

For Centre Administrators: Brand New Families (Parent/Carer Process)

Family Process -

PART ONE.

- Step 1. Register your Account
- Step 2. Log in
- Step 3. Fill out your Contact Information
- Step 4. Fill out your Childs Information
- Step 5. Create a "Waitlist Application" (Booking request)

PART TWO.

- Step 6. Accept the Offer
- Step 7. Complete the Enrolment Form
- Step 8. Confirm the Booking and you are all done!

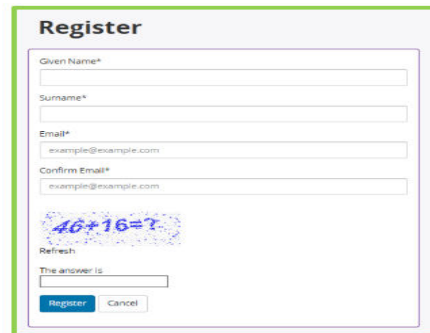
PART ONE:

Step 1. Copy the URL into Google Chrome & Select Register

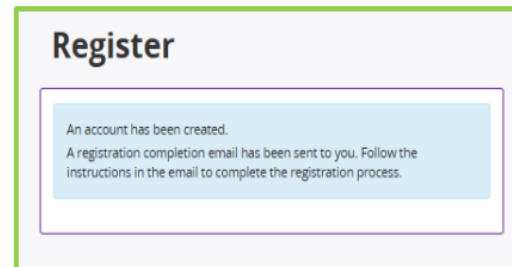
<https://www.qkenhanced.com.au/Account/Embeddable/?databaseId=11108>



The 'Parent Sign-In' screen features the 'my FAMILY Lounge' logo at the top. Below the logo, there are two input fields labeled 'Email' and 'Password'. At the bottom, there are two buttons: 'Sign-In' and 'Register'.



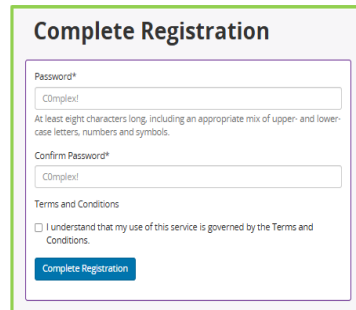
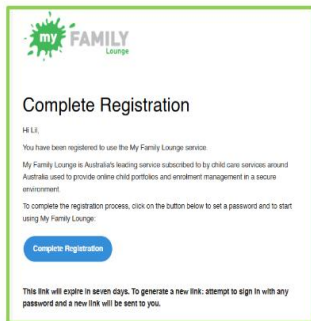
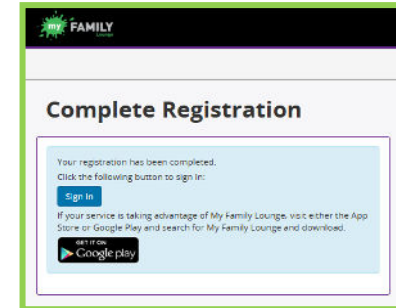
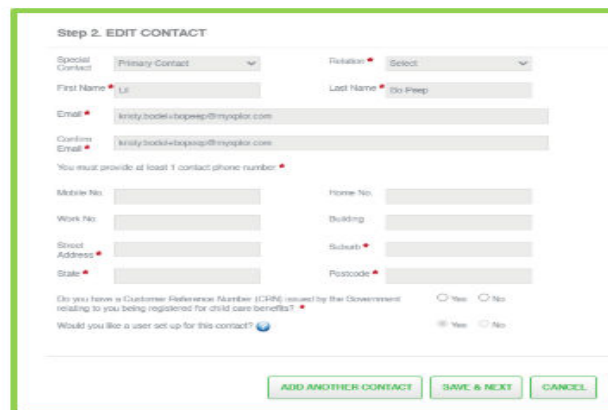
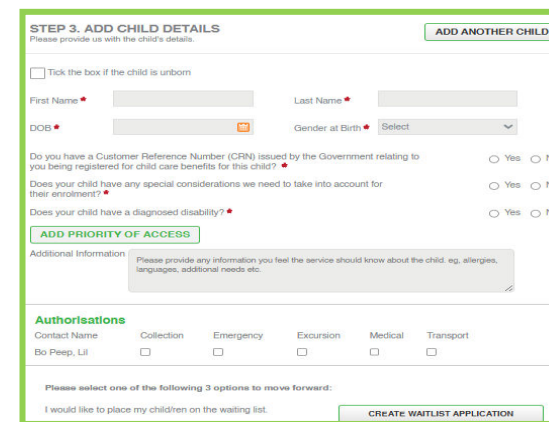
The 'Register' screen contains several input fields: 'Given Name*', 'Surname*', 'Email*' (with a placeholder 'example@example.com'), and 'Confirm Email*' (with a placeholder 'example@example.com'). Below these fields is a math equation '46+16=?' with a 'Refresh' button. At the bottom, there is a text input field labeled 'The answer is' and two buttons: 'Register' and 'Cancel'.



The 'Register' screen displays a message box stating: 'An account has been created. A registration completion email has been sent to you. Follow the instructions in the email to complete the registration process.'

Enter your First Name, Last Name, and Email Address, Complete the Equation, and Select Register. The Register Screen will appear and you will receive an email from My Family Lounge.

From your designated inbox, Find the Complete Registration email, and click on the blue complete registration button.
Enter and confirm your password
Select the Blue Sign in Button in the Complete Registration notification box

This is a screenshot of the "Complete Registration" web form. It contains two password input fields labeled "Password*" and "Confirm Password*", both with a "Complex!" status indicator. Below the fields are checkboxes for "Terms and Conditions" and a statement of understanding. A blue "Complete Registration" button is at the bottom.This is a screenshot of the "Parent Sign-In" form. It features the "my FAMILY Lounge" logo and two input fields for "Email" and "Password". Below the fields are two buttons: "Sign-In" and "Register".This is a screenshot of the "Step 2. EDIT CONTACT" form. It includes fields for "Special Contact" (Primary Contact), "First Name", "Last Name", "Email", and "Confirm Email". There are also fields for "Mobile No.", "Home No.", "Work No.", "Building", "Street Address", "Suburb", "State", and "Postcode". At the bottom, there are checkboxes for "Do you have a Customer Reference Number (CRN) issued by the Government relating to you being registered for child care benefits?" and "Would you like a user set-up for this contact?". Buttons for "ADD ANOTHER CONTACT", "SAVE & NEXT", and "CANCEL" are at the bottom.This is a screenshot of the "Step 3. ADD CHILD DETAILS" form. It includes fields for "First Name", "Last Name", "DOB", and "Gender at Birth". There are checkboxes for "Tick the box if the child is unborn", "Do you have a Customer Reference Number (CRN) issued by the Government relating to you being registered for child care benefits for this child?", "Does your child have any special considerations we need to take into account for their enrolment?", and "Does your child have a diagnosed disability?". There is a section for "Additional Information" with a text area. Below this is a table for "Authorisations" with columns for "Contact Name", "Collection", "Emergency", "Excursion", "Medical", and "Transport". At the bottom, there is a section for "Please select one of the following 3 options to move forward:" with a button for "CREATE WAITLIST APPLICATION".

