



Introduction

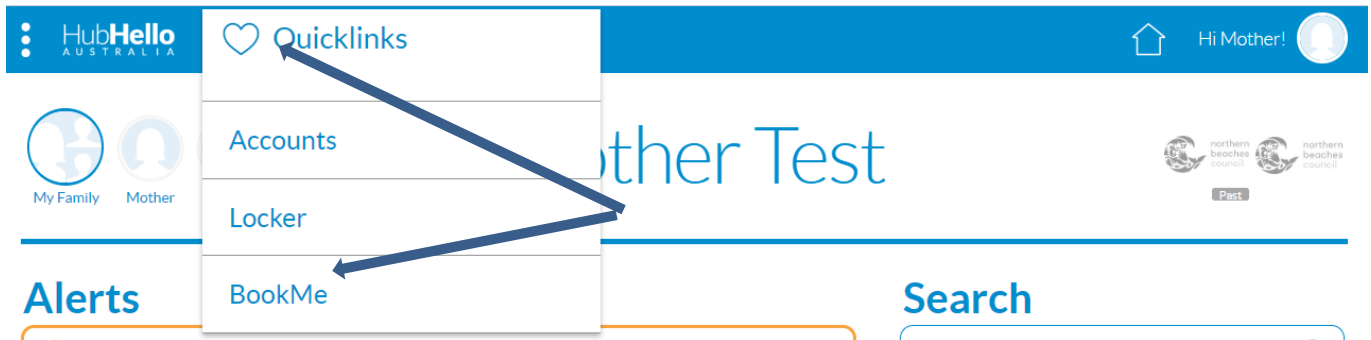
BookMe is an online booking system developed by Hubworks to allow parents to book their children into Vacation Care programs.

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

Events							< Mar 2020
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

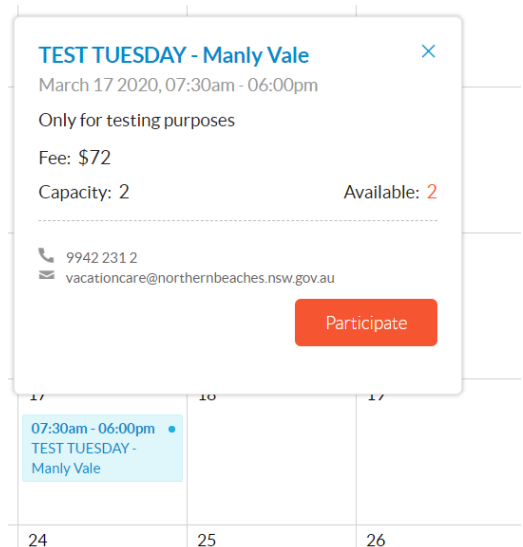
Booking

To book a program:

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

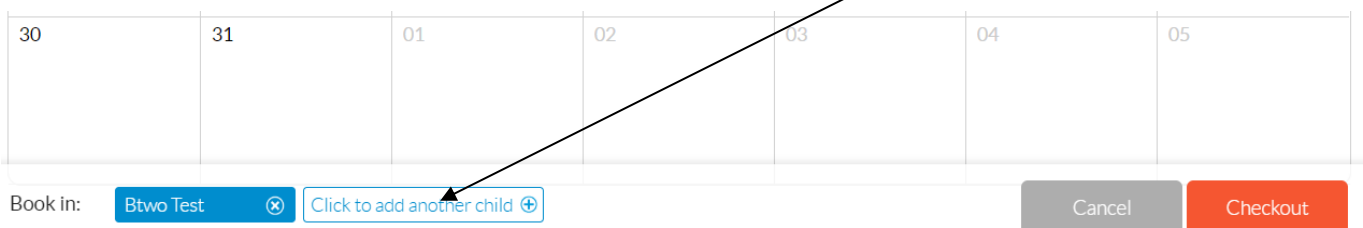


- 2) Click the calendar icon to select the specific month you want to book your child in.
- 3) Select a particular day to view information about the program for that day.
- 4) Click on 'Participate' to book the day.



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:

The screenshot shows a user interface for selecting a vacation care center. At the top, there is a dropdown menu currently displaying 'Manly Vale Vacation Care' with a downward arrow. To its right is a blue button labeled 'VAC EVENTS' with a white toggle switch. Below these is a filter section with a checked checkbox for 'Available Events' and a blue 'Filter' button with a downward arrow. At the bottom, there is a calendar navigation bar showing '< Mar 2020 >' with a calendar icon for the 17th.

- 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 >>](#)

The screenshot displays the 'Confirm Bookings' checkout page. At the top, there is a 'Book in:' field with a dropdown menu and a 'Click to add another child' button. Below this, the event details for 'Manly Vale Vacation Care' are shown: 'TEST TUESDAY - Manly Vale' on Tuesday Mar 17 2020, 07:30am - 06:00pm, for testing purposes, with a fee of \$72 and 2/2 available spots. A 'TERMS AND CONDITIONS' section is visible with a checkbox for 'Vacation Care Terms & Conditions'. On the right, a summary box shows a total amount due of \$72.00, broken down into Total Fee (\$72.00), Estimated Subsidies (CCS and ACCS at \$0.00 each), and Fee Payable (\$72.00). The 'Amount to be paid' is \$7.20, with radio buttons for 'Fee payable' and 'Portion of fee payable' (which is selected).

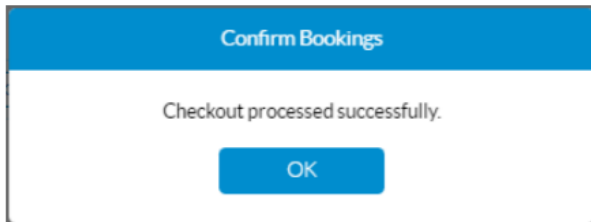
Note: A minimum 10% deposit fee is payable at time of booking online. If you have not already completed your iPay Request, you will be required to enter your credit card details to complete this booking.

YOU HAVE THE OPTION OF NOMINATING TO ONLY PAY 10% DEPOSIT SO PLEASE ENSURE "PORTION OF FEE PAYABLE" OPTION IS TICKED ON CHECKOUT.

- 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:

