

How to Link your child to Beresford Road Activity Centre Or Toongabbie West Activity Centre for Vacation Care

If you have never attended Beresford Road Activity Centre or Toongabbie West Activity Centre or you can't see the Vacation Care rolls for your preferred service when you go to book your child into holiday care, it is because you are not linked to the service.

To link your child to either service you must follow the steps outlined below.

Step One

Log into your My Family Lounge account on your desktop computer.

Step Two

In the Child Section click on the "View Enrolment" button



Step Three

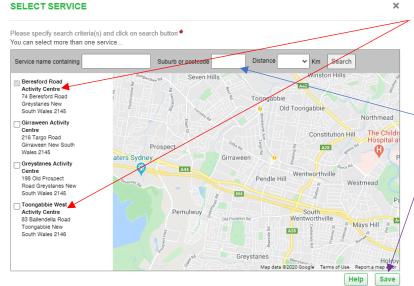
At the very top of the enrolment form you will see a box like the one below. This lists all the services that your account is linked to – You can be linked to multiple services at a time.

If you do not see your preferred service listed you need to add it.

To do this you need to click on the Green cross next to the box here.

Services to enrol: Beresford Road Activity Centre

Step Four



Select your preferred service from the left-hand side column.

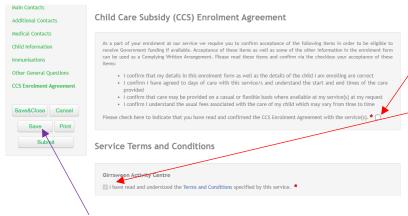
If it is not there you can do a postcode search and it should come up.

- 2145 for Beresford Road
- 2146 for Toongabbie West

Once you have selected the service you want hit Save

You will be taken back to your enrolment form

Step Five



You need to then scroll to the very bottom of your enrolment form and tick the CCS Enrolment agreement and service terms and conditions.

There could be more then one T&C to tick.

Then hit "SAVE" and then the "SUBMIT" Button

If you get a notice at the top of the page (in a red box) then you need to complete what it is asking and hit save and submit again.

It will look similar to the one below:

- · Please complete the fields that are marked mandatory
- · You must accept the Terms and Conditions for all selected services.

How do I know it has been done correctly?

When everything has been done correctly you will have a "Success" message flash on the screen for a moment.

When you see the "Success" Message you can then proceed to submit your days you require for Vacation Care.