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

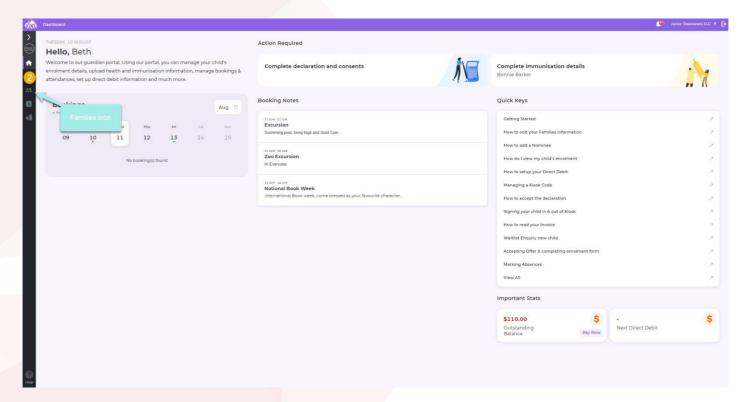
In both circumstances you will receive a notification once the Casual day has been accepted or if it

has been rejected.

Requesting a Casual Day via the WEB Portal

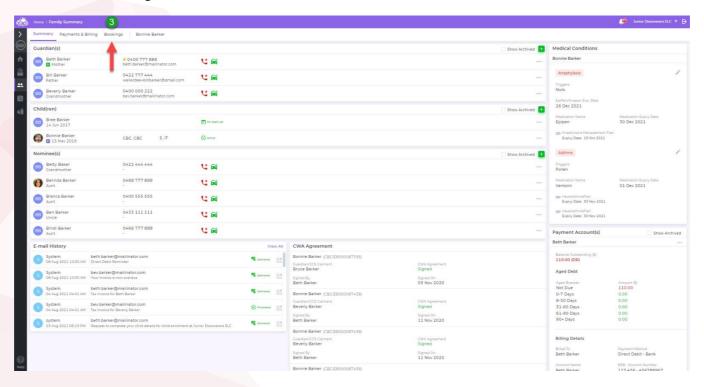
Log into the WEB Portal for Guardians & Carers – please use Google Chrome as it best supports this software.

Select the Family Tab from the left hand menu

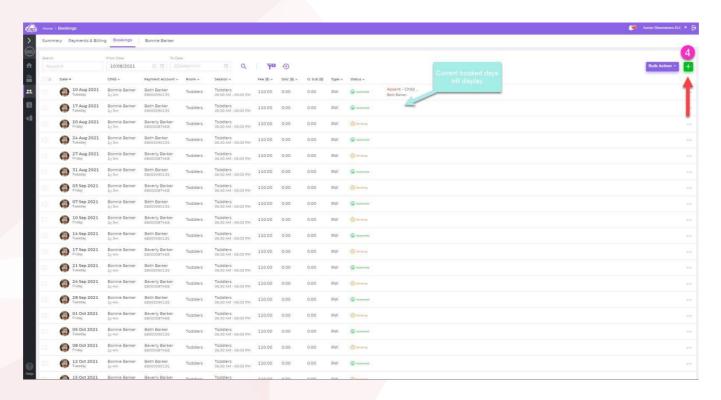




Select the Bookings Tab



Select the Green + Add button





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

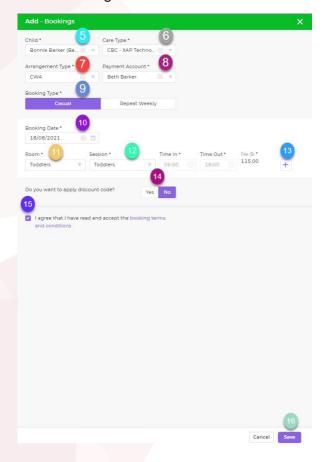
Select the Session (fee to be charged)

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 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



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.



