

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 theWaitlist 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 ticon 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.

dit - Waiting List				3	
a rd an 1	Parent/Guardian Information				
mrnee 1 ilsinformation ysiØograms	A Guardian includes parent o or court order. Parental responsibility is a te powers, responsibilities and a	Cuardian includes parent of the child and/or a person with parental responsibilities for the child under a decision or court order. Parental responsibility is a term defined under section 61C of the Family Law Act 1978, which means all the duti owners: responsibilities and surthority which, but your garent have in relation to children.			
rect Debit Authority	First Name *	Last Name *	Date of Birth *		
claration	Donald	Duck	01/01/1980	c	
w 🕅 you hear about	Relationship to Child •	CRN			
	Contact Details	contact number			
	Contact Details You must enter at least one of	contact number			
	Contact Details You must enter at least one of Email Address * donald.duck@sharklasers.	contact number			
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Step 5: Once the enrolment pack is completed, you will see an "Accept Offer" button. Click this button to confirm the enrolment

		Application Summa	
		Application Summa	ry
		Child Dewy Duck	Child's Date of Birth 01 Jan 2010
st & Tours		Child's Gender	Guardian Donald Duck
		Guardian's Mobile 0400 000 002	Priority Score 4
kct Status V Q 49	N	Application Status Places Offered	
Dewy Duck 01 Jan 2010 @ Places Offered /		Offer Details	
rrie NSW Ryde OSHC 82 Victoria Boad, Byde, NSW, 2112 uested Bookings by Offers (asual Bookings) Places Offered	 /	Cowrie NSW Sea Victori rideoshoft 0 2 8 571 9 Booking Type Casual	Ryde OSHC a Road, Ryde, NSW, 2112 adwriensw.com.au 723
cept the of to secure the places or your child.		Comments Comments	





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

Dashboard	Then eliel	k the "Deckings" tab
Donald Duck	Home > Booki	
Dashboard an portal.	Summary	Payments & Billing Bookings Dewy Duck
Eamilies	Search Keyword	From Date To Date
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Waitlist & Tours	the second se	





Step 8: You will see the following screen pop out from the right.

	Add - Bookings	
The Arrangement Type is a CWA (Complying Written Arrangement – which will allow CCS to be applied to the booking)	Add - Bookings X Child • Care Type • Dewy Duck (Dona) • • O SHC - Courie NS ···· • Arrangement Type • Payment Account • CWA ···· • Booking Type • • Casual Repeat Weekly	Choose your child from the list that you want to book a casual session for Choose your
L]	Booking Date * 28/06/2021 ③ 🗇	Payment Account
Select "Casual"	Room * Session * Time In * Time Out * Fee (5) * VC vacation Care (inh *) 07:00 18:15 65:00 Do you wait to apply discourt code? Yes No	
Choose the date you want to book in for	I agree hat I have rold and accept the booking terms and conditions	Click the + icon to add another casual date to the booking
Choose the room and choose any sessions have an addition an excursion or incursion, you attached to it)	the session (if nal cost such as u will see a note	Click Save when
		done
	Cancel Save	

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 <u>enrolments@gowriensw.com.au</u>