

# BOOSH

Beecroft Out Of School Hours

## Re-Enrolment of current BOOSH children - 2020

- 1) Log in to your My Family Lounge Account using your username and password. Please sign into the website using a desktop or tablet. You are unable to use the phone app to access your enrolment form.

This can be accessed from [www.boosh.com.au](http://www.boosh.com.au) by clicking on the 'My Family Lounge' tab.

**If your link to log in has expired OR if you have forgotten your password:**

Go to the My Family Lounge tab of our website, enter your email and select 'sign-in'. You will be re-directed to a page where you can select 'Forgotten password?'. Follow the prompts to set up a new password for your account.

- 2) Select **VIEW** enrolment for each child and this will open their enrolment form.

The screenshot shows the BOOSH website interface. The 'CHILD' section contains a table with columns: CHILD NAME, STATUS, DOB, Due Date, AGE, EDIT, DELETE, and Enrolment information. The 'Enrolment information' column has two rows, each with a 'Start Enrolment' button and a 'View Enrolment' button. The 'View Enrolment' button is circled in red. The 'OFFER' section shows 'No records found'. The 'BOOKING REQUESTS' section has a 'New Request' button, which is crossed out with a red X. A red arrow points from the text '2) Select VIEW enrolment for each child...' to the 'View Enrolment' button. Another red arrow points from the text 'DO NOT create a new booking request' to the 'New Request' button.

**DO NOT** create a new booking request

3) Mandatory fields, marked with an asterisk (\*), may have changed since you last submitted the enrolment form. Please enter the required information in these mandatory fields.

4) Ensure all details in the enrolment form are up to date and correct.

5) Click SUBMIT

You should receive email notification that submission has occurred.

If you do not receive a submission confirmation email, please email Boosh to confirm.

**Enrolment F**

Services to enrol: \* BOOSH Centre ▾

**Main Contacts**

Additional Contacts

Medical Contacts

Child Information

Immunisations

Other General Questions

Save&Close Cancel

Save Print

**Submit**

**Main Contacts**

**Primary Parent/Guardian**

Given Name \*

Last Name \*

Relation to child \*

Email address \*

You must provide at least

Mobile number

Home number

Work number

Work number

6) If your enrolment form has had **substantial changes** or you have concerns please print, sign and drop in the update form to the BOOSH office.

If your enrolment form has had **minor changes or no changes at all then there is no need to re-print the form.**

7) Please repeat this process for all children who require re-enrolment for 2020.

8) **PAYMENT** If you are not already registered for direct debit/credit you must do so BEFORE your re-enrolment can be processed. Please ensure you have completed and submitted the form (preferably submitted in your child's enrolment form) BEFORE November 13<sup>th</sup> 2019.