



## Step 1 - Register

- Please go to our website: [www.sa.ymca.org.au/oshc](http://www.sa.ymca.org.au/oshc)
- Click on the 'Register for My Family Lounge' button on your site page, then click on register. You will then be asked to set up an account with a username and password.
- Once you have registered you will be sent an email with a link to follow to complete your enrolment

## Step 2 - Add Contact

- Enter the primary contact details for the person who will be responsible for the account. This would be the parent/guardian registered for centrelink benefits.
- Then add the secondary contact which is the additional parent/guardian

## Step 3 - Add Child

- For each child you are enrolling you need to do a separate enrolment form.
- Remember to add which centre/service you want to attend at the top right/
- Please ensure you provide any medical or dietary requirements and read all the information thoroughly. This is where you can upload action plans, birth certificates and immunisation history statements. Alternatively, we can photocopy these at the centre.

## Step 4 - Billing Information

- Your child cannot commence care with us until a payment method has been set up.
- Please complete direct debit form for your selected centre via our website.

## Step 5 - Declarations and Consent

- Please read and agree to the terms and conditions of the YMCA and type your name in the box.

## Step 6 - Submit

- Click on the submit button when you have completed all of the above. Any areas still needing information will be highlighted read at the top of the page.

## Step 7 - Making a Booking Request

- Recurring booking requests are for permanent bookings before and after school programs. Once we receive this we will send you an offer that you will need to accept.

**Casual bookings** are for before and after school programs and vacation care programs. This can be done via the casual booking calendar.