

## **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: <u>https://www.ccms.storypark.com/waiting-list?organisationId=92a6bc45-278a-4f2d-896d-</u> <u>f4eb41d1180a</u>)

**Step 2:** Complete the information and select the centre(s) they may want to book in for and click "Create account"

Cowrie NSW © 99 Walker Street, North Sydney, NSW, 2060	
0285719700	
Welcome to our Wait-list	
If you would like to enrol your children at our centre(s), please complete our Wait List form below.	
We will contact you as soon as a place becomes available.	
Due to our limited number of spaces, and demand, we recommend that you tour our centre at your earliest convenience so that you can meet our team of Educators and start your journey on finding the perfect match for your early learning and childcare needs.	
Let's create an account to get you started	The account will start being created
Guardian First Name * Guardian Last Name *	
Donald Duck	
Guardian Date of Birth •	Creating Account
01/01/1980	
Email Address *	
donald.duck@sharklasers.com	
Mobile Number *	JL
040000002	$\mathbf{V}$
	•
Child First Name * Child Last Name *	
01/02/2013	
You can only select up to 3 services at the time of creating your account with Xap. You can add more services (if service allows) by editing the wait-list application once you've activated your account.	Dear Donald, Congratulationst Your application is received successfully and you are currently in our wattist. We will contact you as soon as a place becomes available.
	A confirmation email is already sent to your email address to activate your account for our guardian portal.
services Please only select the service in which you would like to be on waitlist.	Once you activate the account, you will be able to manage your application and make any changes to it if required.
Service 1*	Due to our limited number of spaces, and demand, we recommend that you tour our centre at your earliest convenience so that you can meet our team of Educators and start your journey on finding the perfect match for your early learning and childcare needs.
Cowrie NSW Ryde OSHC	Thank You
Service 2	Indik tou
Select Service 🔹	
Service 3	
Select Service 🔹	
How did you hear about us? •	
	<b>\</b>
Create Account	



**Step 3:** Families will get an email to create a password for their account. Click the "Create Your Password" link

Activate Your Storypark Manage Account	Enter a password and click "Activate your accou
Hello Donald Duck,	Storvoark Manage 3
Your account is created in Storypark Manage, Welcome!	otorjpont ionoge e
Gowrie NSW Ryde OSHC uses the Storypark Manage system to keep you and your learning service connected no matter where you are. We can't wait to show you what we've got.	Create Password
Frrough our mobile app, you will be able to view your statement & invoices, eceive important information about events, and much more. You will also be able o register if your child has the day off or is ill.	It'll need to contain at least 8 characters, including one or more numbers
order to use our app, you need a Storypark Manage account, which we have	
iready created for you. We have been asked to send you your Storypark Janage account login detail.	Password
ou just need to create a Password. Simply click on the button below to create a assword.	Confirm password
Create Your Password	Activate your account
you have trouble official the link shows, right dick on button 'Create your	
assword' and copy the link and paste it in the browser.	
ter you activate your account and create a password, you can use your email	
ddress and the password to login to Storypark Manage.	
o login, please click here.	
le hope you'll have a pleasant experience with us. If you have any feedback or jestions, please contact your centre at info@govvriensw.com.au	

**Step 4:** Once the account is created, families can log into the family portal to manage their account by going to <u>https://www.ccms.storypark.com/</u> 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

<b>\$</b>	Dashboard	a			Gowrie NSW Ryde OSHC 👻
> ◎ ↑	<ul> <li>VUESDAY, 01 JUNE</li> <li>Hello, Donald</li> <li>Welcome to our guardian portal. Using our portal, you can manage your child's enroliment details, upload health and immunisation information, manage bookings &amp; attendances, set up direct debit information and much more.</li> </ul>		Action Required <sup>35</sup> Complete destantion and conserts <sup>36</sup> Complete termunication default <sup>36</sup> Complet		
			Booking Notes	Quick Keys	
	Bookings • • • Booker • Marked Albert	09 XXL - 09 XXL Incursion PJ Partyl	Getting Started How to edit your Families information	* *	
	Mon Tue Wed 31 01 02	Thu Fri Sat Sun 03 04 05 06	08.70L 08.70L Incursion Bubble Socer	How to add a Nominee How do I view my child's enrolment How to setup your Direct Debit	7
	No	booking(s) found	07.5%07.5%. Incursion	Managing a Klosk Code	2