



Vacation Care

How to add a contact, change details or Reset Password

Forgot your Password?

Type in Eaton Recreation Centre on your computer browser and navigate to our Vacation Care page: http://erc.dardanup.wa.gov.au/children/vacation-care/

On the right hand side you will see the Parent Sign – In section:

Put in your email address (the one you use to normally sign into MFL) Click on Sign-in (don't enter a password)

	1
Sign-In	Register

Parent Sign-In

You will then come to a page that looks like this: Click on 'Forgotten Password' You will then be sent a new email where you can follow the Link and set a new password.

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If you need to go back into the Enrol section click on

Follow these steps for adding a contact person or changing a phone number, address etc

Adding a contact:

Step 1: Log into your 'My Family Lounge ' account. Do this through the web site (not through the app) www.qkenhanced.com.au

	Parent Sign-In Email
Parent Sign bh Sign e a sparadar o' a chid a' a chide an a snors All Shead yao anai address and paraenti	Password
Staff Sign In Sign in as staff member at a chidé care areven a ung for podech : You'll	

Step 2: Click on 'Add contact'

my FAMIL	YLounge						Help	Test Famil	ly 🔻
						Child Care Company :	Eaton Recreat	tion Centre Vac	a 🗸
Enrolment Mar	agement				1	Logged in for family :	FAMILY, Test		\checkmark
diting Family:	FAMILY, Test								_
CONTAC	TO								
CONTAC	15		s the main neint of	contact. Additional co	ontacts are optional		Ad	d Contact	
For waitlist an	main myFAMILY con		3 IIIC H1/2011 U/00111 U/						
For waitlist, a n	nain myFAMILY con RELATION	CONTACT TYPE	ADDRESS	CONTACT NO.	EMAIL	USER N	AME	EDIT	

Step 3: Complete required fields; phone numbers must be 10 digits long with no gaps (for landline numbers, they will need the 08 before number, if a WA number) then click save.

					out	and Company	r ston
nt	ADD MAIN Please enter con	I CONTACT ttact's details in the following form	n.				M
Tes	Special Contact	None [~	Relation *	Step Parent	~	
MIL	First Name	Dave		Last Name 🕈	Smith		
\TI er	Email						g
r	Confirm Email						m
dpa	You must prov	ide at least 1 contact phone n	umber	•			
idpa	Mobile No.	0400611411		Home No.			
	Work No.			Building			
S	Street Address #	1 Council Drive		Suburb 🕈	Eaton		
Ac	State 🕈	WA		Postcode 🕈	6232		
IN							d
ookir					CANCEL	. SAVE	╤┥

Step 4: Next you need to give permission for this person to collect each child. Click on 'view enrolment'

	0747110	DOD	Due Dete	4.05	FDIT	DELETE		
Sarah Test Child	Active	01-01-07	- Due Date	10Y 10M	EDIT	-	View Enrolment	(
ASUAL BOC		able for the enr	olled children (T	The following tat	ale shows t	he summary fo	r the next 30 days)	Add Casual Booking
ASUAL BOC	DKINGS booking is availe	able for the enro	olled children. (T	he following tat	ple shows ti	he summary fo	r the next 30 days)	Add Casual Booking
SASUAL BOC on repeating, instant o records found	DKINGS booking is availe	able for the enro	olled children. (T	he following tat	ple shows t	he summary fo	r the next 30 days)	Add Casual Booking
CASUAL BOC on repeating, instant o records found	DKINGS booking is availa	able for the enr	olled children. (T	he following tat	ble shows t	he summary fo	r the next 30 days)	Add Casual Booking

Step 5: Next, find the person in the contact list of that child's details. At the bottom of their box you will see 4 options: Collection, Emergency, Excursion and Medical (you can hover over the question mark to find out what each one means) tick the ones you want, but we suggest all 4 if they are going to be collecting and dropping off children. It's also a good idea to check your other authorised people at this point too.

Once completed, click Save and then click Submit.

	Contact - Dave Smith
	Uven name * Dave Last Name * Smith Relation to cmild * Step Parer
	Phone numbers : You must provide at least 1 contact phone number Mobile number 0400611411 Home number Work number
Main Contacts Additional Contacts Medical Contacts	Building Street Address I Council Drive Suburb Eaton
Child Information	Authorisation Collection 🔍 Emergency 🔍 🗹 Excursion 🔍 🖉 Medical 🎱 🖉
Other General Questions	Contact - granny smith
Save&Close Cancel Save Print	Given Name granny Last Name smith Relation to child Grandpare
Submit	Phone numbers : You must provide at least 1 contact phone number Mobile number More number 0875212121 Work number
	Building Street Address Suburb Suburb
	Authorisation Collection Collecti

Sometimes at this stage it may ask you to complete the fields marked mandatory and are highlighted in red*



Go through these carefully, closing any gaps in phone numbers and putting the '08' before landline numbers. In the example below it is asking for an email for the Father (if it is the same as the other parent, just put in the same one)

200 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		ny bispidyennaen onnen bedanstenn		
	Please complete the	fields that are marked mandatory		
	Main Contacts	i		
	Primary Parent/Gua	rdian	Secondary Parent/G	uardian
		(This person's details are used to claim government subsidu)	Given Name 🕈	Mark
	Given Name 🕈	Test	Last Name	Smith
	Last Name *	Family	Email address *	Father
ain Contacts	Relation to child	Mother •	You must provide at lea	ast 1 contact phone number *
dditional Contacts	You must provide at le	smith1@gmail.com	Mobile number	0895112435
edical Contacts hild Information	Mobile number		Home number	
nmunisations	Home number		Building	
ther General Questions	Work number	0897241400	Street Address *	1 Smith St
Save&Close Cancel	Street Address *	1 Smith St	Suburb 🕈	Eaton
Save Print	Suburb 🕈	Eaton	State *	WA
Submit	State 🕈	WA	Post Code	6232
	Post Code *	6232	2.400 01 01 01	

Once all red fields are completed, try Saving and then Submitting again.

Repeat steps 4 and 5 for each child.

How to Change your details:

Step 1: Log into your account

Step 2: Click on 'Edit' (right hand side) on the person you need to change details for.



Step 3:

Change details such as phone number, address etc and click on Save.

Special Contact	None	 Relation ^e 	Grandparent *	
First Name	granny	Last Name *	smith	
Email				
Confirm Email				prosti e
You must pre	ovide at least 1 contact phon	ie number •		wall con
Mobile No.		Home No.	0875212121	
Work No.		Building		
Street Address •	1 smith st	Suburb *	eaton	
State •	wa	Postcode *	6232	

Changing your Email address:

If you need to change the email address you log into 'My Family Lounge' as normal, then follow these steps:

Step 1:

Click on the top right hand side where it has your family name, there is a drop down box, select 'Manage Account'

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logies Pty Ltd [AU] https://www.qkenhanced.com.au/webui/Home/QKEnrolDashBoard					
	l	Help	Test Far	nily 🔻	
			Manage Account Logout		
Child	Care Company :	Eator	n Recreation Centre V	/acai 🔻	
Enrolment Management Logg	ed in for family :	FAMI	LY, Test	Ŧ	
Editing Family: FAMILY, Test					
CONTACTS			Add Contact		
For waitlist, a main myFAMILY contact must be entered as the main point of contact. Additional contacts are optional.					

Step 2:

Click on the change button next to the Email box:

ount	
Name	
Sarah Hall	Change
Email	
sarahijimalinator.com	Change
Email Settings	
All Emails	Change
Password	
	Change

Step 3: Enter your new email address Confirm your new email address Click on Change

Change Email
After changing your email address you will be logged out and you will have to confirm your new email address before you can log in again.
An email will be sent to your new email address. Follow the instructions in the email to confirm ownership of your new email address.
Current Email*
sarah@mailinator.com
New Email*
hallfamily77@iinet.com
Confirm Email*
hallfamily77@iinet.com
Change Cancel

Step 4:

Check your new email inbox for instructions on confirming this change. You may now log in to your 'My Family Lounge' account with your updated email address.

Important Information regarding changing your email address:

Please note: Families should manage their email change themselves following the steps above. If your childcare centre attempts to update your email address through their Childcare Software Program (Qikkids) this will affect your ability to log onto your account.

If a parent edits their email in the 'Contacts' section this will unlink the email from the Username. This <u>must</u> be changed via Manage Account field.