

## Creating Bookings

Mobile bookings allow parents to view the available bookings for a service on a given day on the Home app and instantly book a session.

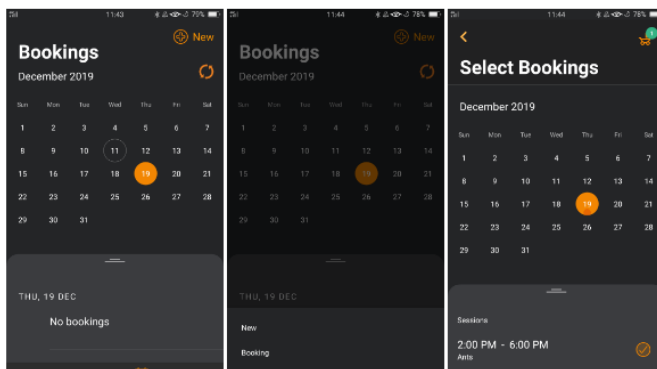
Click on the bookings tab. Click on the relevant day on the calendar. If there are no existing sessions, 'No Bookings' will display at the bottom of the screen. A session will need to be booked for this day.

### Adding Bookings

To add a booking, click '(+) new' in the top right hand corner and select 'Booking' in the pop up. Available sessions will be viewable for that day. Select the room and time you wish to book.

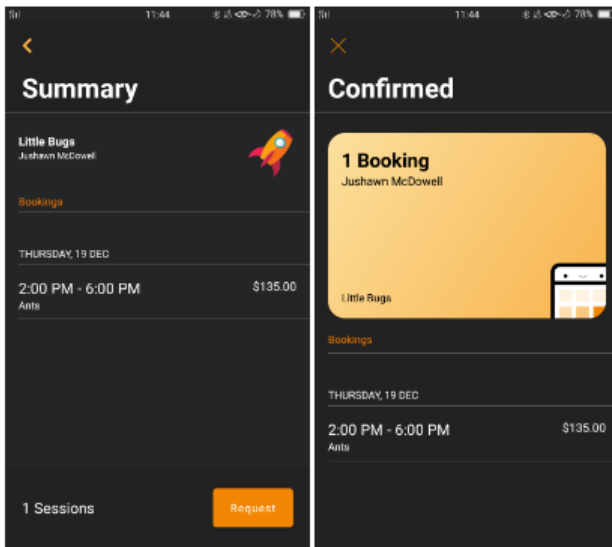
**Note:** For multiple bookings, repeat the process above until all the sessions are selected. At this time, you can only add bookings but not delete them. You will have to contact us to delete this for you if needed.

Once selected, click the pram icon in the top right hand corner to move to the summary screen.



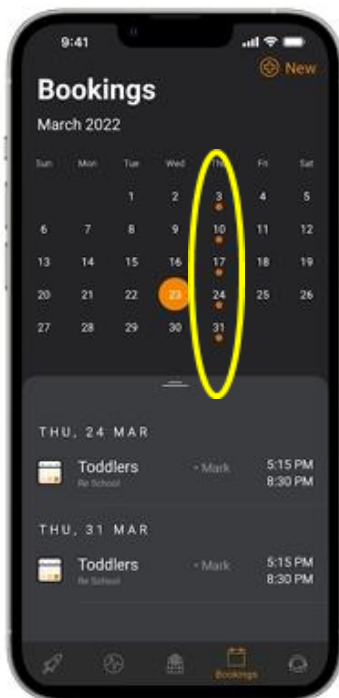
The summary screen will display the name of the child, the sessions being booked at their price, time and room. If these are incorrect, click the back arrow to correct selections. Once happy with the selections, click 'Request'.

If the sessions have been booked successfully, the next screen will show a 'confirmed' status for the booking.



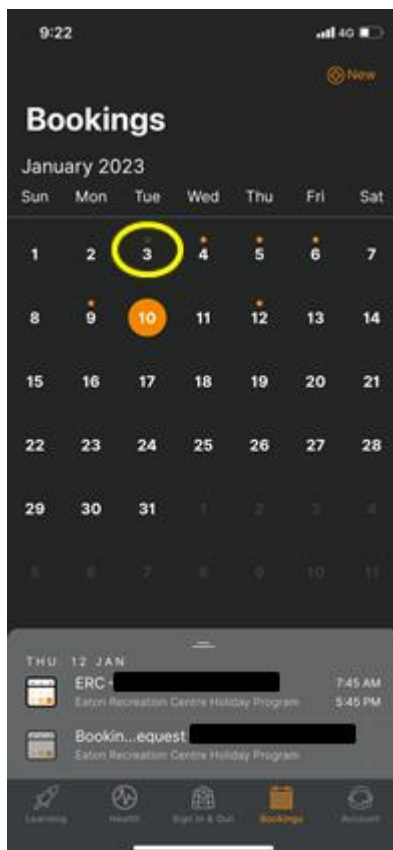
***It is very important to ensure your booking is notified as 'CONFIRMED'. If your bookings are coming up as a 'REQUEST' this means you're booking has been placed on a Waitlist and you will be notified of any cancellations. You will not be guaranteed a booking if it is a request.***

- To view days that are **booked and confirmed** can be viewed on your Xplor App under the Bookings calendar. Any dates booked will show a solid orange dot – Example below



- Any dates that have a clear orange dot means these days are booked out and your **Booking is pending** as a Booking Request.  
*Please note – any bookings that are a Request is not a confirmed booking.*

Example below



- If we receive any cancellations then any requests will be confirmed which you will then receive notification.