

PLANET SPORT – CASUAL BOOKINGS

Step 1:

Select add casual booking in the bottom right hands corner of your screen.

myFAMILY Help MT

Child Care Company: Melbourne Sports & Aquatic
 Logged in for family: TEST, MSAC

Enrolment Management

Editing Family: TEST, MSAC

CONTACTS Add Contact

For waitlist, a main myFAMILY contact must be entered as the main point of contact. Additional contacts are optional.

NAME	RELATION	CONTACT TYPE	ADDRESS	CONTACT NO.	EMAIL	USER NAME	EDIT
MSAC Test	Aunt	Primary Contact	1 Aughtie Drive Albert Park VIC 3206	0799261618	planets@ssct.com.au	planets@ssct.com.au	Edit

CHILD Add Child

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
MSAC TEST	Active	06-04-11	-	7Y 10M	Edit	-	View Enrolment Print

CASUAL BOOKINGS Add Casual Booking

Non repeating, instant booking is available for the enrolled children. (The following table shows the summary for the next 30 days)

No records found

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Step 2:

Use the drop down menu on the top left of your screen to select child, service & room and dates. Click save and exit.

Payment: Once we receive your booking, we will manually send a confirmation email with your statement and a link to process payment.

Casual Booking for the family: TEST, MSAC

Step 1: Select the required Child, Service and Room from the drop-down lists

Step 2: Select a date that you would like to book your child in from the Green or Orange dates

Step 3: Click on the Book Selected Day button and repeat for additional days as required

Step 4: Click on the Save Changes or Save and Exit buttons to confirm changes

Child: MSAC TEST (Enrolled)
 Service: Melbourne Sports & Aquatic C
 Room: Day Only

MARCH 2019

MO	TU	WE	TH	FR	SA	SU
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Available days (Green)
 Full (Red)
 No program day (Grey)
 Casual Book days (Purple)
 Scheduled days (Dark Blue)
 Absent (Orange)

No dates selected

Cancel Save Changes Save and Exit

