



Introduction

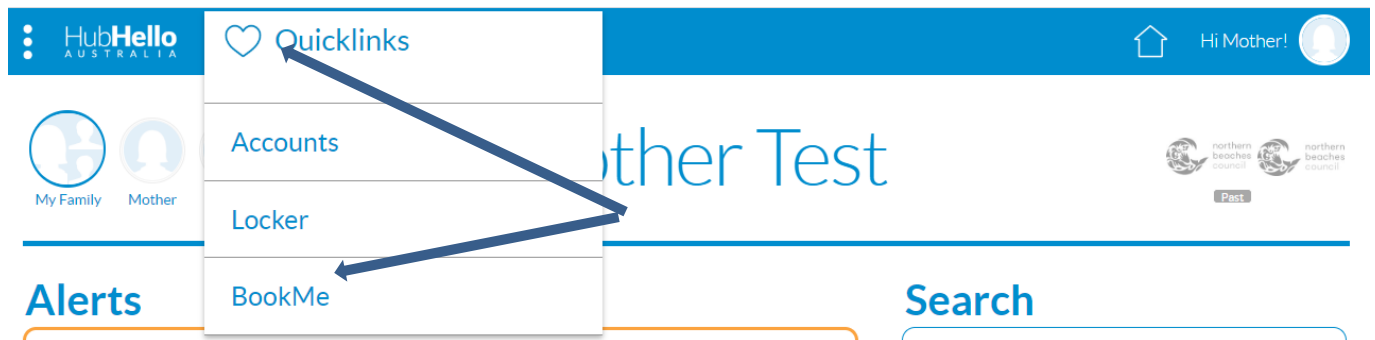
BookMe is an online booking system developed by Hubworks to allow parents to book their children into Vacation Care programs.

To access BookMe:

- 1) Login to your HubHello account by typing in <https://hubhello.com/> on the address bar of your browser and click 'Login'. Enter your username and password to login to your account.

Your login details are sent to you by your service when you first enrol your child. If you have misplaced your login details, please contact our admin team (8495 5017 or vacationcare@northernbeaches.nsw.gov.au) and they can reissue them to you.

- 2) Click on the Love Heart icon at the top of your page and select BookMe.



The BookMe calendar will show you available Vacation Care activities at the service your child/ren attend, and what places are available.

BookMe

Manly Vale Vacation Care VAC EVENTS

☒ Available Events Filter

Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	28	29	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17 07:30am - 06:00pm TEST TUESDAY - Manly Vale	18	19	20	21	22

Click here to select correct month for school holidays

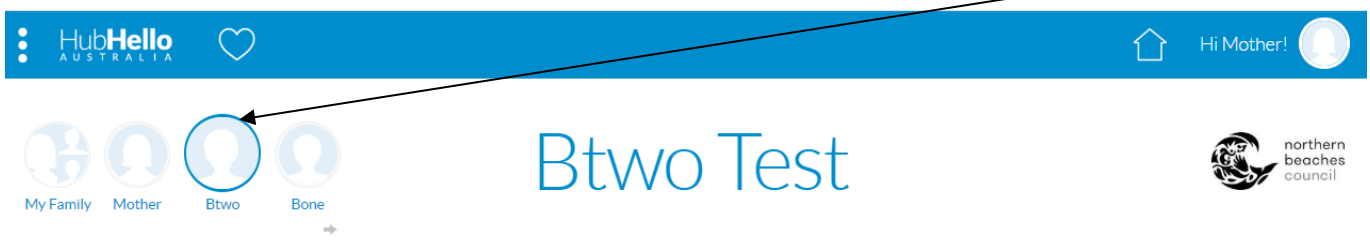
Note: If certain days appear as blank, then that means there is no Vacation Care Event available for that date.

- Closed BookMe Events will be grey in colour
- Available BookMe Events will be light blue
- BookMe Events you've already opted to Participate in will be orange

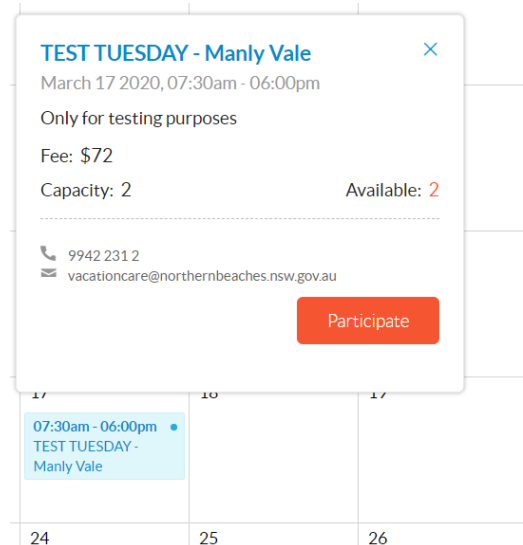
Booking

To book a program:

- 1) If you have several children under your citizen profile, select the specific child you want to book.

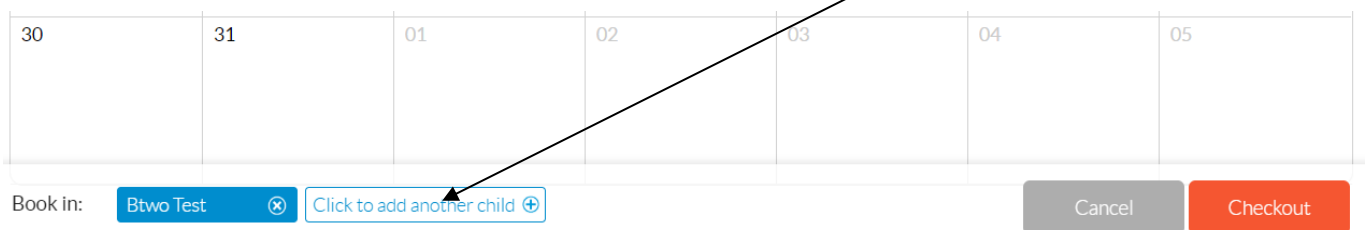


- 2) Click the calendar icon to select the specific month you want to book your child in.
- 3) Select a particular day to view information about the program for that day.
- 4) Click on 'Participate' to book the day.



If you wish to select another day for the same child, just click on that day and click on 'Participate', before you Checkout.

- 5) If you have more than 1 child attending that service, you can opt to 'Click to add another child' to that same Event, once you've pressed the Participate button. This option will be viewable underneath the calendar of Events.



- 6) To select another vacation care centre, click on the drop down arrow to select the other service:

- 7) Click 'Checkout' once you are satisfied with all the bookings you have selected for your child/ren.

Checkout

To confirm bookings:

- 1) Once you click 'Checkout', you will be directed to the 'Checkout' page. It will show you what days your child is booked in and a breakdown of what the 'Fee Payable' amount consists of, including any estimated subsidies.

Confirm Bookings

[CONTINUE BOOKING >>](#)

Book in: E [redacted] ⊗ [Click to add another child ⊕](#)

Manly Vale Vacation Care

EVENT DETAILS

TEST TUESDAY - Manly Vale
Tuesday Mar 17 2020, 07:30am - 06:00pm

only for testing purposes

Fee: **\$72**

Available: 2/2

TERMS AND CONDITIONS

I agree to the following terms and conditions of booking:
Please accept the terms and conditions to proceed with Checkout.
☐ [Vacation Care Terms & Conditions](#)

\$72.00

TOTAL AMOUNT DUE

Total Fee	\$72.00
Estimated Subsidies	
CCS	(\$0.00)
ACCS	(\$0.00)
Fee Payable	\$72.00

Amount to be paid \$ 7.20

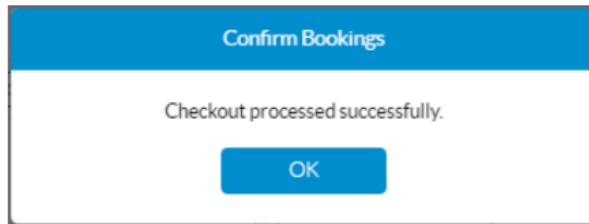
☐ Fee payable

☒ Portion of fee payable ?

- 2) You will first need to agree to any set Terms and Conditions before you will be able to click on the 'Confirm Bookings' button.

Note: Click on the link beside the check box to read the Terms and Conditions.

3) Once you click on 'Confirm Bookings', this validation message will appear:



4) A booking confirmation will also be emailed to you

-----Original Message-----

From: HubHello <communications@hubworks.com.au>
Manly Vale Vacation Care - Booking Confirmation

Dear Mother Test,

Thank you for your booking.

Please view the confirmed day(s) your child(ren) are booked in for.

17/03/2020 - TEST TUESDAY - ~~Two~~ Test

Kind regards,
Manly Vale Vacation Care

*This communication has been created by Manly Vale Vacation Care. For any responses, simply hit 'reply' and this email will be directed to Manly Vale Vacation Care.

Don't forget to log out at the end of the process:

