Agreement** (15): A checkbox labeled "I agree that I have read and accept the booking terms and conditions", which is checked.
- Buttons** (16): "Cancel" and "Save" buttons at the bottom right.

The Casual day will display on the bookings screen.

C = Casual Day

Status:

Pending - Pending the Service approving the requested casual day

Approved - Casual Day approved by the Service

Date	Child	Payment Account	Room	Session	Fee (\$)	Sub (\$)	Type	Status	Notes
10 Aug 2021 Tuesday	Bonnie Barker 2y 2m	Beth Barker EB000090135	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	RW	Approved	Approved
17 Aug 2021 Tuesday	Bonnie Barker 2y 3m	Beth Barker EB000090135	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	RW	Approved	Approved
18 Aug 2021 Wednesday	Bonnie Barker 2y 3m	Beth Barker EB000090135	Toddlers	Toddlers 06:00 AM - 06:00 PM	115.00	0.00	C	Approved	Approved
20 Aug 2021 Friday	Bonnie Barker 2y 3m	Beverly Barker EB000087458	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	RW	Pending	Pending
24 Aug 2021 Tuesday	Bonnie Barker 2y 3m	Beth Barker EB000090135	Toddlers	Toddlers 06:00 AM - 06:00 PM	110.00	0.00	RW	Approved	Approved

You will receive a notification via the WEB Portal to advise of the approved casual day. The Service will also receive a notification of the requested Casual Day.

