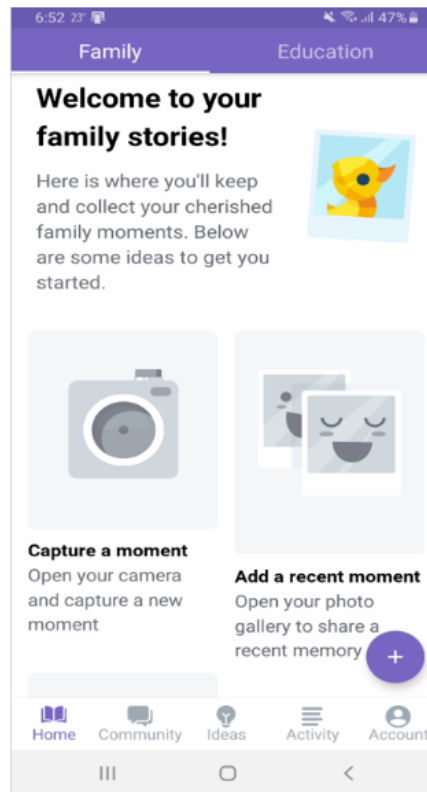


## Casual Bookings on a Mobile Device

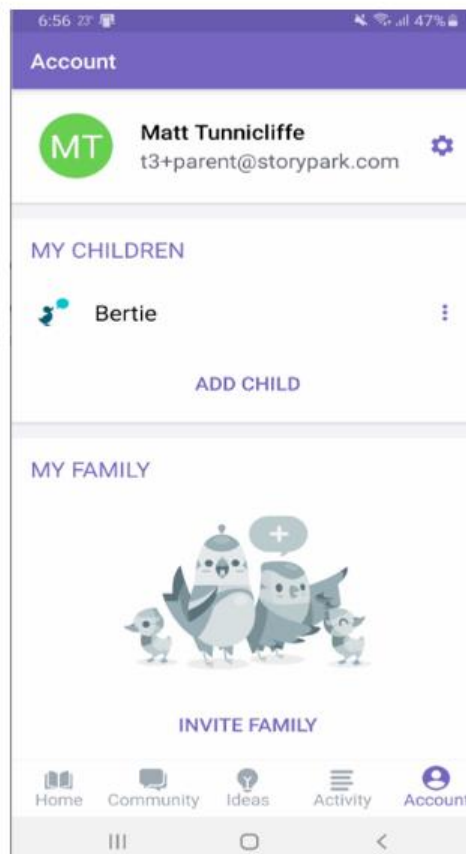
### Casual Bookings on a Mobile Device

This article will guide you through how to make Casual Bookings on a Mobile Device.

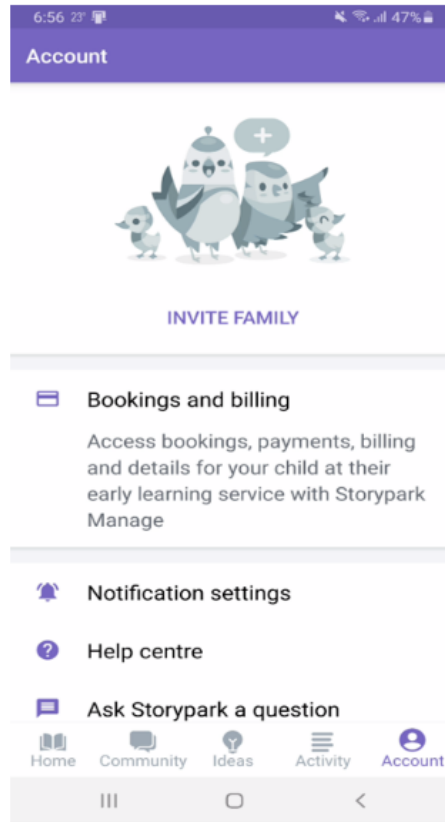
- 1 Log in to your Storypark for Families App



- 2 Select Account

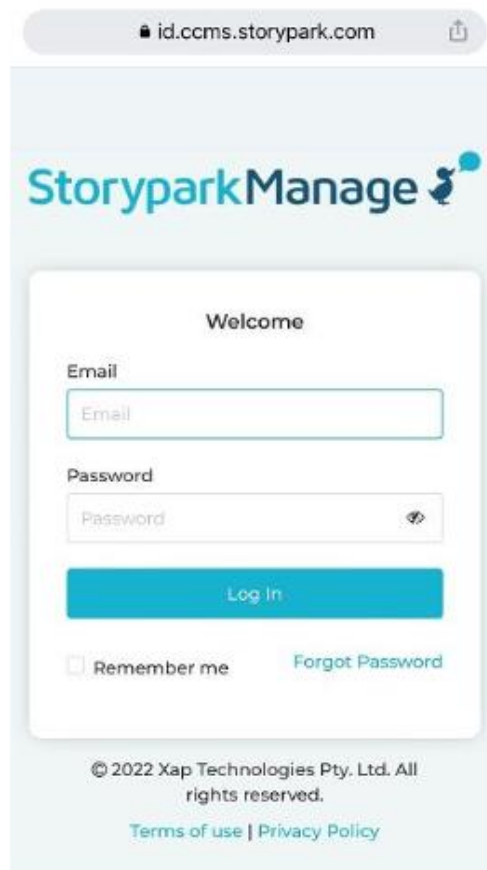


3 Select Bookings and Billing

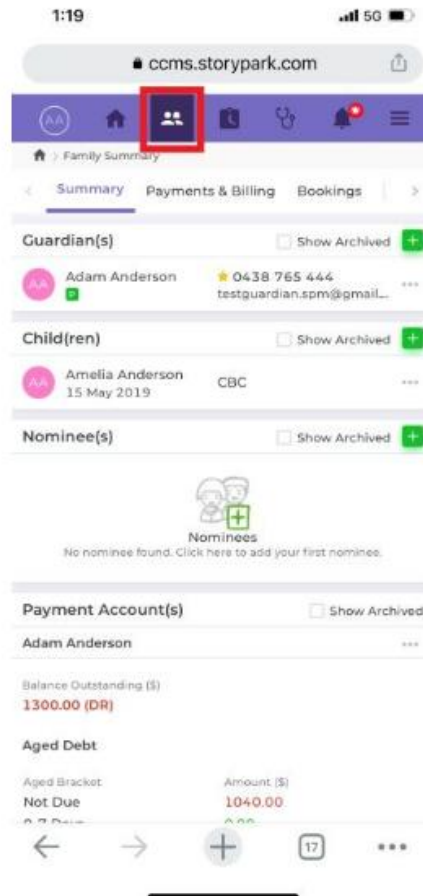


Note: A new window will open within the app which redirects you to the Storypark Manage sign in page.

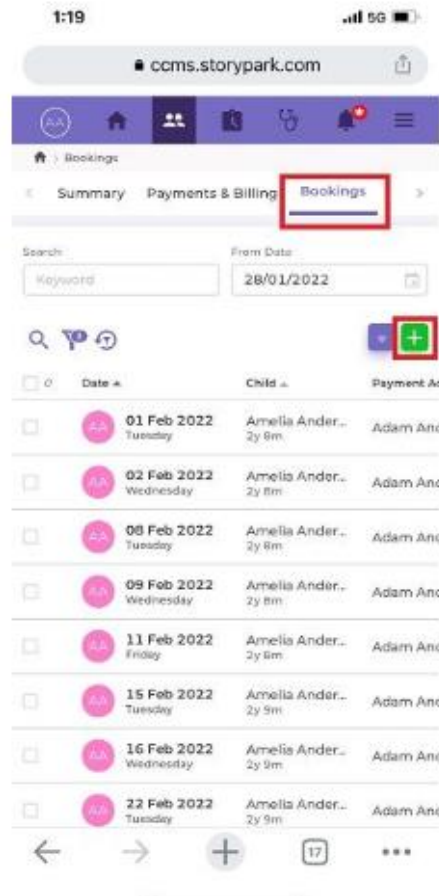
4 Log in to Storypark Manage using your username and password



5 Select the Families Icon



6 Select the Bookings Tab



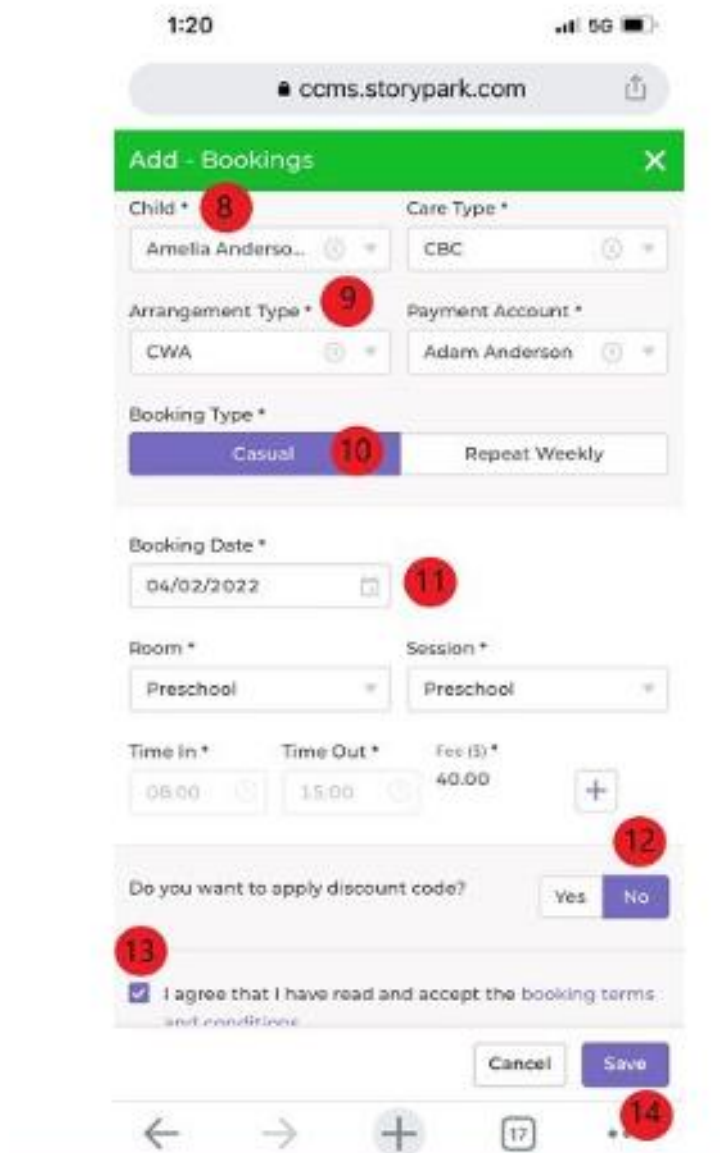
- 7 Select the Green + Button
- 8 Select the Child (if multiple Children are on the same account),
- 9 Select the Arrangement Type

Note: If you are claiming CCS the Arrangement Type should always be CWA. It is recommended that this is always selected as the default option

- 10 Select Casual from the Booking Type
- 11 Enter the Booking Date, Room and Session

If your preferred day does not appear your service may restrict bookings within a certain time period. If this is the case please contact the centre to request a booking

- 12 Enter a promotional discount code if applicable
- 13 Read and Accept the Terms and Conditions
- 14 Select Save



15 You will see the bookings appear in your bookings list as **Approved** or **Pending**.

Fee (\$)	Disc (\$)	O. Sub (\$)	Type	Status
100.00	0.00	0.00	RW	Approved
100.00	0.00	0.00	RW	Approved
40.00	0.00	0.00	C	Pending
100.00	0.00	0.00	RW	Approved
100.00	0.00	0.00	RW	Approved
40.00	0.00	0.00	C	Approved
100.00	0.00	0.00	RW	Approved
100.00	0.00	0.00	RW	Approved
100.00	0.00	0.00	RW	Approved
100.00	0.00	0.00	RW	Approved
100.00	0.00	0.00	RW	Approved
100.00	0.00	0.00	RW	Approved

If the Bookings is Pending - the Service will need to Approve the Booking to confirm the place. Once the Bookings has been approved you will receive and email AND notification via the Guardian Portal