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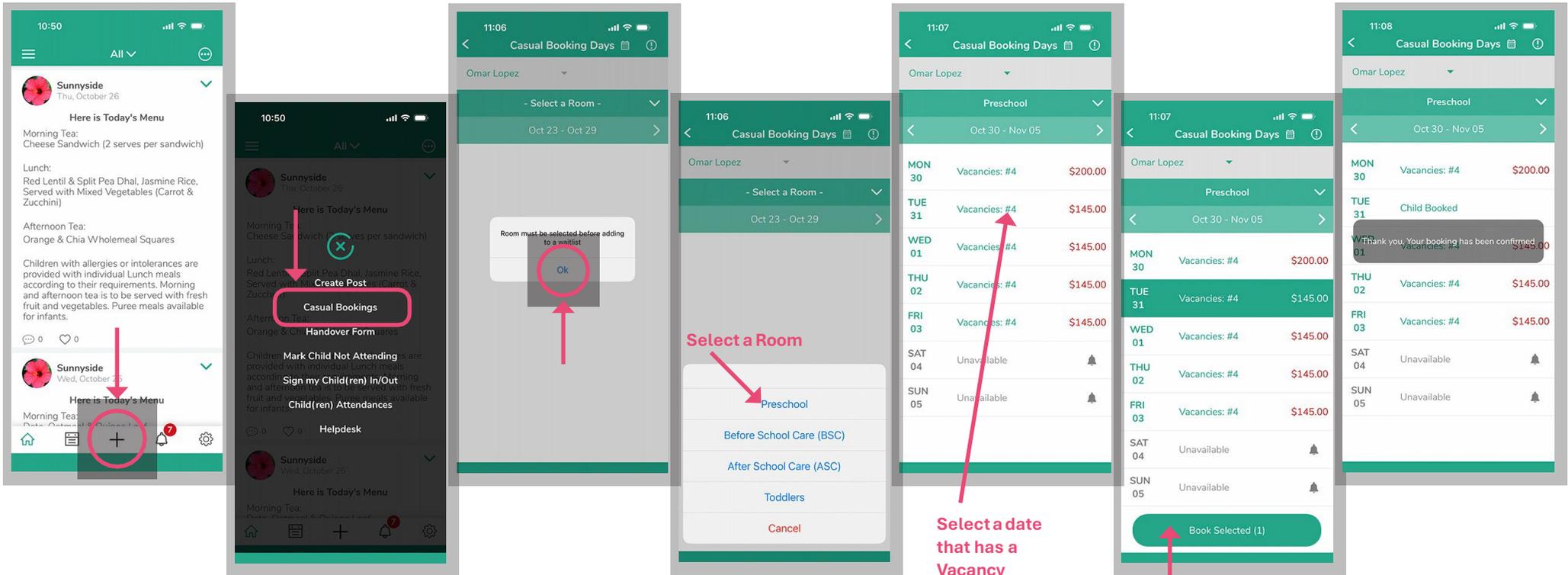
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Kids Biz OSHC - OWNA Guide

CASUAL BOOKING GUIDE

Booking Attendance on the App

From Home Screen



Step 1: Home Screen
The app shows the home screen for 'Sunnyside' on Thursday, October 26. A red circle highlights the '+' button in the bottom navigation bar.

Step 2: Casual Bookings Menu
The 'Casual Bookings' option is highlighted with a red circle. Other options include 'Create Post', 'Handover Form', 'Mark Child Not Attending', 'Sign my Child(ren) In/Out', and 'Child(ren) Attendances'.

Step 3: Select a Room
A dialog box prompts 'Room must be selected before adding to a waitlist'. The 'Preschool' option is selected from the list.

Step 4: Select a date that has a Vacancy
The 'Casual Booking Days' screen shows a calendar for 'Preschool' from Oct 30 to Nov 05. A date with a vacancy is selected.

Day	Vacancies	Price
MON 30	#4	\$200.00
TUE 31	#4	\$145.00
WED 01	#4	\$145.00
THU 02	#4	\$145.00
FRI 03	#4	\$145.00
SAT 04	Unavailable	
SUN 05	Unavailable	

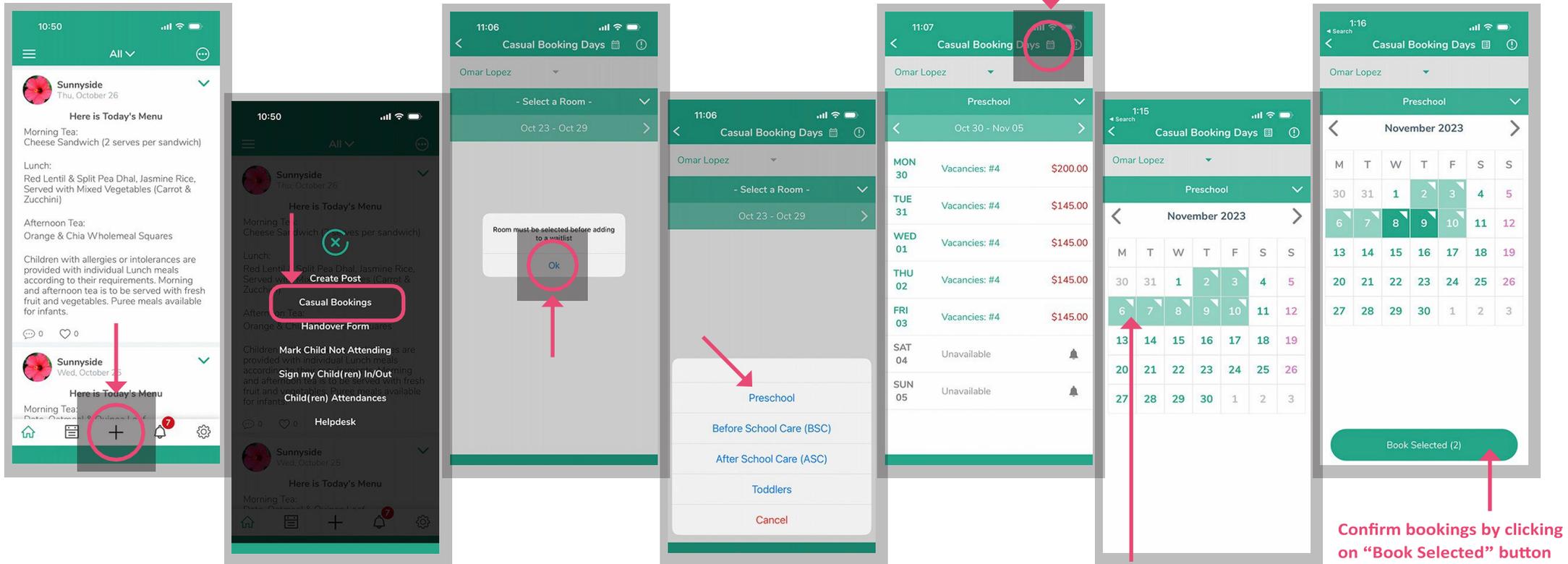
Step 5: Confirm by clicking on "Book Selected" button
The 'Book Selected (1)' button is highlighted with a red circle. A confirmation message is displayed: 'Thank you, Your booking has been confirmed.' The selected date is now marked as 'Child Booked'.

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CASUAL BOOKING GUIDE

Booking Multiple Days on the App

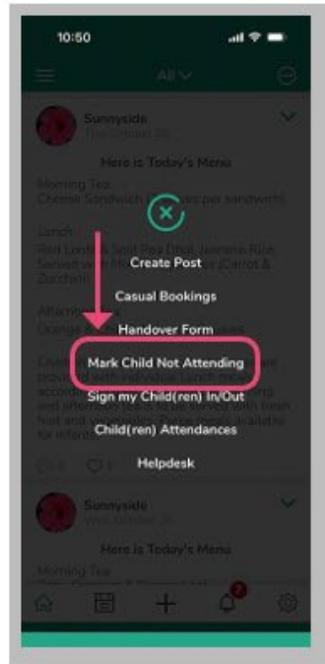
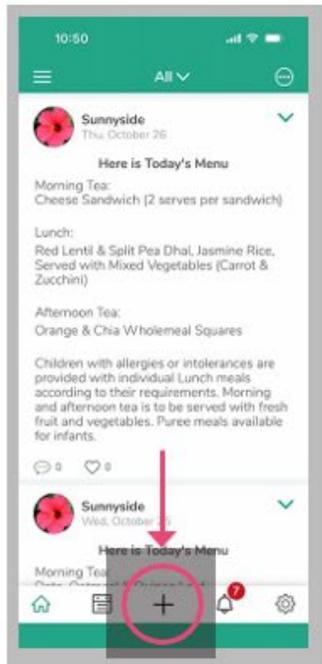
From Home Screen



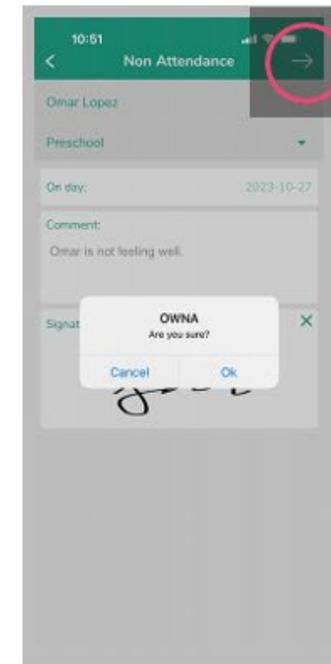
Select available days marked as light green.

Marking Absences and Deleting Future Bookings on the App

From Home Screen



- Select Child
- Select Room
- Select Day(s)
- Reason/Comments if any
- Your signature



Click on arrow to confirm

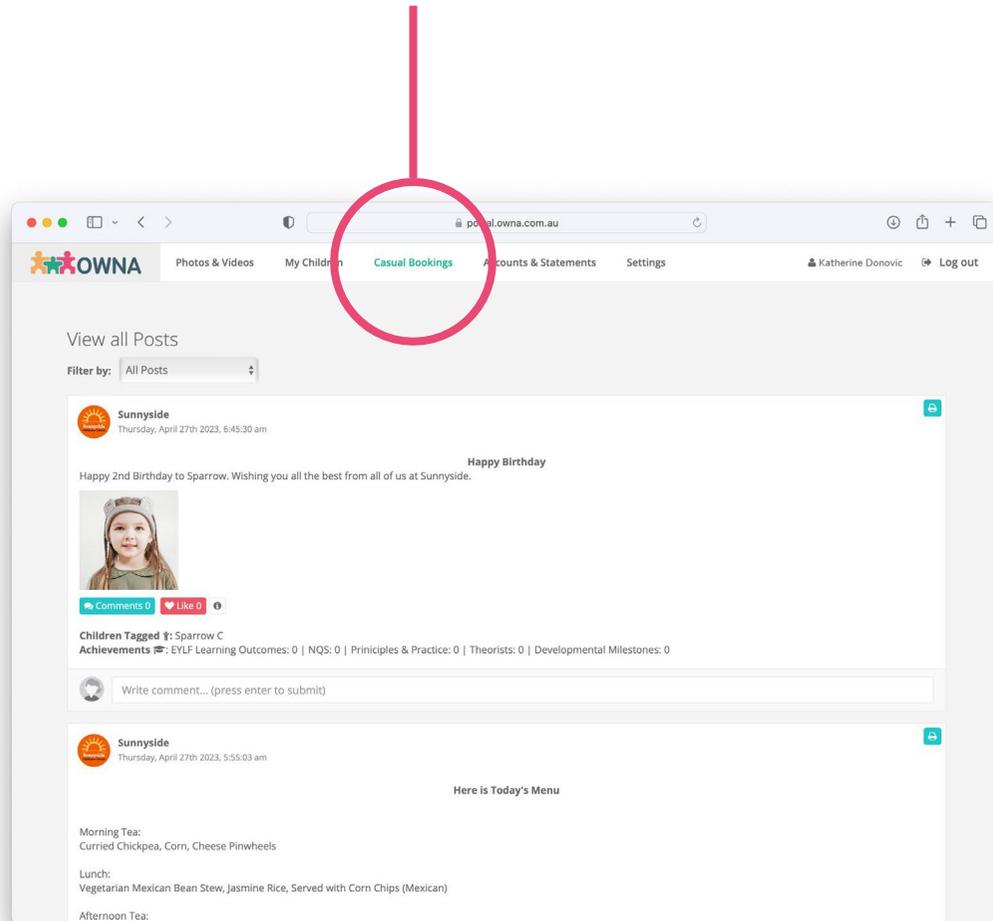
- Mark the booking as an absence if it complies with The Centre's cancellation policy.

- Marking bookings as absent ahead of time avoids a 'not-notified' fee being applied to your account (this fee is applied if your child/ ren do not arrive for a booked session and the service has not been informed)

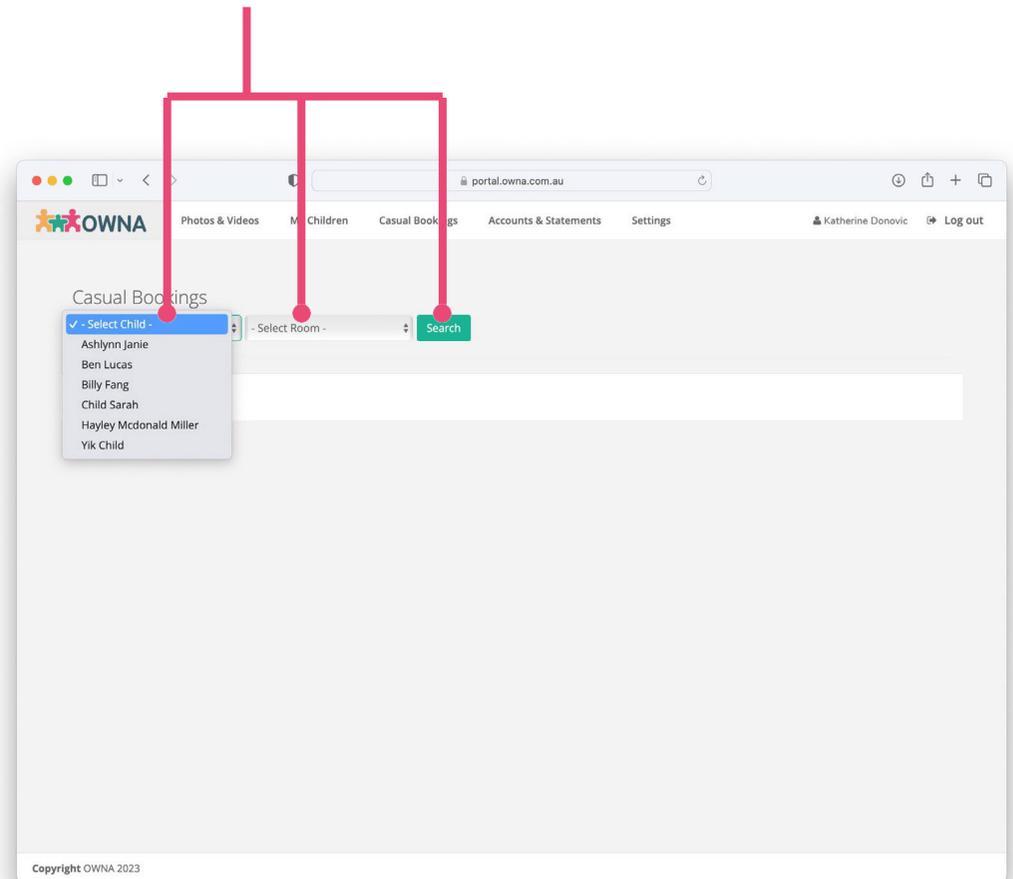
- Bookings that comply with the cancellation policy can be deleted with no charge applied

Casual Booking in OWNA Portal (pt1)

1. Click on **Casual Bookings**.



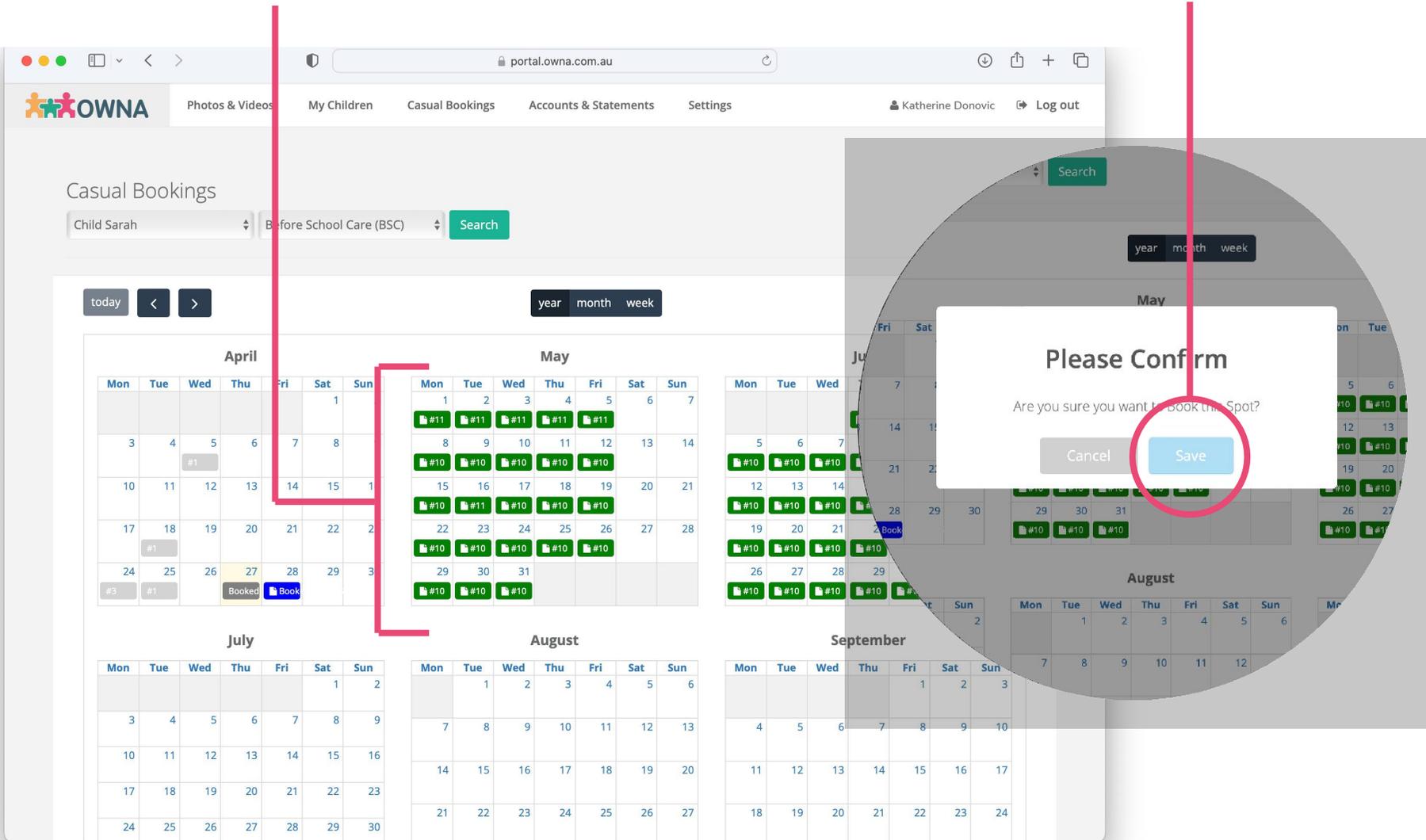
2. Once in the Casual Bookings page, select **Child** and **Room** and click **“Search”** button.



CASUAL BOOKING GUIDE

Casual Booking in OWNA Portal (pt2)

3. Select the date you wish to book (**any of the days in green**).
4. A confirmation panel will come up. Click **“Save”** to confirm or **“Cancel”** to select a different date.

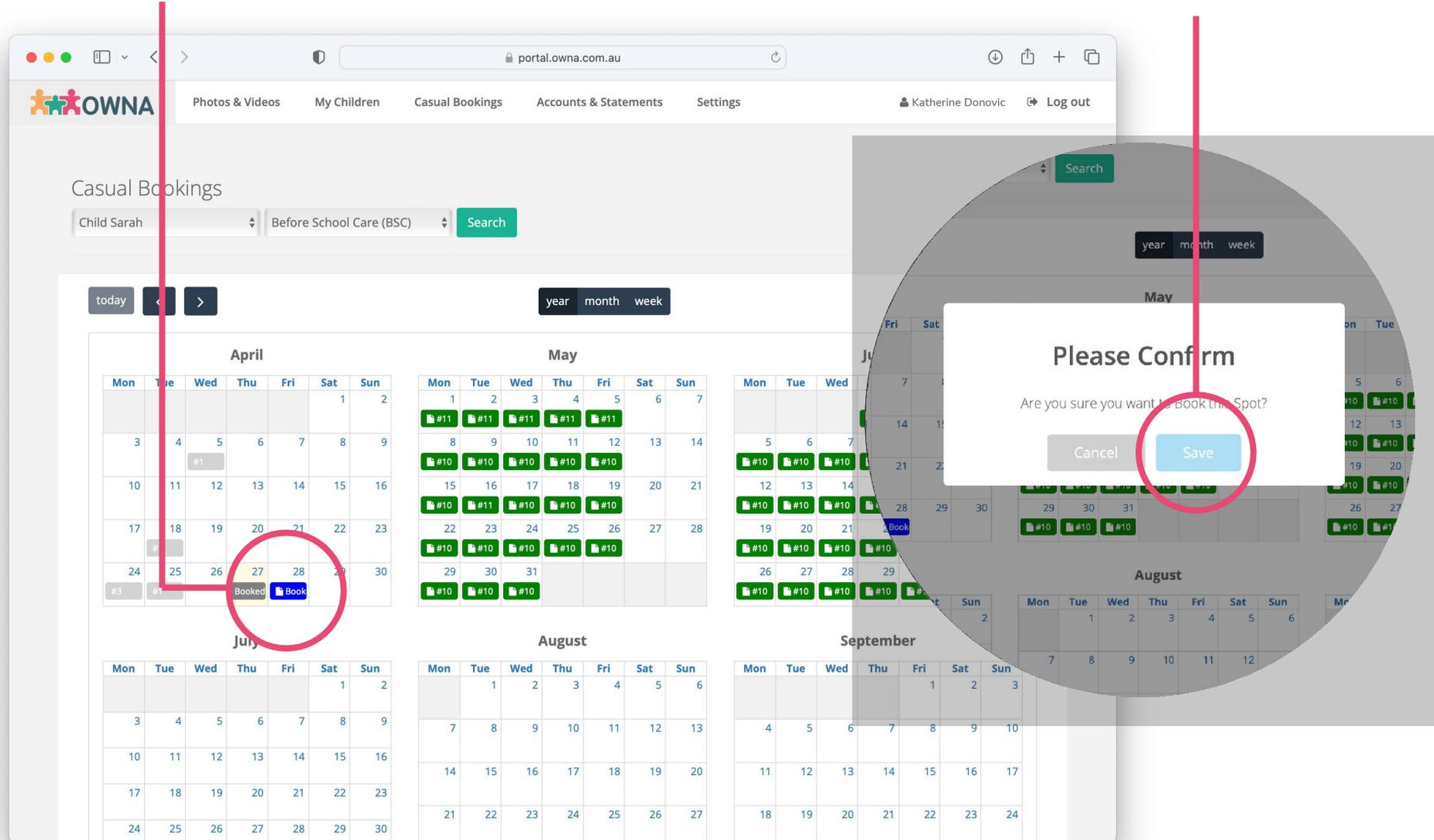


The screenshot displays the OWNA portal interface for casual bookings. The user is logged in as Katherine Donovan. The page shows a calendar for the month of May, with several dates highlighted in green, indicating available booking spots. A confirmation dialog box is overlaid on the calendar, asking "Please Confirm" and "Are you sure you want to BOOK this Spot?". The "Save" button in the dialog is circled in red, and a red line connects it to the instruction in step 4. The "Cancel" button is also visible. The calendar shows dates from April to September, with a "Book" button visible on the 27th of April.

CASUAL BOOKING GUIDE

Delete a Booking in OWNA Portal

1. To delete an existing booking, simply click on the **“Booked date”** (should be marked as blue).
2. A confirmation panel will appear. Click **“Save”** to confirm.



The screenshot shows the OWNA portal interface. At the top, there's a navigation bar with the OWNA logo and menu items: Photos & Videos, My Children, Casual Bookings, Accounts & Statements, and Settings. The user is logged in as Katherine Donovanov. Below the navigation bar, there's a search section for 'Casual Bookings' with filters for 'Child Sarah' and 'Before School Care (BSC)'. The main content area displays a calendar view for April, May, July, August, and September. A red circle highlights the date '27' in the April calendar, which is marked as 'Booked' with a blue icon. A red line connects this date to a confirmation dialog box that appears over the calendar. The dialog box has the title 'Please Confirm' and the text 'Are you sure you want to Book this Spot?'. It contains two buttons: 'Cancel' and 'Save'. A red circle highlights the 'Save' button, and a red line connects it back to the 'Booked' date in the calendar.