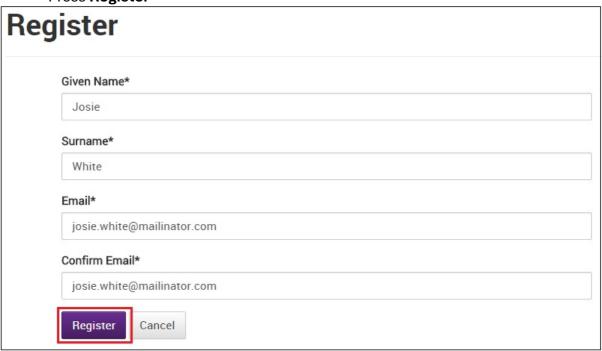
### **Step 1 - Register for My Family Lounge**

- To register an account, locate the My Family Lounge login screen on the Juniors at Wadalba website OR access the customised URL you have been sent by the service.
- Press the Register button



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



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

**Note:** You will have 7 days to access this link before it expires. If the link expires it will say "Invalid Token" when you try to open it.

To correct this, please go to <u>My Family Lounge - Forgotten Password</u> click on **Forgot your password**, enter in your e-mail which will re send the link to recover your account.



# Complete Registration

Hi Josie,

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.

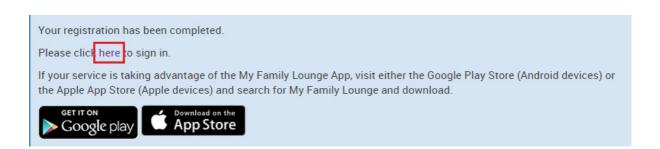
To complete the registration process, click on the button below to set a password and to start using My Family Lounge:

**Complete Registration** 

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

# 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

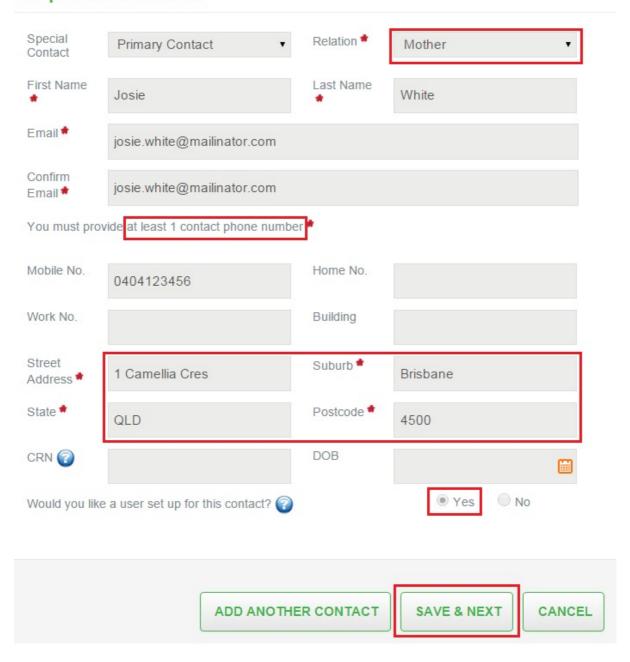
• You have now completed your registration. Click on the **Click Here** option to log into your newly created account using your email address and password



### Step 2 - Entering your details

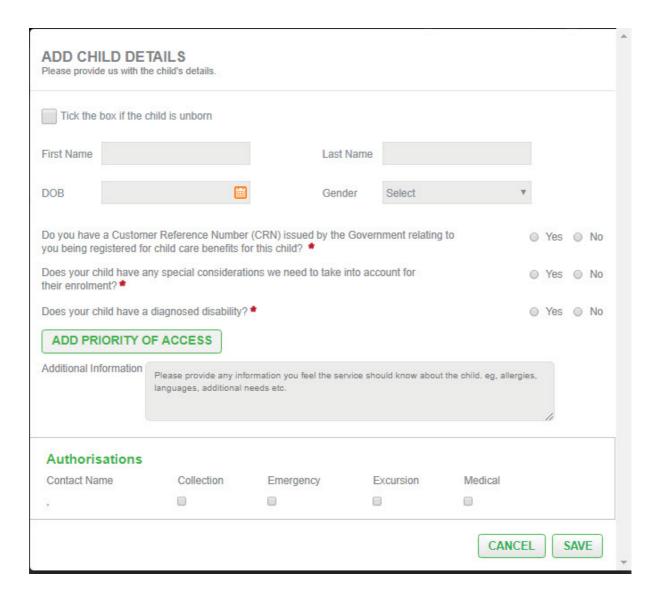
- Complete your details by entering your relationship to the child, at least 1 phone number and address details.
- Tick Yes to create a user account
- Press Save & Next

## Step 2. EDIT CONTACT



### 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 Save

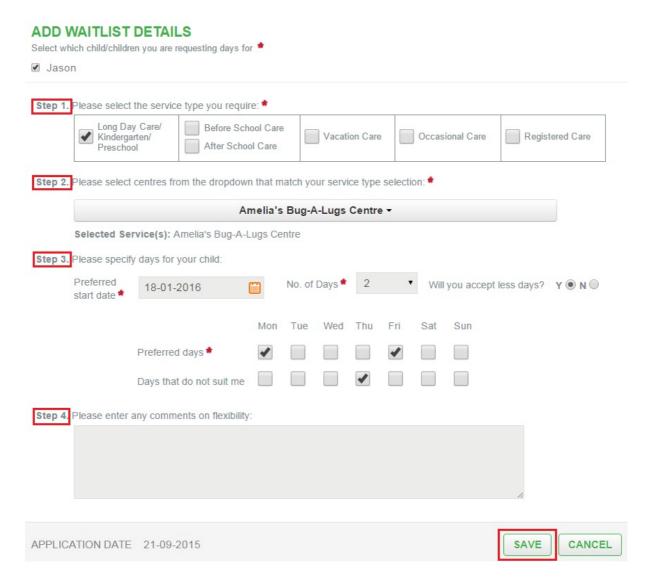


### Step 4 - Add Waitlist details

- You are now viewing your My Family Lounge account
- To add your child to the waiting list, go to Booking Requests and press the New Request button



- 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



The centre will be in contact once a position has been made available and they offer you a place. My Family Lounge - Accepting offers, completing enrolment form & Confirming Booking