## BookMe Online Booking System

To access BookMe:

- 1) Go to <u>https://hubhello.com/</u> and click 'Login'. Enter your username and password.
- 2) Click on the profile icon at the top right of your page and select BookMe.

: O HubHello			Hi Stephen!
My Family Stephen Child	Child Citizer	Profile Enrolment Forms Accounts	
Ą	0		BookMe Activities Waitlist
News Feed		feedAustro	Support
REMINDER: Freecycle market this     08 May, 10:01am	Saturday	Ferncourt OSHC/	

The BookMe calendar will show available Vacation care programs and the available days at the services your child/ren attend.

BookMe					Available	Events Filter -
Events < Sep 2017 🔂 >						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19 06:30am - 06:30pm Swimming Day	20 06:30am - 06:30pm Athletics Day	21 06:30am - 06:30pm Movie Day	22	23	24
25	26	27	28	29	30	01

*Note:* If certain days appear as blank, that means there is no vacation care program events available for that date.

- Closed BookMe Events will be grey in colour
- Available BookMe Events will be light blue
- BookMe Events you've already opted to Participate in will be aqua
- Events you see in orange, are your ongoing schedule of care you have booked

## How to Book

1) If you have several children under your profile, select the child you want to book for.

: O HubHello	
My Family Stephen Child	Child Citizen
Ą	0

- 2) Click the calendar icon to select the month you want to book.
- 3) Select a day/event to view more information.
- 4) Click on 'Participate' to book the day/event.

Swimming Day ×				
Swimming at Sand	Iringham Beach			
bathers, towel, sunscreen supplied				
Fee: \$60				
Capacity: 30	Av	Available: 30		
<ul> <li>€ 0411000222</li> <li>Participate</li> </ul>				
	20	21		
06:30am - 06:30pm Swimming Day	06:30am - 06:30pm         06:30am - 06:30           Athletics Day         Movie Day			

- 5) To book another child to the same day/event, select 'Click to add another child'. (This option appears below the calendar of Events after you've clicked the Participate button.)
- 6) Click 'Checkout' once you've finished selecting bookings.

## Checkout To confirm bookings:

1) On the 'Checkout' page, you will see a sumary of the days/events booked and a breakdown of the 'Fee Payable', including any estimated subsidies.

Confirm Bookings			C	CONTINUE BOOKING >>	
Book in: Wesson Ortaliz 🛞 Click to add another child 🕃					
Elwood Early Learning					
EVENT DETAILS	FEE		\$130.00		
Swimming Day Tuesday Sep 19 2017, 06:30am - 06:30pm	\$60	×	TOTAL AMOUNT DUE		
Athletics Day Wednesday Sep 20 2017, 06:30am - 06:30pm	\$30	×	Total Fee Estimated Subsidies	\$130.00	
Movie Day Thursday Sep 21 2017, 06:30am - 06:30pm	\$40	×	CCB CCR JET	(\$0.00) (\$0.00) (\$0.00)	
TERMS AND CONDITIONS			Fee Payable	\$130.00	
I agree to the following terms and conditions of booking:			CONFIRM BOO	OKINGS	
		CANCE	L		

Copyright © HubHello Pty Ltd 2017

2) Once you agree to the Terms and Conditions, you will be able to click the 'Confirm Bookings' button.

## Waitlist for booked out days

To be added to the waitlist, please email oshcadmin@innerwest.nsw.gov.au with your details and the day/s you would like.

We will email you if there is a cancellation.