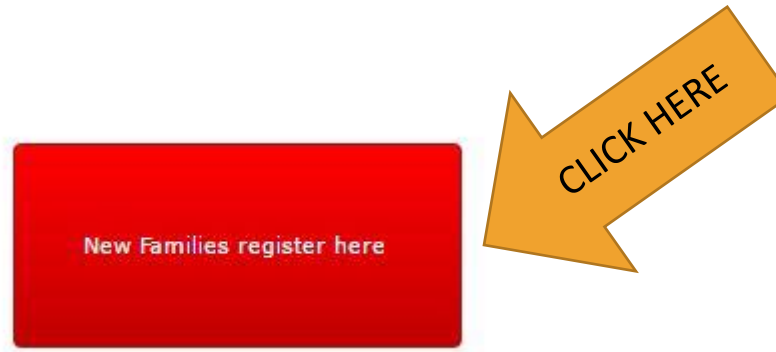


# Step by Step guide to creating a Waitlist booking and My Family Lounge Registration at Discovery Early Education & Care Center.

## Step 1

Click on the big red button on the website!



You will be directed to a site to enter in your email address and confirmation of your email address.

Then Click on the Register button and an email will be sent to your account



You will receive an email like the one below and to continue click on the COMPLETE REGISTRATION link:

# Complete Registration

Hi **YOURNAME APPEARS HERE**

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

My Family Lounge is Australia's leading online 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, please click on the button below to set a password and to start using My Family Lounge:

[Complete Registration](#)



CLICK HERE

Should you experience issues with the button above, try copying and pasting this address into your web browser's address bar:

<https://www.gkenhanced.com.au/external/Registration/CompleteRegistration?applicationUserId=0bee101a-947d-49d6-9b83-a05478a6f6f2&completeRegistrationToken=KM4tXaK6A0HvphVUrpZ5zKj5raA1lbjPmC3RBvkUztwCzksqXHtLJ%2Fm7Unj8qTnI66fZ%2FeUzaDfEV5TNjlO6GaGAKk76H%2F27I2zu5reojoHZVwWMEFCVP9yBPw0wR4kF58Rjd2p%2BpNggD72HYi0tp2X0PP8coDLtZ32Sm%2BTVq5T342Bo3AOzlcXTN%2FI5Waxd>

My Family Lounge Accounts

You will then be directed to a page to complete your registration with a Password, fill out the password using 8 characters and tick the tick box regarding “Terms of Service”. Then Click “Complete Registration”.



My Family Lounge Accounts   Sign In   Register

## Complete Registration

**Password\***

At least eight characters long, including an appropriate mix of upper- and lower-case letters, numbers and symbols.

**Confirm Password\***

**Terms and Conditions**

I understand that my use of this service is governed by the Terms and Conditions.

**Complete Registration**

You will then receive a registration confirmation page and we would like you to follow the link to complete the waitlist request. Just click on the link as per below. You can access your registration with an app but at this stage we will continue with using the browser to complete the initial registration.

## Complete Registration

Click Here

Registration has been completed.

Click [here](#) to sign in.

If your service is taking advantage of the My Family Lounge App, visit either the Google Play Store (Android devices) or the Apple App Store (Apple devices) and search for My Family Lounge and download.



Step 2: You will now be directed to your new My Family Lounge Dashboard and you will be asked to complete your contact details.

**Step 2. EDIT CONTACT**

Special Contact: Primary Contact (dropdown)    Relation\*: Select (dropdown)

First Name: Your First Name    Last Name\*: Your Last Name

Email\*: Your Email

Confirm Email\*: Your Email

You must provide at least 1 contact phone number\*

Mobile No.    Home No.

Work No.    Building

Street Address\*    Suburb\*

State\*    Postcode\*

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

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

**ADD ANOTHER CONTACT**    **SAVE & NEXT**    **CANCEL**

Select your role in the Family

Your Name and Emails should be filled out for you.

Complete the remain details with the Red \* as a minimum

Click Save & Next

Step 3: The next screen is for the entry of details of your child/children.

**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

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

Additional Information

**Authorisations**

Contact Name	Collection	Emergency	Excursion	Medical
ROWLOKERRIE, KERRIENARELLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ADD PRIORITY OF ACCESS**

Please select:

I would like to request permanent bookings for my child/ren. MAKE PERMANENT BOOKING

I do not wish to make a waitlist booking request at this time. FINISH REGISTRATION

I would like to finish registration without saving information which I just entered. CANCEL

Enter your child's details

Answer the questions and provide details if applicable

Tick these boxes

Click here to make a booking/waitlist request.

You will now be transferred to the booking page:

This is the final step and you will receive an email confirmation of your booking.

**STEP 4. ADD WAITLIST DETAILS**  
Select which child/children you are requesting days for \*

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**Step 1. Please select the service type you require: \***


<input type="checkbox"/> Long Day Care/ Kindergarten/ Preschool	<input type="checkbox"/> Before School Care <input type="checkbox"/> After School Care	<input type="checkbox"/> Vacation Care	<input type="checkbox"/> Occasional Care
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**Step 2. Please select centres from the dropdown that match your service type selection: \***

None selected ▾

Selected Service(s): None selected.

**Step 3. Please specify days for your child:**

Preferred start date \*   No. of Days \*  Select ▾ Will you accept less days? Y  N

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Preferred days *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Days that do not suit me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Step 4. Please enter any comments on flexibility:**

APPLICATION DATE 29-05-2016

Choose Long Day Care

Use the drop down box to click Discovery Early Education & Care

Please enter a preferred start date. Our tentative earliest start date is Sept 5<sup>th</sup>

Select the numbers of days and your preferred days

Click Save & Finish and wait for an email confirmation