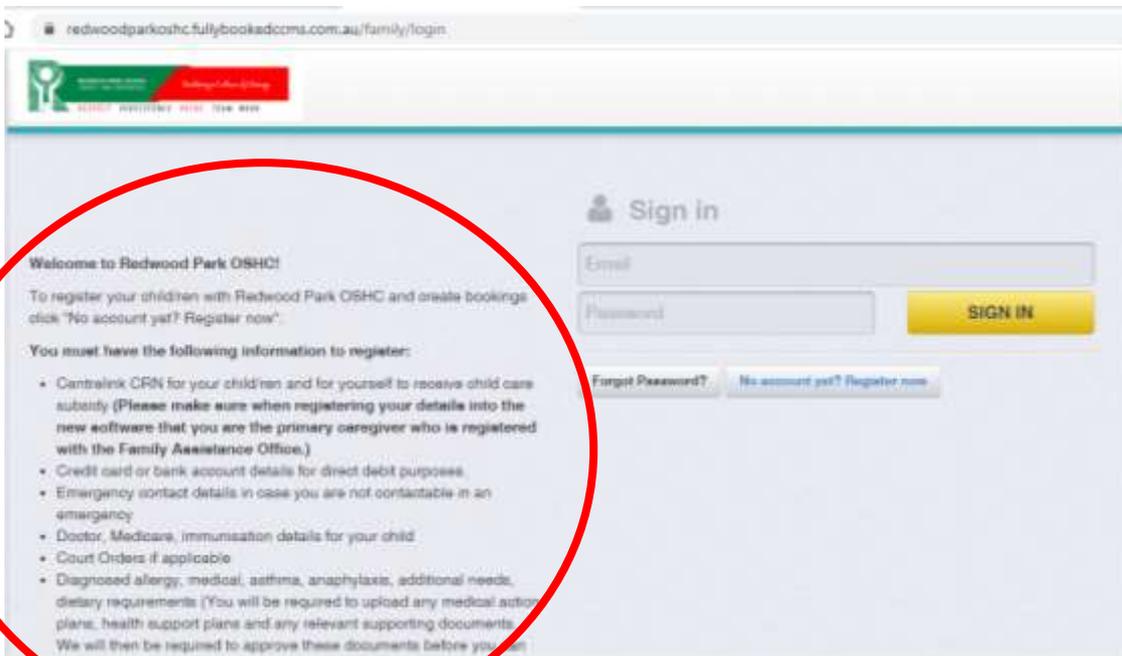


How to Enrol with Fully Booked

Step 1:

Head to <https://redwoodparkoshc.fullybookedccms.com.au/family/login>

It will then bring you to the below page. We recommend having a read of the left hand side *Please note, we recommend saving this link as a bookmark or to your home page as this will be the link you need to access your account in the future.



redwoodparkoshc.fullybookedccms.com.au/family/login

 *Building a Culture of Change*
0800 830706 0408 830 706

Sign in

Welcome to Redwood Park OSHC!

To register your children with Redwood Park OSHC and create bookings click "No account yet? Register now".

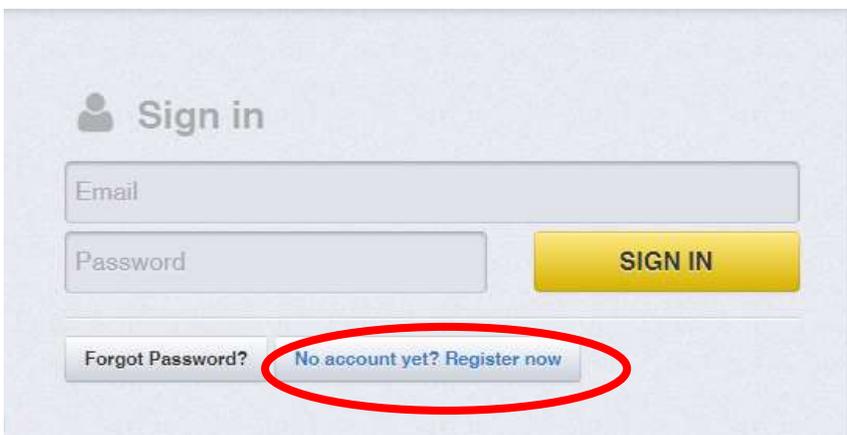
You must have the following information to register:

- Centralink CRN for your child/ren and for yourself to receive child care subsidy (Please make sure when registering your details into the new software that you are the primary caregiver who is registered with the Family Assistance Office.)
- Credit card or bank account details for direct debit purposes.
- Emergency contact details in case you are not contactable in an emergency
- Doctor, Medicare, immunisation details for your child
- Court Orders if applicable
- Diagnosed allergy, medical, asthma, anaphylaxis, additional needs, dietary requirements (You will be required to upload any medical action plans, health support plans and any relevant supporting documents. We will then be required to approve these documents before you can

Forgot Password? [No account yet? Register now](#)

SIGN IN

Once ready click 'No Account Yet? Register Now'



Sign in

SIGN IN

Forgot Password? [No account yet? Register now](#)

Step 3:

You will then be brought to our New User Registration page as shown below. You will need to select your service (school site) by clicking on the drop- down arrow. Then enter your email address and create a password and tick the appropriate boxes to opt-in or opt-out of notifications, (please note if you opt-out *you are taking responsibility* to check your account weekly without prompt). We have circled below the options we recommend selecting.

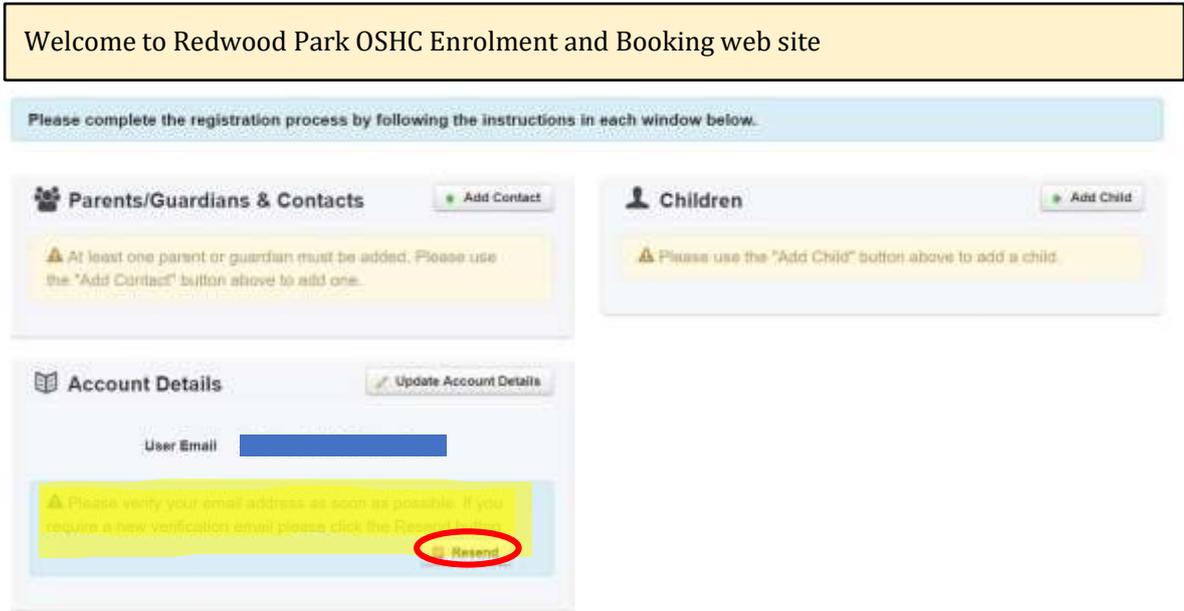
Please read these terms and conditions carefully. By Using Redwood Park Primary OSHC and VAC service (OSHC) you agree to be bound by these terms and conditions.

We recommend reading over our terms and conditions on the right hand side. Scroll to the bottom and tick the box to accept. Then click register.

Please read the T&Cs and check this box if you accept these.

REGISTER

You will then come to our main dashboard.



Step 4: Verify Email

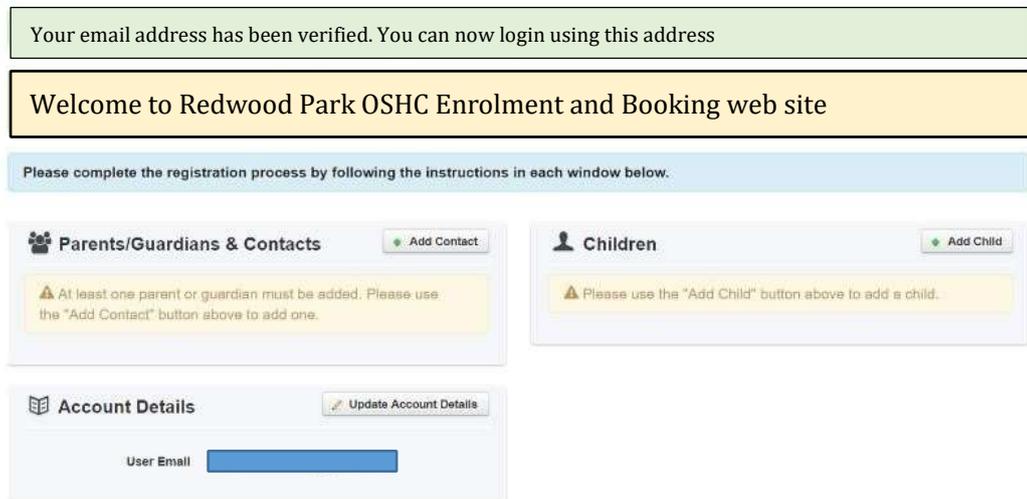
The first step is to verify your email address, you would have received a verification email to the email address you listed. If it is not in your inbox check your junk or spam folder as it is system generated.

If you need it resent, you can click resend.

This is what the email looks like when it comes to your email address with the link here. You will need to click the link to verify your email.



The Fully Booked dashboard will then reload and will look like the below.



Step 5: Adding Primary Parent/Guardian & Emergency Contacts

Next click 'Add Contact' in the Parents/Guardians and Contacts section. You will need to fill in all required information. *It is important that this initial primary parent is the person who is registered with centrelink for child care subsidy and that the CRN and DOB have been entered correctly as this will affect you receiving CCS.*



You can leave your Vehicle Registration blank and can tick 'Not Applicable' to your work address.

A screenshot of a form field labeled "Work Address". Below the text input field, there is a checkbox labeled "Not Applicable" which is checked.

Once you get to the bottom you click 'Save'



Any issues with the details you entered will come up at the top of the screen in red. You will need to amend these and press save again. If there are no issues you will be taken to the top of the screen and it will say 'Create Successful!'



Step 6:

To add your next contact, click 'Add Contact'. You will need to select if this next contact is a 'Parent/Guardian or Emergency Contact by clicking on the one you require, this will turn green.

A screenshot of a form titled "Parent/Guardian or Emergency Contact". Below the title, there is a label "Relationship type *". There are two buttons: "Parent/Guardian" and "Emergency Contact". The "Emergency Contact" button is highlighted in green.

This area is very important as legally we require 1 emergency contact in our system. Only area's marked with * need to be filled in such as name, relationship to child, contact numbers and home address. Once all information has been entered you will get to the bottom where you will need to select which consents you give to the contact you have added.



A screenshot of a consent form with five items, each preceded by a checked checkbox:

- Authorisation to seek medical treatment from a registered medical practitioner, hospital or ambulance service, including transportation of the child by an ambulance service
- Authorise administration of medication to the child
- Authorise an educator to take a child outside the service on excursions; regular outings
- Be notified in the event of any accident, injury, trauma or illness involving the child, if both parent's are not contactable
- Collect the child from the service

Once completed you will either press 'Save' or 'Save and Back' depending on what you need to do next. Click Save to add another primary parent or emergency contact or Save and Back if you have finished entering contacts. When clicking 'Save and Back' you will be taken back to the dashboard.

Step 7: Adding Child/ren

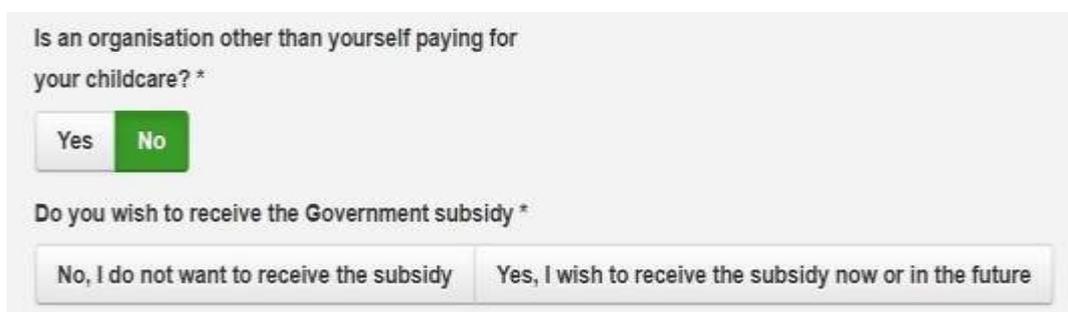
Next click 'Add Child' in the Children section.



A screenshot of a user interface for the 'Children' section. It features a header with a person icon and the text 'Children'. To the right of the header is a button labeled 'Add Child' with a green plus icon, which is circled in red. Below the header is a yellow warning box with a triangle icon and the text: 'Please use the "Add Child" button above to add a child.'

You will need to fill in all required information including selecting media permissions.

The below questions are really important for if you wish to receive childcare subsidy. You will need to select 'Yes' if you are eligible for child care subsidy or 'No' if you are not eligible.



A screenshot of a form with two questions:

Is an organisation other than yourself paying for your childcare? *

Yes No

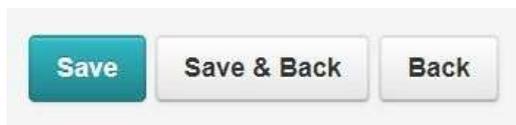
Do you wish to receive the Government subsidy *

No, I do not want to receive the subsidy Yes, I wish to receive the subsidy now or in the future

When you select 'Yes, I wish to receive the subsidy now or in the future' it will prompt you to enter your child's CRN. **This will be different to your parent CRN.**

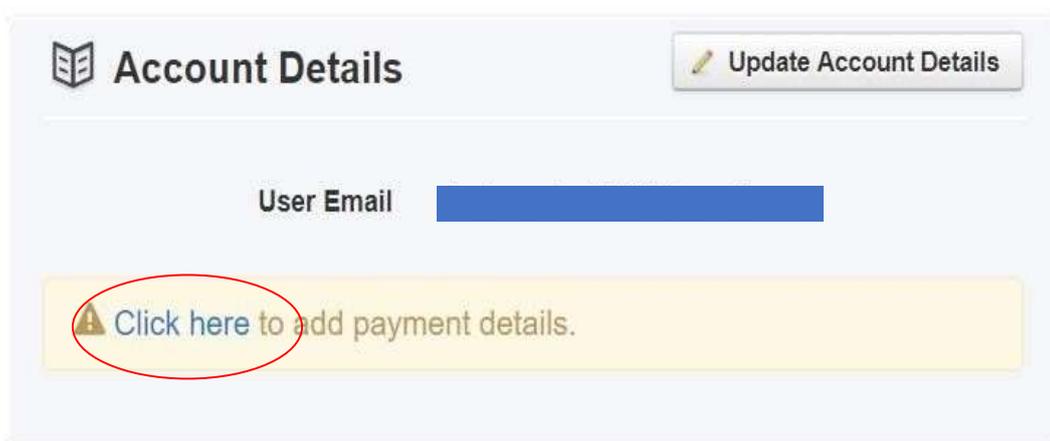
The other details are pretty self-explanatory with permissions and health details. You will need to upload any medical/court order/allergy plans that you advise us of. Redwood Park OSHC will then be required to approve these documents before you will be able to add bookings.

Once completed press 'Save' or 'Save and Back' depending on what you need to do next. Click Save to add another child or 'Save and Back' if you have finished entering your child/ren. When clicking 'Save and Back' you will be taken back to the dashboard. Any issues with the details you entered will come up at the top of the screen in red. You will need to amend these and press save again. If there are no issues you will be taken to the top of the screen and it will say 'Create Successful!'

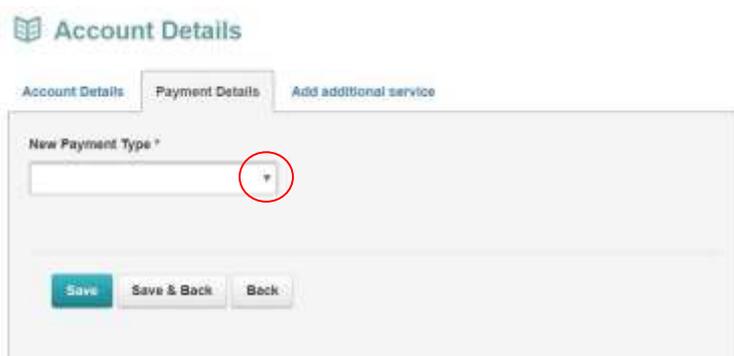


Step 8: Adding Payment Details

Next add payment details by clicking 'Click Here' to add payment details in the Account Details Section.
***Please note you will not be able to add bookings until this is completed.**



This will bring you to the below screen. Select the drop down box for 'New Payment Type'



You will select either Credit Card or Direct Debit and enter the appropriate details. *Ensure you tick the terms and conditions box* and click 'Save and Back' to go back to the dashboard.

It will then have a pop up showing that Esidebit have accepted these details.

Your invoice will be emailed to you every Tuesday and this amount will be direct debited on the Thursday.



Now you will be taken back to the dashboard where you will now be able to see a preview booking calendar. This shows you have completed the enrolment process. If you cannot see this preview calendar it will mean a task is unfinished in your account. This may show up as a warning sign similar to the below outlining what needs to be done.



Below is what a completed dashboard will look like.

Welcome to Redwood Park OSHC's Enrolment web site.

Parents/Guardians & Contacts

[Add Contact](#)

Name	Relationship	CRN	
Leigh Lyons *	Father		Edit
Ann Farington	Friend		Edit

* represents the primary parent

Children

[Add Child](#)

Name	Date Of Birth	CRN	
Cammy Lyons	08-10-2015		Edit

Use the child's drop down menu to upload required support documentation.

Account Details

[Update Account Details](#)

User Email: neddy2003@hotmail.com

Statements

There are currently no statements available for download.

Preview Current Bookings

[Review All Past Attendances](#)

today **March 2020** month week day

Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	28	29	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

To learn how to make bookings please refer to our 'How To Make Bookings' on the following link:

<http://www.redwoodpkr7.sa.edu.au/parents.php?id=21&pid=48>