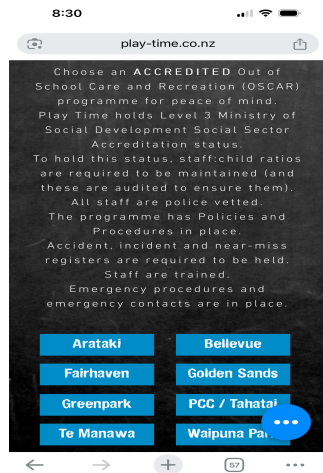
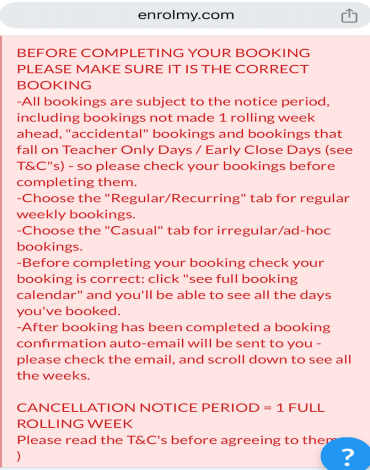


STEP-BY-STEP GUIDE TO BOOKING IN ENROLMY

Step 1: Click on your venue in the Play Time website and it will take you to a link for the current Programmes

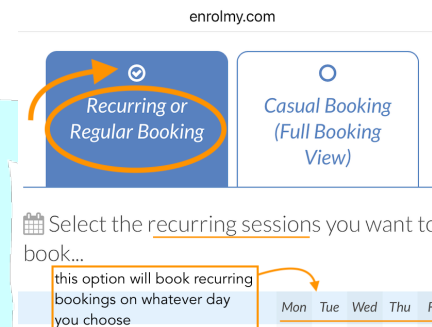


Step 2
Read the IMPORTANT INFORMATION & T&C's

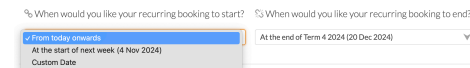


Step 3
Scroll down to find Booking Options - **RECURRING** or **CASUAL**
(details of what each option means is below)

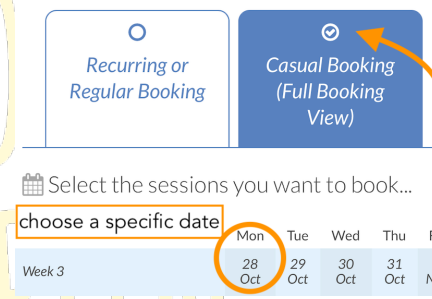
Choose **RECURRING/REGULAR** to book throughout the term
this will book all the Monday's (or whatever days you tick) in the Term from **the next** Monday after (or whatever day you book).



Make sure to check when your Recurring booking starts.
As it is a Recurring booking, it will end at the end of the Term.



Choose **CASUAL** to book **specific dates**
(eg. just Monday next week, not all Monday's recurring through the Term)



Step 4
Click/Tick the days you need:
- under **REGULAR/RECURRING** - clicking "Monday" will book all the Monday's for the term
- under **CASUAL** you can book a specific day/date

Step 5
BEFORE CONFIRMING YOUR BOOKING
Make sure that you take the time to **CHECK/REVIEW** the days you have booked are correct.

Once you're happy with the day/s you've chosen:
☒ Agree to the T&C's
Then Click
"Next: Add Attendees" and follow the prompts.

☒ Terms & Conditions
☐ I agree with the Terms & Conditions for Play Time OSCAR Programmes.
[Read Our Terms & Conditions](#)

[Next: Add Attendees](#)

TO ADD A DAY TO AN EXISTING BOOKING:

- Do this as a normal booking.
- If you're **just adding one day**, choose **CASUAL**. You will be able to add a specific date (eg. Monday 11 Feb) rather than if you tick "Monday" in the Regular/Recurring tab, which will book all Mondays in the term.
- Booking cut-off is 4pm the day before.
- Children can be Express Booked on the day if there is space (a \$5 surcharge is applicable for this service).

TO REMOVE BOOKINGS:

Untick bookings you don't need in the SAME PLACE.

Bear in mind that bookings are locked within the 1 week notice cancellation period, so these will not be able to be removed. The staff will be expecting children that have bookings, so please follow the usual procedures if a child will be absent: txt the Venue Absence Number to let staff know a child will be absent.