



## HOW TO USE THE MY FAMILY LOUNGE APP TO VIEW BOOKINGS, BOOK CASUAL DAYS AND MARK A CHILD ABSENT.

### Step 1: Download app



### 2. Log in



Email

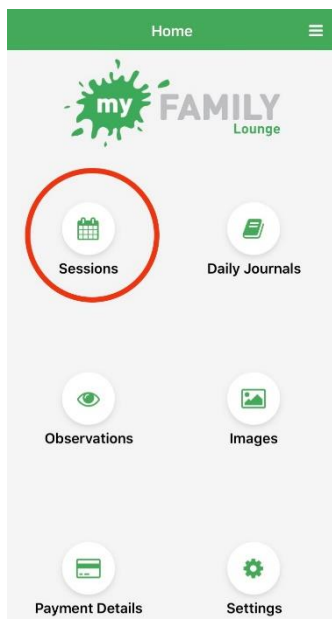
Password

Sign In

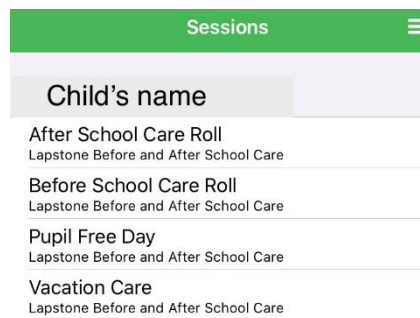
Forgot Your Password?

If you haven't been given a login and password, email loosh01@outlook.com

### 4. Select sessions

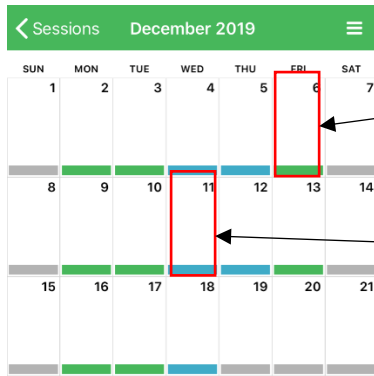


### 3. View sessions



Click on the bookings you want to view. You will then be shown a calendar as displayed in step 5

## 5. View bookings



Dates with a green bar at the bottom are available for you to book

Dates with a blue bar at the bottom are your permanent bookings

## 6. Making a casual booking

Monday, 2 December 2019

Child

Service

Roll

Available Places

TERMS & CONDITIONS

Select any date marked in green on the calendar, and then hit 'book session'. That date will now be shown with a purple bar to indicate a casual booking.



## 7. Mark a child absent

Monday, 2 December 2019

Child

Service

Roll

Available Places

TERMS & CONDITIONS

If your child will not be attending a booked session, select the session in the calendar and hit the 'mark absent' box