Follow these steps for enrolling your child into our service using 'My Family Lounge'.

**STEP 1:** Click on the 'Register' button on our Vacation Care web site page;
http://erc.dardanup.wa.gov.au/children/vacation-care/

For families that have never used 'My Family Lounge'
Click on the 'Register' button only
(you don't need to fill out the email or password)

For families that have a 'My Family Lounge' account already:
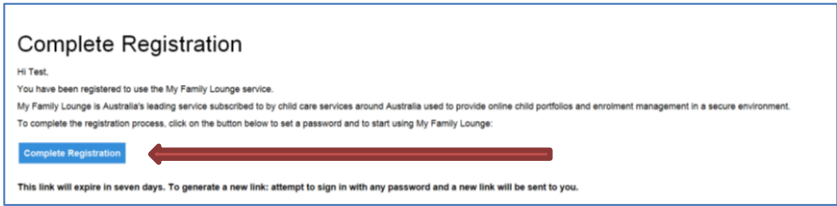**Fill in your email address and password for that log in, then click 'sign in'**

**Step 2:** You will be asked to fill in your name and email as below, then press 'Register'
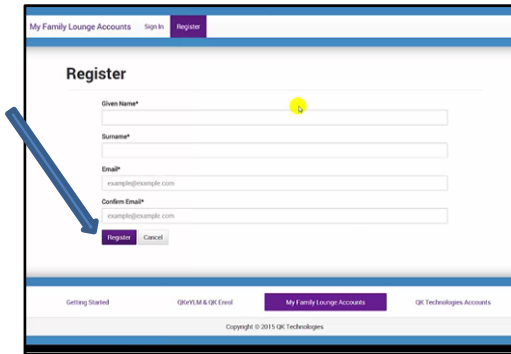
Message box will show like this:
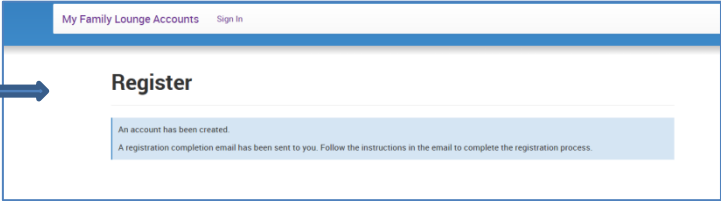
STEP 3: You will then receive an email like the one below.
Once you receive the email, click on the 'Complete registration' button, this process is checking the validity of your email address.

STEP 4: You will be asked to create a password, then tick the box and press 'Complete Registration'.
Don't forget to remember this password!
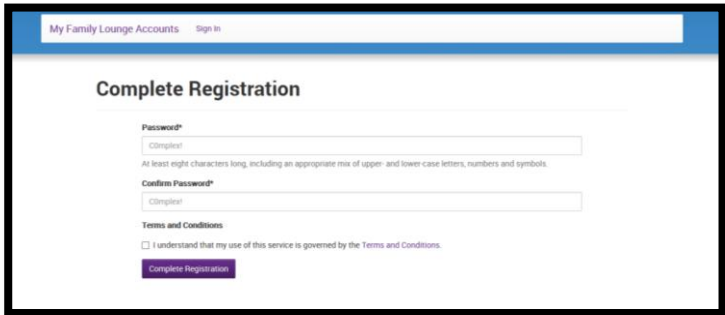
STEP 5: You will then be asked to sign in, using your email address and newly created password:
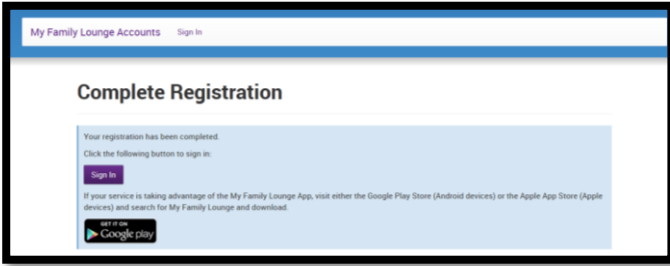
Completing your enrolment form:

STEP 1: Once you have signed in, you will be then taken to your individual account screen in 'My Family Lounge', to complete this online process, please click on the 'QK Enrol' icon located at the bottom of the screen.
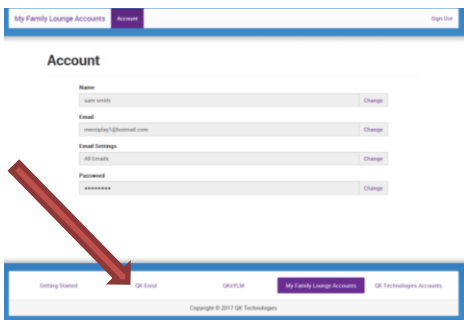

**Step 2: EDIT CONTACT**

You should now see the screen below.

You will need to enter your relationship to the child, at least one valid phone number (No gaps), address and Customer Reference Number if applicable (CRN).

At this stage you can also add any additional contacts (partner or any other authorised person) by clicking on the 'Add another contact'.

Once you have added all your additional contacts, click on 'Save & Next'.
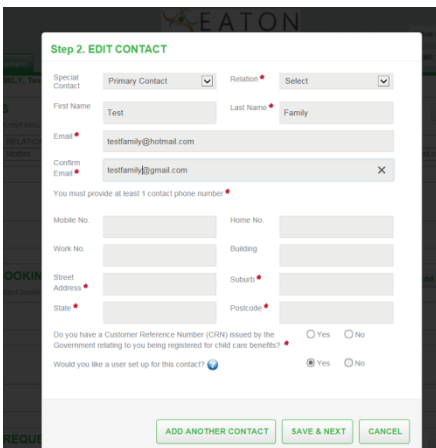
Adding another contact:
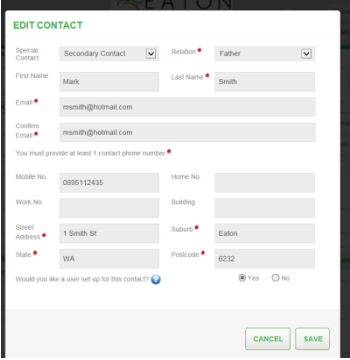
*SPECIAL CONTACT button:

Please note a **Primary Contact** is referring to the main parent/carer and is usually the one who is registered for child care benefit. (i.e Mother, Father, carer etc)

A **Secondary Contact** is the second parent if applicable, friend, aunt, grandparent etc; these people will be allowed to collect and drop off your children. You can add as many secondary contacts as you like.

STEP 3: Child Details:

You will then need to add your child details with name, date of birth, CRN if you wish to claim child care benefit and any other details and repeat for each child.

STEP 4:

Once you have saved your child's basic details, click on 'Start Enrolment' – all information you have given so far will be already in here.

To complete step 4:
Click on start enrolment, you can see the information you have already supplied (address, phone numbers, CRN etc) and now carefully answer all other questions.

When adding phone numbers they should all be 10 digits long with no gaps. (so home numbers need an area code such as 08 for WA)

As you work through this enrolment you will need to answer all questions marked with a red asterisk *, otherwise you will not be able to **'SUBMIT'** once you have finished.

Only when it lets you submit and then comes up with a message box to say it has been submitted successfully will your enrolment be completed and you will be able to book your children into care.

Repeat for each child.