



## How to Enrol with Fully Booked

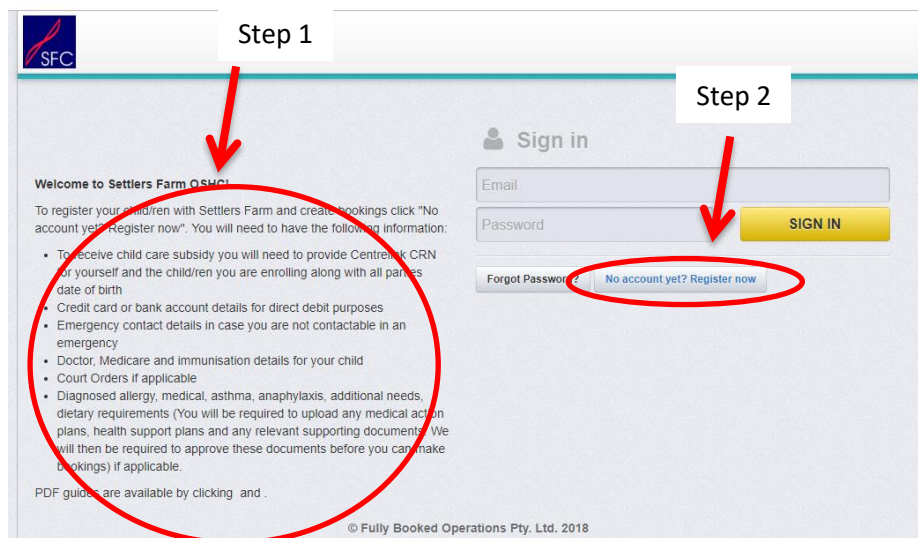
### Step 1:

Head to <https://www.settlersfarmcampusoshc.com/>, under the enrolments tab click 'Enrol here'

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.

### Step 2:

Once ready click '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.

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.

You will then come to our main dashboard.

Please complete the registration process by following the instructions in each window below.

**Parents/Guardians & Contacts** + Add Contact

⚠ At least one parent or guardian must be added. Please use the "Add Contact" button above to add one.

**Children** + Add Child

⚠ Please use the "Add Child" button above to add a child.

**Account Details** ✎ Update Account Details

User Email: chelsea.todd93@gmail.com

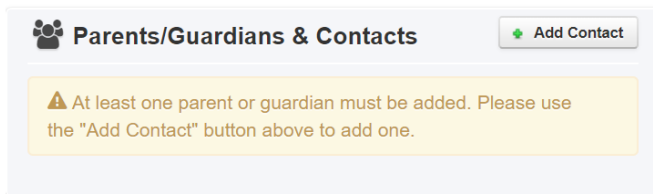
⚠ Please verify your email address as soon as possible. If you require a new verification email please click the Resend button Resend

#### 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 its not in your inbox check your junk or spam folder as it is system generated. If you need it resent, you can click resend. Once received you will need to click the link to verify your email.

## Step 5: Adding Primary Parent/Guardian & Emergency Contacts

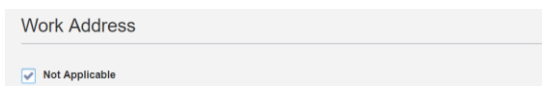
Next click 'Add Contact' in the Parents/Guardians and Contacts section. You will need to fill in all required information. *It is important that this initial primary parent is the person who is registered with centrelink for child care subsidy and that the CRN and DOB have been entered correctly as this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



Parents/Guardians & Contacts + Add Contact

⚠ At least one parent or guardian must be added. Please use the "Add Contact" button above to add one.

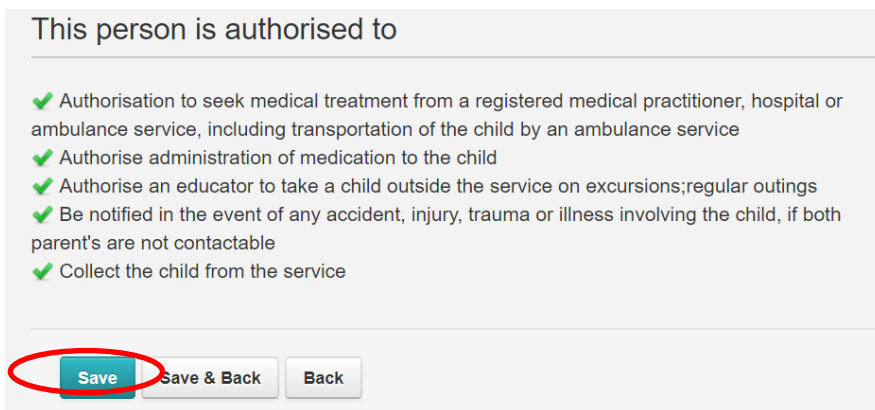
You can leave your Vehicle Registration blank and can tick 'Not Applicable' to your work address.



Work Address

Not Applicable

Once you get to the bottom you click 'Save'

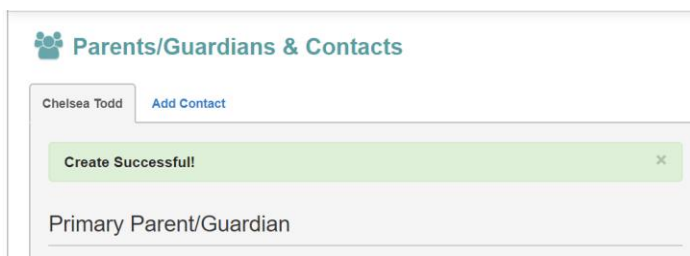


This person is authorised to

- ✓ 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

**Save** Save & Back Back

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!'



Parents/Guardians & Contacts

Chelsea Todd + Add Contact

Create Successful! ×

Primary Parent/Guardian

## 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.

## Parent/Guardian or Emergency Contact

Relationship type \*

Parent/Guardian

Emergency Contact

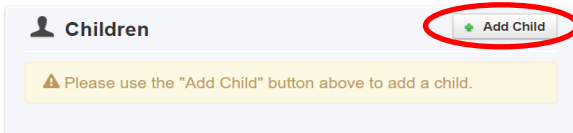
This area is very important as legally we require 1 emergency contact in our system. Only area's marked with \* need to be filled in such as name, relationship to child, contact numbers and home address. Once all information has been entered you will get to the bottom where you will need to select which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

- 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.



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.

Do you wish to receive the Government subsidy \*

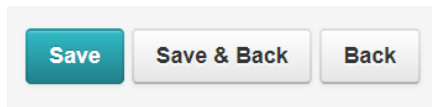
No, I do not want to receive the subsidy  Yes, I wish to receive the subsidy now or in the future

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. Settlers Farm 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

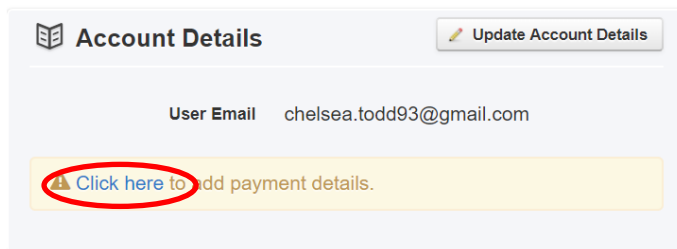
come up at the top of the screen in red. You will need to amend these and press save again. If there are no issues you will be taken to the top of the screen and it will say 'Create Successful!'



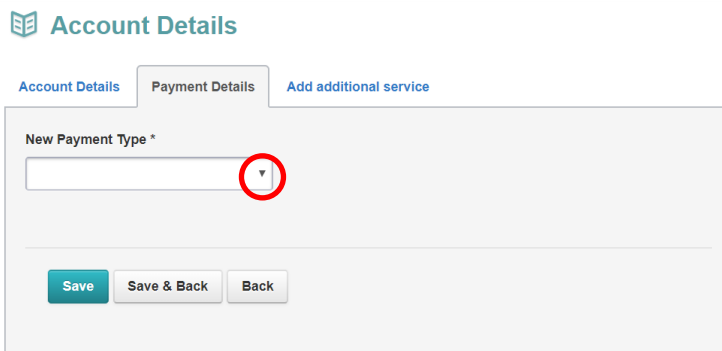
### Step 8: Adding Payment Details

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.

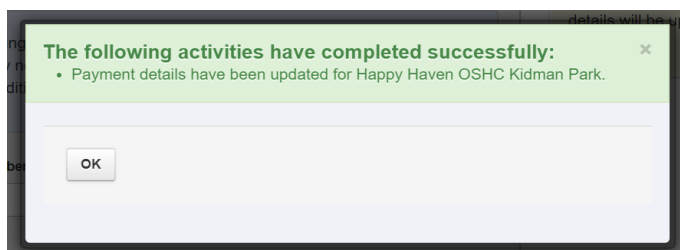


This will bring you to the below screen. Select the drop down box for 'New Payment Type'



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.



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 can not 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 or if you are unsure you can contact us on 8280 8108 or 0401 711 061 and we can assist.

**Parents/Guardians & Contacts** + Add Contact

**⚠ Education and Care Services National Regulations require a second parent or guardian to be added to your enrolment details. Please use the following buttons to either add details or tell us that a second parent is not applicable.**

+ Add Second Parent ⊖ Second Parent Not Applicable

Below is what a completed dashboard will look like. To learn how to make bookings please refer to our 'How To Make Bookings' in the enrolment tab on our website.

Would you like to make a booking? You can do this by clicking on the "Edit Bookings" button in the bookings window below.

**Parents/Guardians & Contacts** + Add Contact

Name	Relationship	CRN	
Chelsea Todd *	Mother		<span style="border: 1px solid gray; padding: 2px;">✎ Edit</span>
Skylar Hepburn	Aunt		<span style="border: 1px solid gray; padding: 2px;">✎ Edit</span>

\* represents the primary parent

**Children** + Add Child

Name	Date Of Birth	CRN	
Eddie Todd	01-01-2011		<span style="border: 1px solid gray; padding: 2px;">✎ Edit</span>

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

**Account Details** ✎ Update Account Details

User Email [chelsea.todd93@gmail.com](mailto:chelsea.todd93@gmail.com)

Payment Details [Direct Debit - Change](#)

**Statements**

There are currently no statements available for download.

**Preview Current Bookings** ✎ Add/Change Bookings

< > today **May 2019** month week day

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9