Booking New Children into the Program using Story Park Manage

Booking into the Programs is simple in Story Park Manage. Follow the steps below to book new children into the programs (can be a new child in an existing family, or a new child in a new family):

Step 1: In the family Portal, click on the Waitlist and Tours Option in the left menu
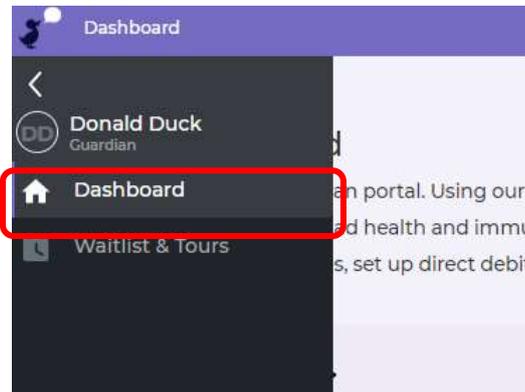
Step 2: If this is the first time a family has booked into Gowrie NSW and they have registered through the website or web link, they will see their child in the list.
Click the "Edit Enrolment" button.
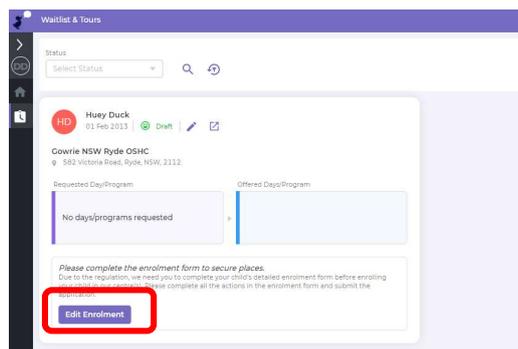
Step 3: If the family is adding another child to an already created account, can click on the ➕ icon on the top right corner to add a new enrolment.
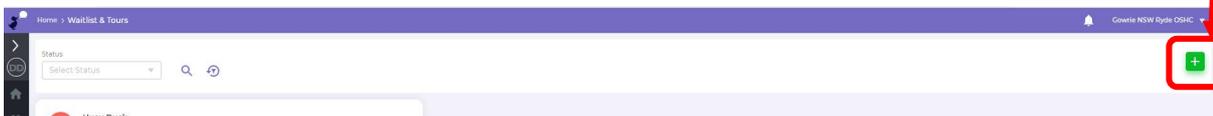
Step 4: Complete the enrolment pack that is required for all children to make a booking into our programs

Note: Once the sections in the enrolment pack is completed, the families will see a green tick to the right of the section

Important: If any sections are not completed (Except for the Direct Debit Authority) meaning if there is no green tick, you will not be able to make any bookings for your child.
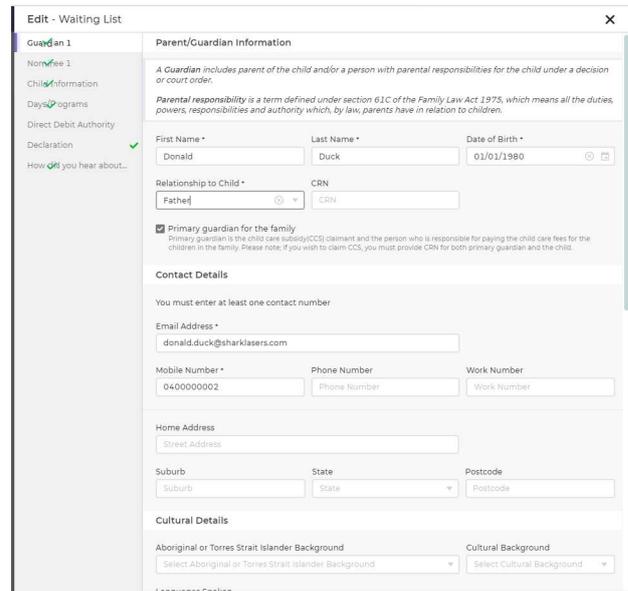
Step 5: Once the enrolment pack is completed, you will see an "Accept Offer" button. Click this button to confirm the enrolment
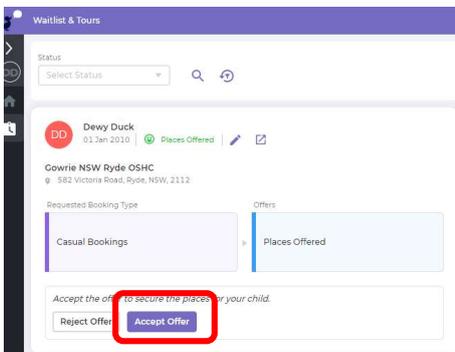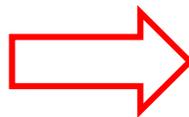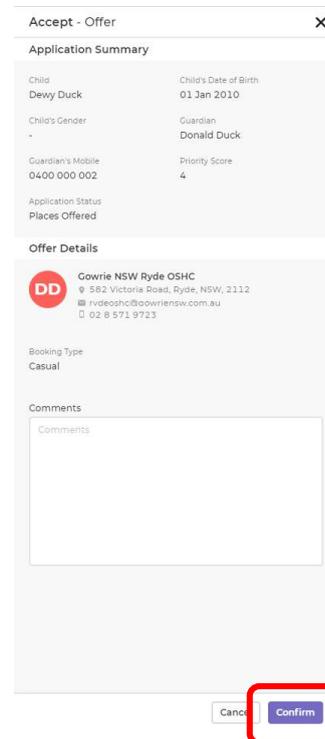
Step 6: Once the enrolment is confirmed, The "Families" menu option on the left should appear (if not, press the refresh icon on your browser). Click on the "Families" option
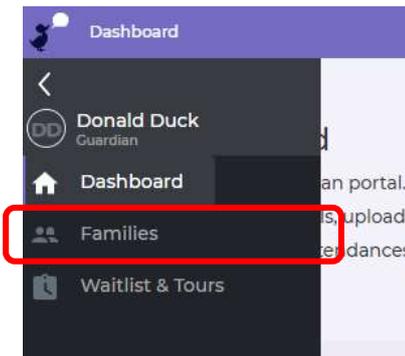
Then click the "Bookings" tab
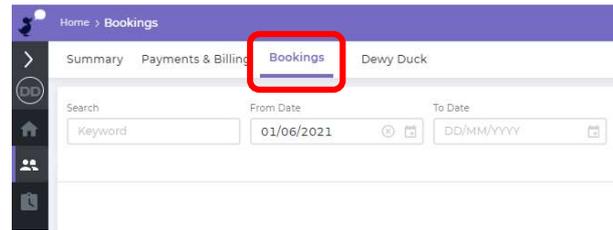
Step 7: Click the ➕ icon at the top right to add bookings
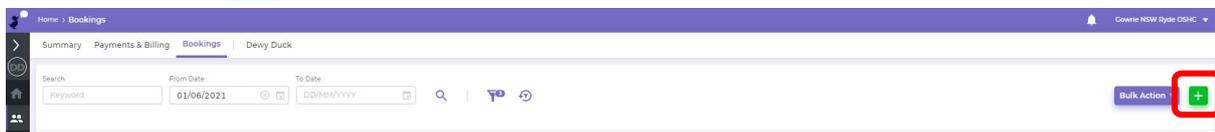
Step 8: You will see the following screen pop out from the right.

The Arrangement Type is a CWA (Complying Written Arrangement – which will allow CCS to be applied to the booking)

Choose your child from the list that you want to book a casual session for

Choose your Payment Account

Select "Casual"

Click the + icon to add another casual date to the booking

Choose the date you want to book in for

Choose the room and choose the session (if any sessions have an additional cost such as an excursion or incursion, you will see a note attached to it)

Click Save when done

Step 9: the bookings will be approved automatically, and that is the end of the booking process.

Help and support

If you need help getting the bookings completed, please email enrolments@gowriensw.com.au