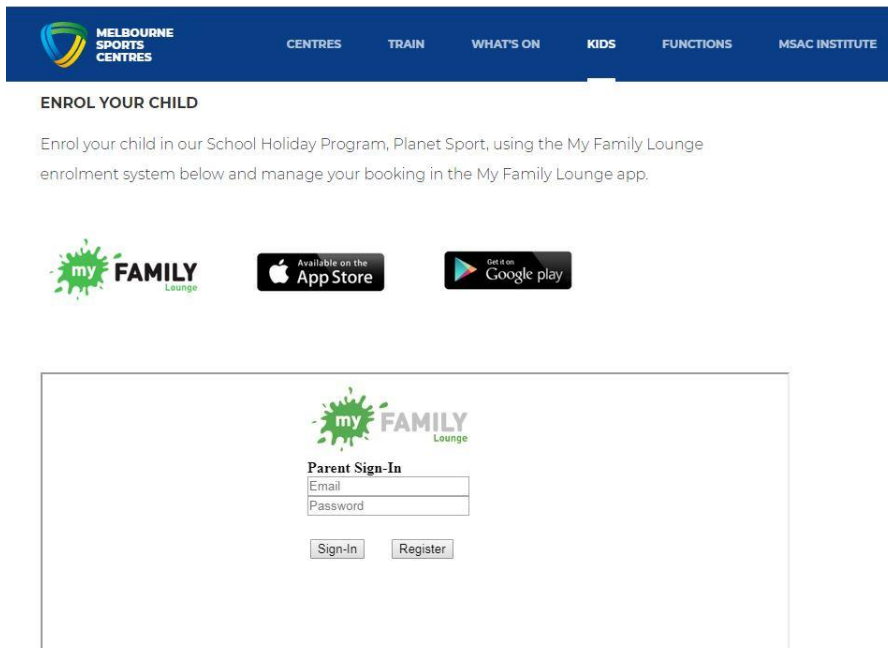


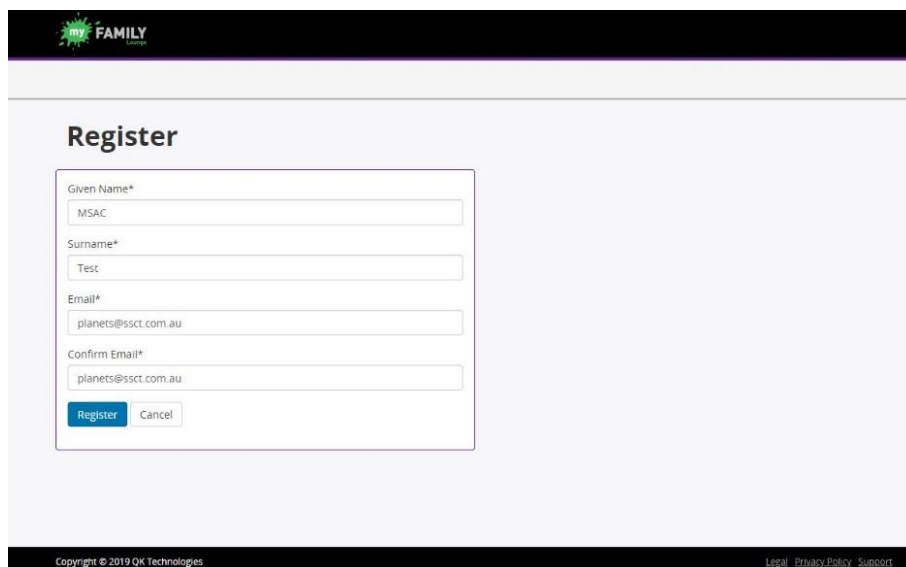
Step 1:

Using the My Family Lounge portal on the Melbourne Sports Centres website, click register.



Step 2:

Follow prompts to register a new account. Fill in all sections with an * then click register.



Step 3:

You will receive an email to your registers email address with the below contents.
Click complete registration and follow prompts.



Complete Registration

Hi MSAC,

You have been registered to use the My Family Lounge service.

My Family Lounge is Australia's leading service subscribed to by child care services around Australia used to provide online child portfolios and enrolment management in a secure environment.

To complete the registration process, click on the button below to set a password and to start using My Family Lounge:

[Complete Registration](#)

The screenshot shows the "Complete Registration" page within the My Family Lounge web application. The page has a dark header with the My Family Lounge logo on the left and navigation links for "QK Journeys", "QK Enrol", and a user profile icon labeled "MT". Below the header is a light grey "Account" section. The main content area is titled "Complete Registration" and contains a registration form. The form includes a "Password*" field with a masked input (eight dots), a note stating "At least eight characters long, including an appropriate mix of upper- and lower-case letters, numbers and symbols.", a "Confirm Password*" field with a masked input (eight dots), a "Terms and Conditions" section with a checked checkbox and the text "I understand that my use of this service is governed by the Terms and Conditions.", and a blue "Complete Registration" button at the bottom. The footer of the page contains "Copyright © 2019 QK Technologies" on the left and "Legal Privacy Policy Support" on the right.



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Step 4:

Sign in to your account and follow the steps to add basic parent/guardian and child details.


Welcome back

Sign in as a guardian or a parent with an existing account.
If you have not created a My Family Lounge account, please register at the child care service website.


Email *

Password *



[Forgot your password?](#)



Connecting parents and childcare services through an innovative portal.



Available as an app. Download today.





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Step 2. EDIT CONTACT

Special Contact: Primary Contact (dropdown) Relation: Aunt (dropdown)

First Name: MSAC Last Name: Test

Email: planets@ssct.com.au

Confirm Email: planets@ssct.com.au

You must provide at least 1 contact phone number

Mobile No. (empty) Home No.: 9926 1618

Work No. (empty) Building (empty)

Street Address: 1 Aughtie Drive Suburb: Albert Park

State: VIC Postcode: 3206

Do you have a Customer Reference Number (CRN) issued by the Government relating to you being registered for child care benefits? Yes No

I acknowledge that I have no CRN to provide in this form and as a result will not have CCS and other Government payments made to my account to reduce my out of pocket expenses.

Would you like a user set up for this contact? Yes No

ADD ANOTHER CONTACT SAVE & NEXT CANCEL





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STEP 3. ADD CHILD DETAILS **ADD ANOTHER CHILD**

Please provide us with the child's details.

Tick the box if the child is unborn

First Name Last Name

DOB  Gender 

Do you have a Customer Reference Number (CRN) issued by the Government relating to you being registered for child care benefits for this child? Yes No
 I acknowledge that I have no CRN to provide in this form and as a result will not have CCS and other Government payments made to my account to reduce my out of pocket expenses.

Does your child have any special considerations we need to take into account for their enrolment? Yes No

Does your child have a diagnosed disability? Yes No

ADD PRIORITY OF ACCESS

Additional Information

Authorisations

| Contact Name | Collection | Emergency | Excursion | Medical |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Test, MSAC | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Please select one of the following 3 options to move forward:



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Step 5:

Once the **basic information** is completed, you will be redirected to the page pictured below. If a 'start enrolment' button appears next to your child's name, please click it, and **complete** the enrollment with more **detailed information**. You will not be able to add a casual booking until the following steps are completed. If next to your child's name, it says **edit enrolment** you are ready to start creating casual bookings.

myFAMILY Help MT

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

Enrolment Management

Editing Family: **TEST, MSAC**

CONTACTS

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

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

CASUAL BOOKINGS

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 6:

After clicking 'start enrolment', you will be redirected to the enrolment form. Click **submit**. This will cause all **required information** to turn red. Complete the required information, and click submit again.

Don't forget: you will need to choose **services to enrol**. Click the green '+' button and check 'Melbourne Sports & Aquatic Centre' then click close.



Enrolment Form for MSAC TEST

Services to enrol: +

Main Contacts

Primary Parent/Guardian
(This person's details are used to claim government subsidy)

Given Name
Last Name
Relation to child
Email address
You must provide at least 1 contact phone number
Mobile number
Home number
Work number

Secondary Parent/Guardian

Given Name
Last Name
Relation to child
Email address
You must provide at least 1 contact phone number
Mobile number
Home number
Work number
Building
Street Address
Suburb

Child Information

Given Name Last Name Gender
Primary Language Secondary Language Date of Birth
Cultural Background
Child Primarily Lives with *Save enrolment form to see newly added contacts
Child Address:
Medicare Number *Please note that the Medicare number is shared by all siblings in your account.
Do you have a CRN? Yes No
I acknowledge that I have no CRN to provide in this form and as a result will not have CCS and other Government payments made to my account to reduce my out of pocket expenses.
Family Permits Photographs Yes No
I agree that if my child has been injured, or becomes ill whilst at the service or otherwise in care, for the approved provider, a nominated supervisor or an educator to seek:
Medical treatment for the child from a registered medical practitioner, hospital or ambulance service and transportation of the child by an ambulance service Yes No
I give consent to the carrying out of appropriate medical, dental or hospital treatment Yes No
Does your child have any special considerations we need to take into account for their enrolment? Yes No
Does your child have any behavioral traits that you feel we should be aware of? Yes No
Does your child have any medical conditions that may affect involvement in activities? Yes No
Does your child have any auto injection device (eg EpiPen) for a diagnosed risk of anaphylaxis? Yes No



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Step 7:

Once all required information is entered and the enrolment is submitted, you will be able to start creating casual bookings!

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

If you have any issues feel free to shoot us an email: planets@ssct.com.au



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