Getting Started in Story Park Manage for New Families

For new families booking into Gowrie NSW’s programs, please follow the steps below in creating an account and managing your account in the StoryPark Manage Family portal (where you can book in for casual sessions such as vacation care):

**Step 1:** Families can go to the Gowrie NSW website and choose the centre they want to book in for, and click on the “Enquire Now” button (alternatively, families can click here: https://www.ccms.storypark.com/waiting-list?organisationId=92a6bc45-278a-4f2d-896d-f4eb41d1180a)

**Step 2:** Complete the information and select the centre(s) they may want to book in for and click “Create account”
**Step 3:** Families will get an email to create a password for their account. Click the “Create Your Password” link.

Enter a password and click “Activate your account.”

**Step 4:** Once the account is created, families can log into the family portal to manage their account by going to [https://www.ccms.storypark.com/](https://www.ccms.storypark.com/) and using their email as the username and the password they have created.

**Step 5:** If this is the first time a family has logged into the family portal, families have to complete anything under the “Actions Required” section.