


### 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



The image shows the 'Parent Sign-In' screen for 'my FAMILY Lounge'. It features a green splat logo with the text 'my FAMILY Lounge'. Below the logo 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'. The 'Register' button is highlighted with a red rectangular border.

- Enter your Given name & 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

**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 [My Family Lounge - Forgotten Password](#) 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

Your registration has been completed.

Please click [here](#) to sign in.

If your service is taking advantage of the My Family Lounge App, visit either the Google Play Store (Android devices) or the Apple App Store (Apple devices) and search for My Family Lounge and download.



## 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

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 **Save**

## 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

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

ADD PRIORITY OF ACCESS

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
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CANCEL

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

### 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
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**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

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](#)