



# Parent's Guide to the OWNA App & Portal



# Booking Attendances on the App

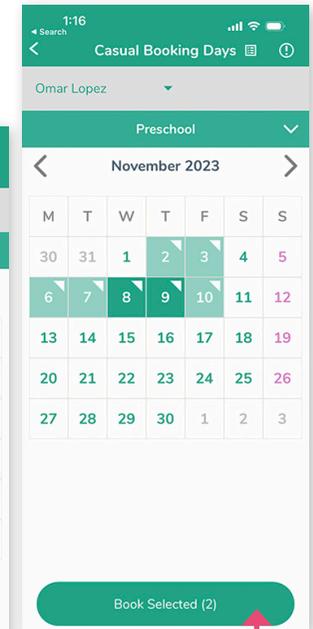
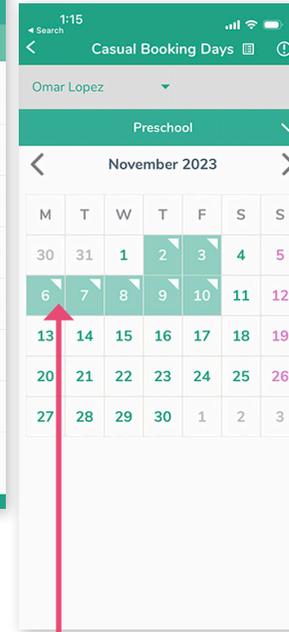
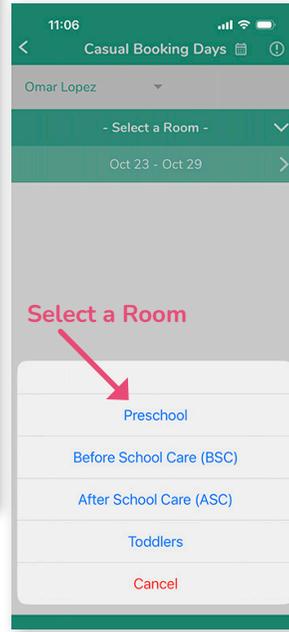
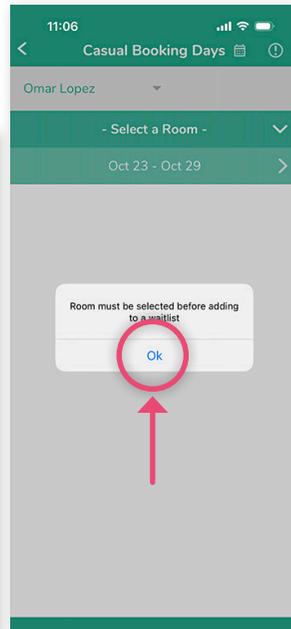
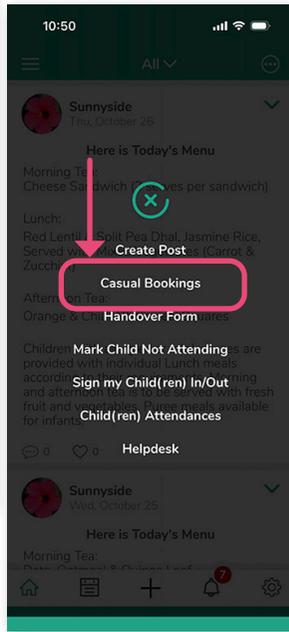
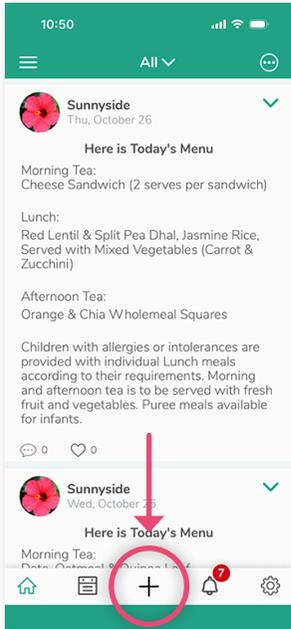
## From Home Screen

The following steps illustrate the booking process:

- From the Home Screen, tap the **+** icon in the bottom navigation bar.
- In the 'Casual Bookings' menu, tap **Casual Bookings**.
- When prompted, tap **Ok** on the dialog: "Room must be selected before adding to a wishlist".
- Tap **Select a Room** and choose **Preschool**.
- On the 'Casual Booking Days' screen, tap a date with available vacancies (e.g., **MON 30** with 4 vacancies).
- Tap the **Book Selected (1)** button to confirm the booking.

# Booking a Multiple Days on the App

## From Home Screen



Click on Calendar icon

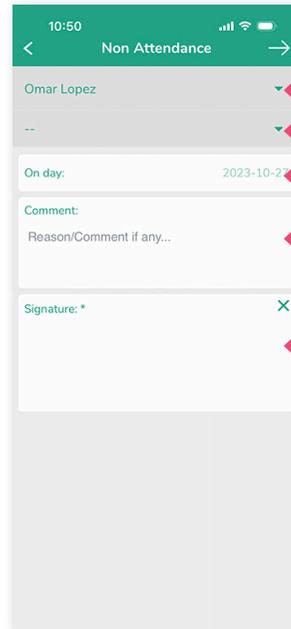
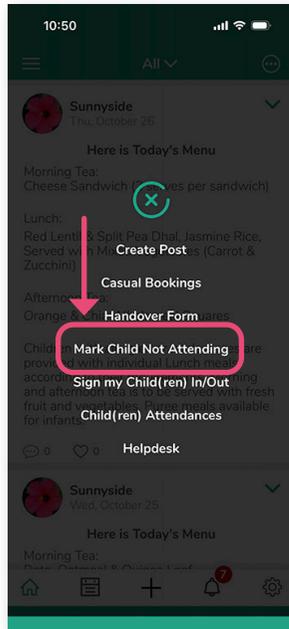
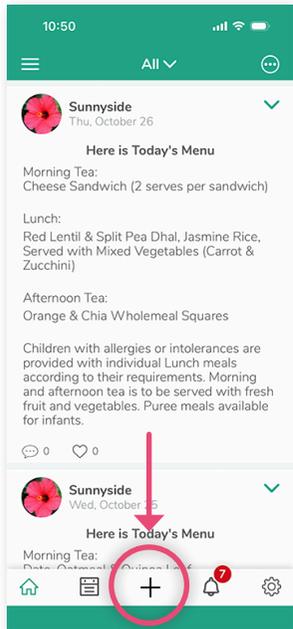
Select a Room

Select available days marked as light green.

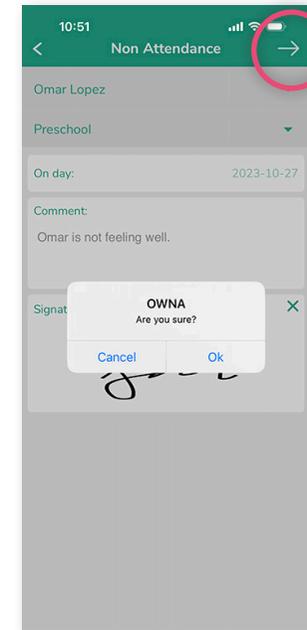
Confirm bookings by clicking on "Book Selected" button

# Marking Absences and Deleting Future Bookings on the App

## From Home Screen



- Select Child
- Select Room
- Select Day(s)
- Reason/Comments if any
- Your signature

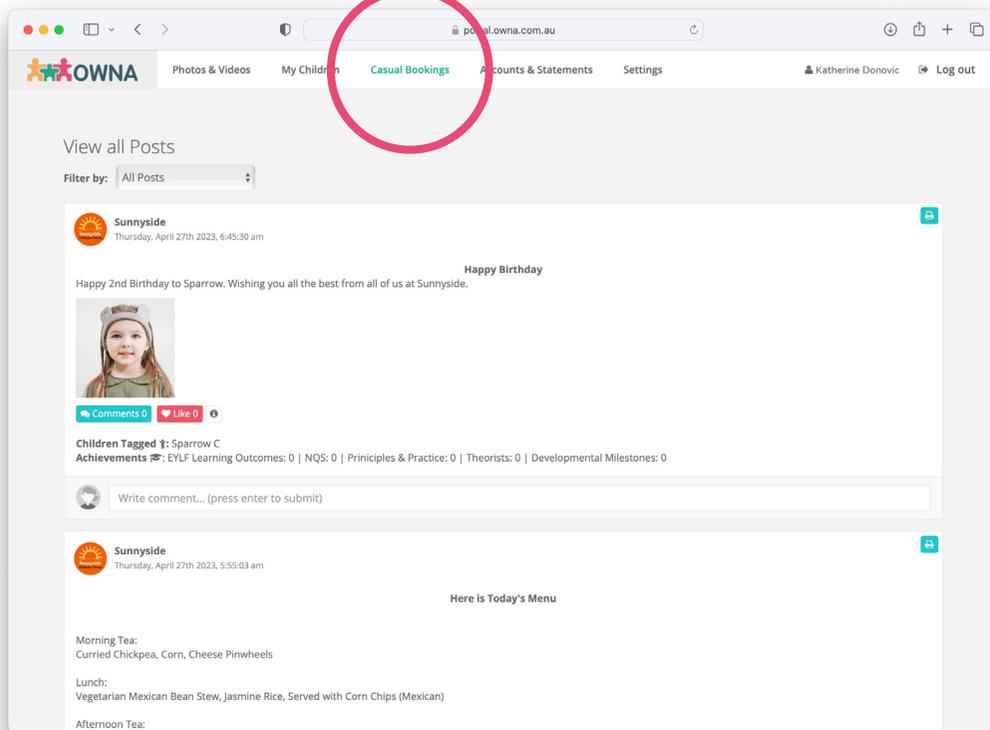


Click on arrow to confirm

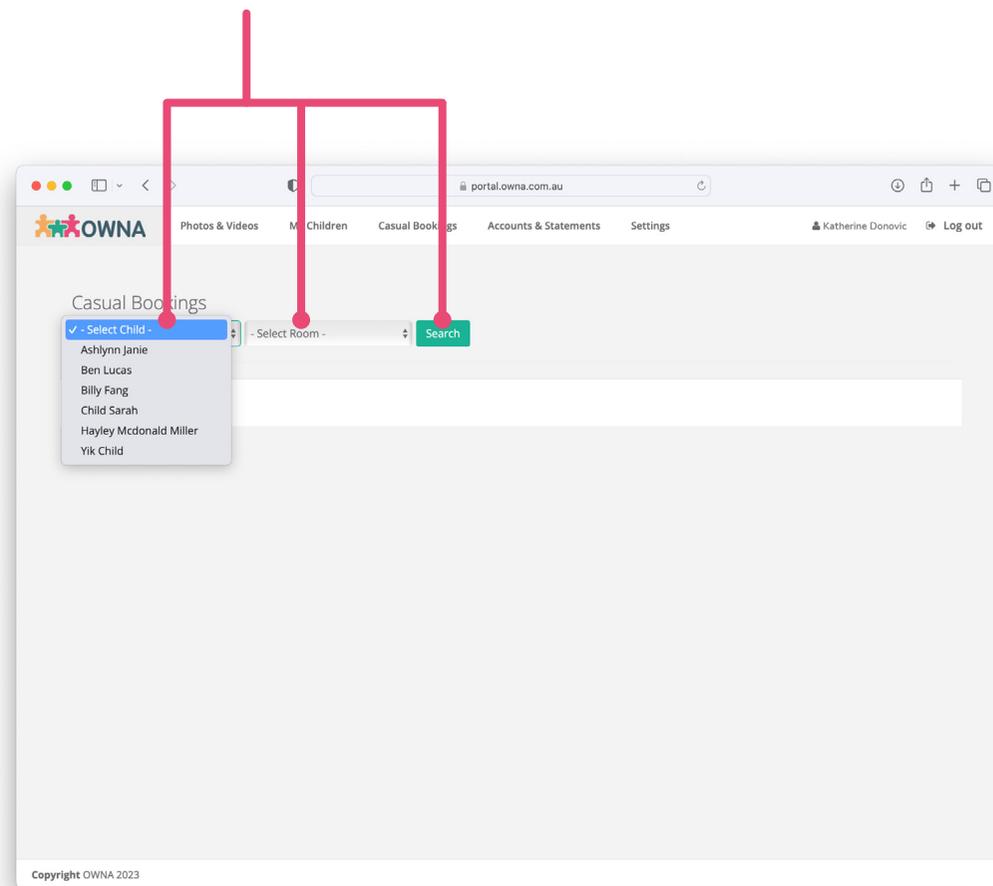
- Mark the booking as an absence if it complies with The Centre's cancellation policy.
- Marking bookings as absent ahead of time avoids a 'not-notified' fee being applied to your account (this fee is applied if your child/ren do not arrive for a booked session and the service has not been informed)
- Bookings that comply with the cancellation policy can be deleted with no charge applied

# Booking Casual Spots in the OWNA Portal (pt1)

1) Click on **Casual Bookings**.



2) Once in the Casual Bookings page, select **Child** and **Room** and click **Search** button.



# Booking Casual Spots in the OWNA Portal (pt2)

3) Select the date you wish to book.  
(Any of the days in green).

4) A Confirmation panel will come up. Click **“Save”** to confirm or **“Cancel”** to select a different date.

The screenshot shows the OWNA portal interface for booking casual spots. The user is logged in as Katherine Donovic. The page title is 'Casual Bookings' for 'Child Sarah' and 'Before School Care (BSC)'. The calendar shows months from April to September. A confirmation modal is overlaid on the calendar, asking 'Please Confirm' and 'Are you sure you want to Book this Spot?'. The 'Save' button in the modal is circled in red. A red line connects the 'Save' button to the calendar area.

# Deleting a Booked Day in the OWNA Portal

1) To delete an existing booking, simply click on the “Booked date” (should be marked as blue).

2) A Confirmation panel will appear. Click “Save” to confirm.

The screenshot displays the OWNA portal interface. At the top, there is a navigation bar with the OWNA logo and menu items: Photos & Videos, My Children, Casual Bookings, Accounts & Statements, and Settings. The user is identified as Katherine Donovic with a Log out button. Below the navigation bar, the 'Casual Bookings' section is active, showing filters for 'Child Sarah' and 'Before School Care (BSC)'. A search button is present. The main area features a calendar view for 'Casual Bookings' with tabs for 'today', 'year', 'month', and 'week'. The calendar shows several months: April, May, July, August, and September. In the April calendar, the date 27 is highlighted in blue and labeled 'Booked', with a blue 'Book' button next to it. A red circle highlights this date and button. A red line extends from this circle to a larger circular inset on the right. This inset shows a 'Please Confirm' dialog box with the text 'Are you sure you want to Book this Spot?'. The dialog has two buttons: 'Cancel' and 'Save'. The 'Save' button is circled in red, and a red line points to it from the top of the inset.