

MAKING A CASUAL BOOKING FOR ELC VACATION CARE

WEB Portal - Managing Casual Bookings

This article will assist you with managing Casual bookings via the WEB Portal for Guardians & Carers.

Overview

Casual booking can be added via either the WEB Portal for Guardians & Carers.

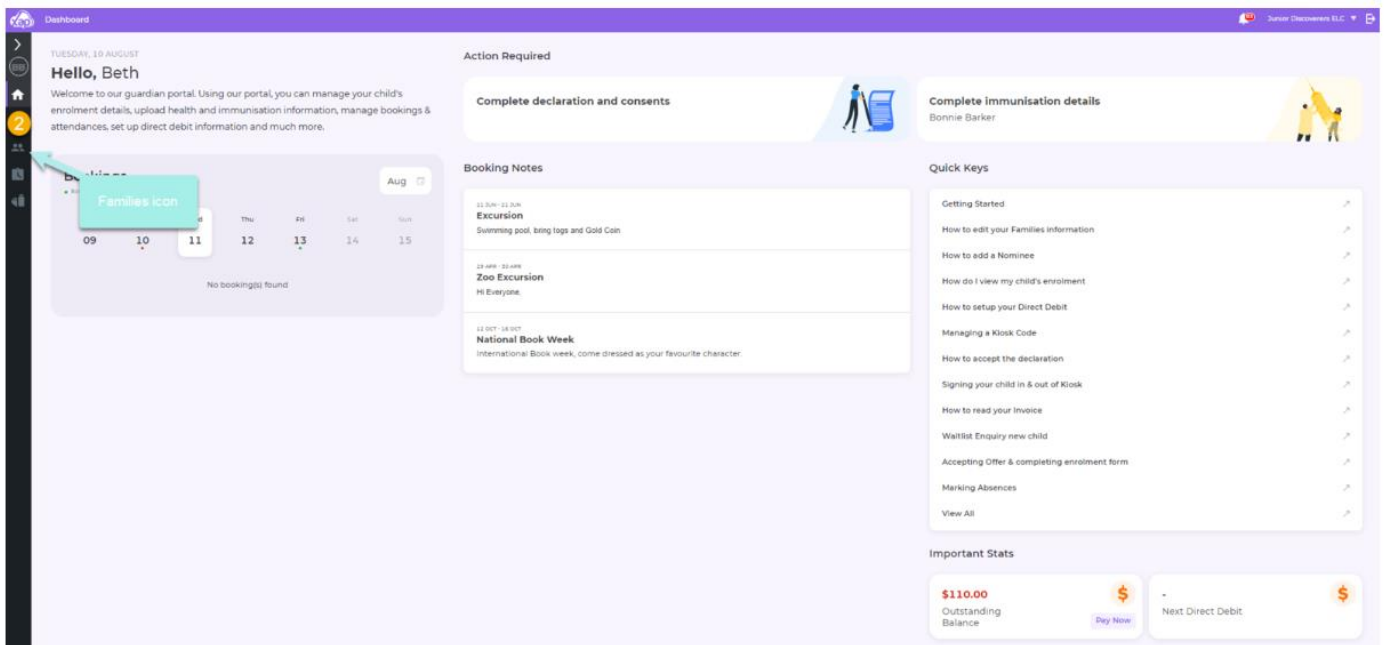
Depending on the Services settings, Casual bookings will either:

- Be approved straight away
- Be a request and will need to be approved by the Service

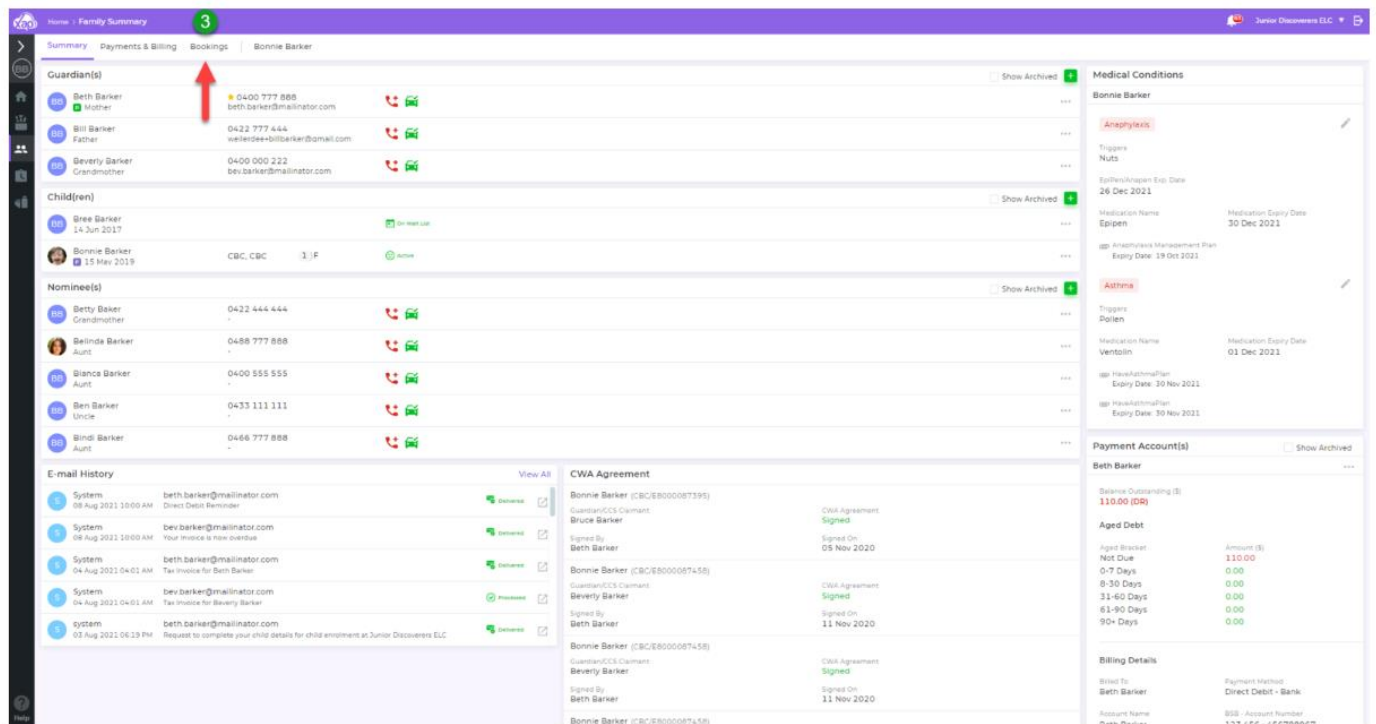
In both circumstances you will receive a notification once the Casual day has been accepted or if it has been rejected.

Requesting a Casual Day via the WEB Portal

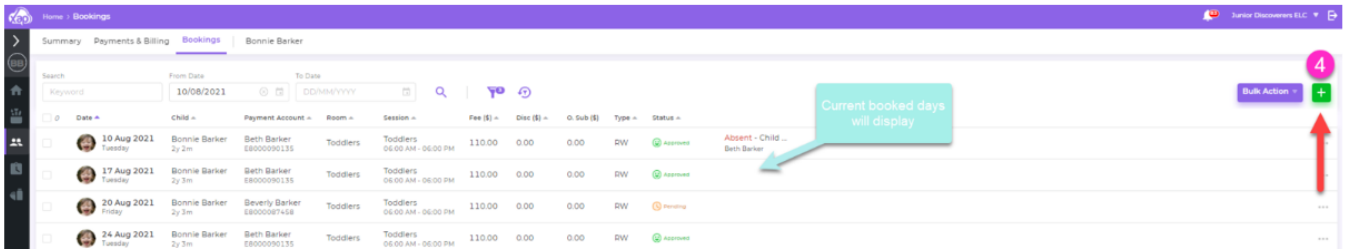
- 1 Log into the WEB Portal for Guardians & Carers
- 2 Select the Family Tab from the left hand menu



- 3 Select the Bookings Tab



4 Select the Green + Add button



5 If you have more than 1 child, select the name of the child for the casual day

6 Select the Care type

Note: This will default to your Services care type if they only have one.

7 Select the CCSS Arrangement type

Note: Most sessions will be linked to a CWA Arrangement which will allow any eligible CCSS Entitlements to be applied to your Account.

8 Select the Payment Account liable to pay for the sessions

Note: This will only need to be selected if you have more than 1 person paying for the fees eg. TAFE

9 Select the Booking Type as Casual

10 Select the Casual Date

11 Select the Room for the Casual day

12 Select the Session (fee to be charged)

13 Select the + button if you have more than 1 casual date to be added

14 Select to apply a Discount if you have been provided this by your Service

15 Tick that you agree to the Services Bookings Terms & Conditions

16 Select Save

FOR ELC VACATION CARE BOOKINGS:

BOOKING TYPE: CASUAL

ROOM: ELC VACATION CARE

SESSION: ELC VACATION CARE

Add - Bookings
✕

Child * 5

Bonnie Barker (Ba...)

Care Type * 6

CBC - XAP Techno...

Arrangement Type * 7

CWA

Payment Account * 8

Beth Barker

Booking Type * 9

Casual Repeat Weekly

Booking Date * 10

18/08/2021

Room * 11

Toddlers

Session * 12

Toddlers

Time In * 13

06:00

Time Out *

18:00

Fee (\$) * 13

115.00

+

Do you want to apply discount code? 14

Yes No

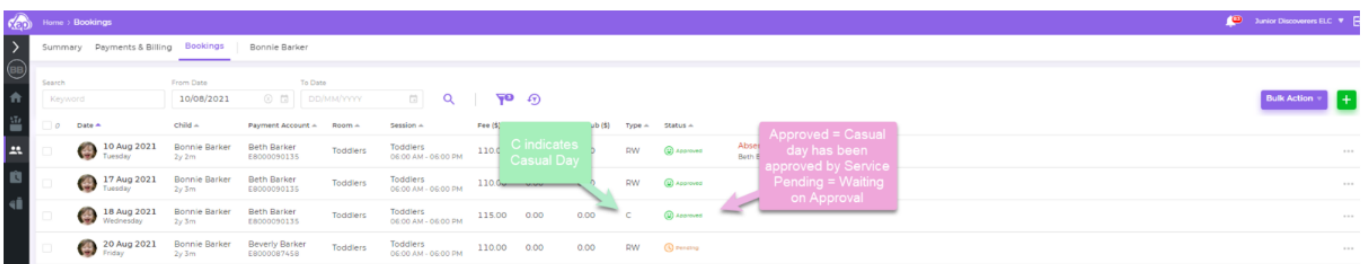
I agree that I have read and accept the [booking terms](#) 15

The Casual day will display on the bookings screen.

C = Casual Day

Status:

- Pending - Pending the Service approving the requested casual day
- Approved - Casual Day approved by the Service



You will receive a notification via the WEB Portal to advise of the approved casual day. The Service will also receive a notification of the requested Casual Day.

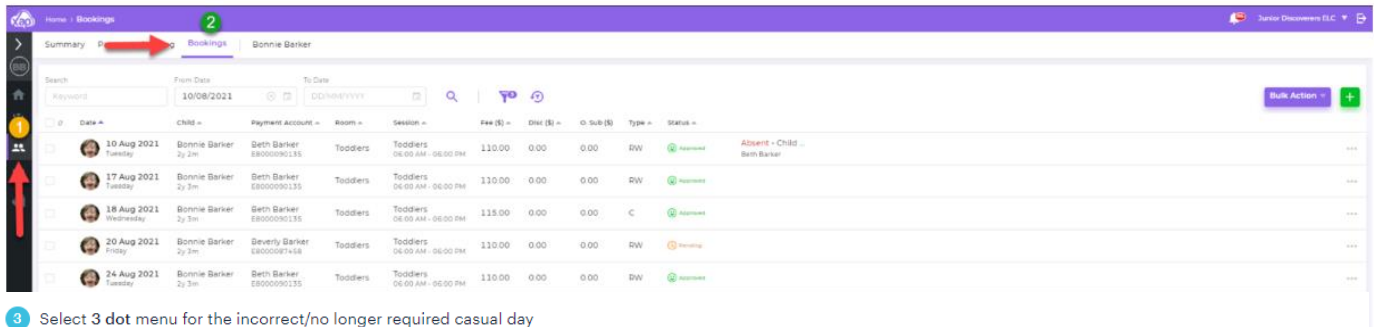


Cancelling a Casual Day

If you have requested a casual day and it is no longer required or you have selected the incorrect day/s, you may be able to cancel them.

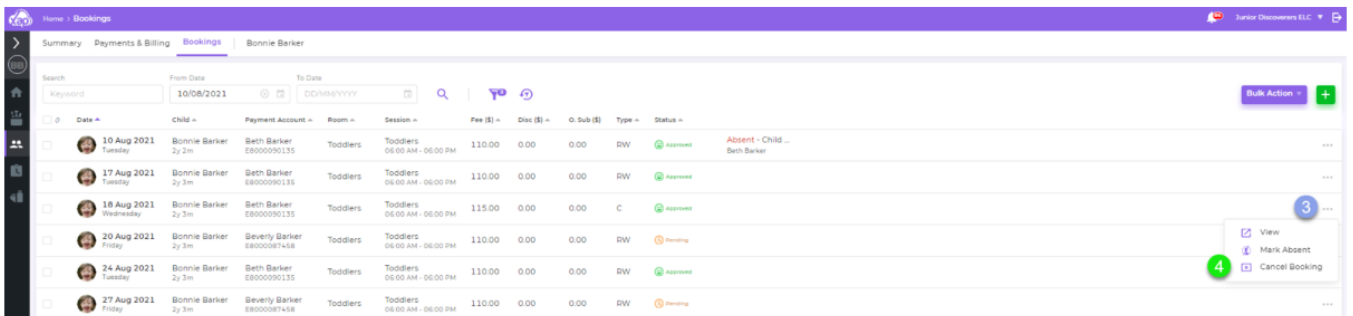
Note: This will depend on the Services cancellation policy. For further information you will need to contact your Service or read the T's and C's

- 1 Select the Family Screen icon within the WEB Portal
- 2 Select the Bookings Tab



- 3 Select 3 dot menu for the incorrect/no longer required casual day
- 4 Select Cancel Booking from the drop down

Note: If the Cancel Booking option is not displaying, you will need to contact your Service directly to assist you further as they may not have enabled cancellation of Casual Days.



- 5 Add in the Cancellation Reason
- 6 Select Confirm

Cancel - Booking(s) X

Please note, late cancellation fees may apply when you cancel these booking(s). Please refer to the booking terms and conditions for more information.

Child Bonnie Barker	Care Type CBC
Arrangement Type CWA	Payment Account Beth Barker
Booking Type Casual	Status Approved
Booking Date Wed, 18 Aug 2021	Room Toddlers
Session Toddlers	Booking Time 06:00 AM - 06:00 PM
Booking Fee (\$) 115.00	
Apply discounts using Discount Rules	
Preschool Session No	
Apply Other Subsidies No	
Cancellation Reason Date no longer required	

Cancel Confirm

The Service will be notified of the cancellation.