

BOOSH

Beecroft Out Of School Hours

Re-Enrolment of current BOOSH children

- 1) Log in to your My Family Lounge Account using your username and password. Please sign into the website using a desktop or tablet. You are unable to use the phone app to access your enrolment form.

This can be accessed from www.boosh.com.au by clicking on the 'My Family Lounge' tab.

If your link to log in has expired OR if you have forgotten your password:

Go to the My Family Lounge tab of our Boosh website, enter your email and select 'sign-in'. You will be re-directed to a page where you can select 'Forgotten password?'. Follow the prompts to set up a new password for your account.

- 2) Select **VIEW** enrolment for each child and this will open their enrolment form.

CHILD Add Child

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
[Redacted]							Start Enrolment
[Redacted]							View Enrolment Print

OFFER

No records found

BOOKING REQUESTS ~~[New Request](#)~~

Requests for new bookings or to change current permanent bookings are displayed here. These requests are yet to be approved.

DO NOT create a new booking request

- 3) Mandatory fields, marked with an asterisk (*), have changed since you last submitted the enrolment form. Please enter the required information in these mandatory fields.
- 4) Ensure all details in the enrolment form are up to date and correct. Check authorised contacts and contact details are up to date and correct. Update as necessary. You can change/remove authorisations for contacts, but to remove them completely you need to email admin@boosh.com.au with the requested changes.

5) Click SUBMIT

You should receive email notification that submission has occurred.

There is no need to manually sign the form or return a hard copy.

- 6) Please repeat this process for all children who require re-enrolment for the next year.
- 7) Please email admin@boosh.com.au to confirm.
- 8) Families with permanent sessions must contact the centre ***if they wish to request any changes*** to their permanent positions for the next year. **Please email any such requests to admin@boosh.com.au**