# OSHClub Enrolment Assistance Guide

This guide will assist you in completing your online enrolment.

> **NOTE:** Please fill out all required fields. (Required fields are marked by this symbol 🚫 once you have completed these fields, these will change to a green tick ✅ )

## 1. Log In as Existing User / Create New User

1.1. If you have already created an iParentPortal account, Log In as Existing User, otherwise Create New User.



1.2. If creating a new user you will need to enter the details as below –

*Tip: Ensure this user account is the same as the parent that has been assessed for Child Care Subsidy.*
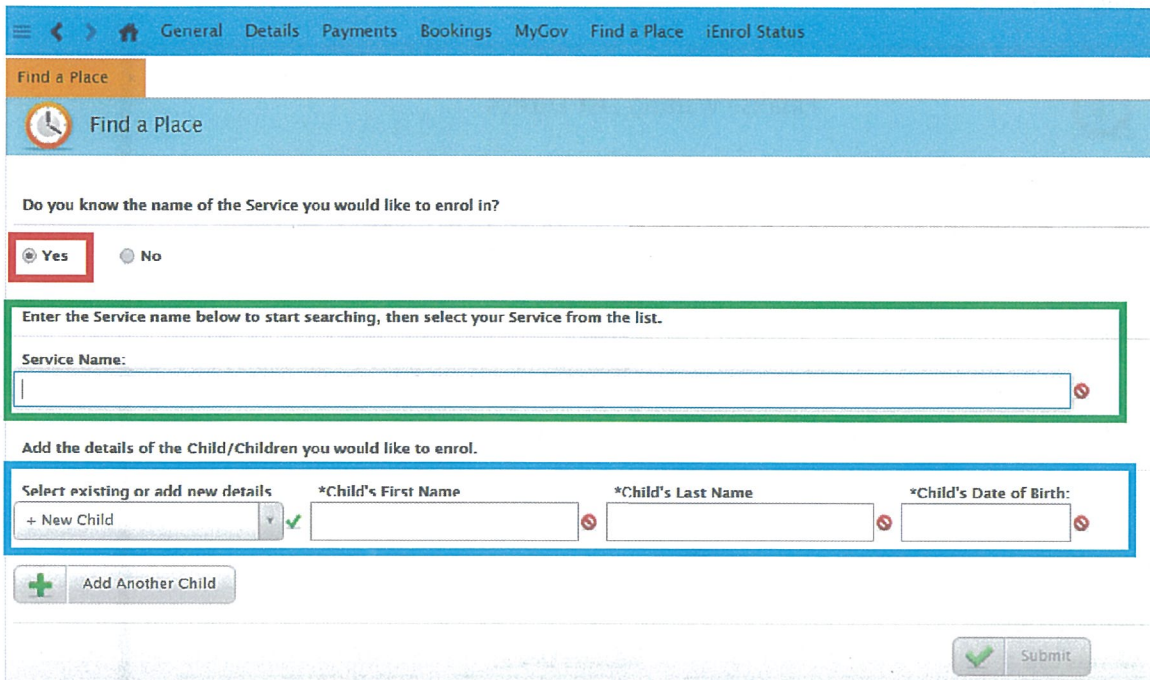


You will then receive a confirmation email. Please click on the link provided to confirm your email address and complete the process.

≡ ‹ › 🏠 General   Details   Payments   Bookings   MyGov   Find a Place   iEnrol Status

Find a Place

🕐 Find a Place

**Do you know the name of the Service you would like to enrol in?**

◉ Yes        ○ No

Enter the Service name below to start searching, then select your Service from the list.

**Service Name:**

|                                                                                     | 🚫 |

Add the details of the Child/Children you would like to enrol.

| Select existing or add new details | *Child's First Name | *Child's Last Name | *Child's Date of Birth: |
|---|---|---|---|
| + New Child ▾ ✔ | 🚫 | 🚫 | 🚫 |

➕ Add Another Child

✔ Submit

If your **child is linked** to another Service you can select their name from the drop down list

If your **child is not linked** leave the selection as **+New Child** and enter the Child's First Name, Last Name and Date of Birth

*Tip: Please make sure you enter your child's date of birth correctly to avoid any delay in receiving Child Care Subsidy.*

**Priority of Access – Childcare only:**

3 ✔ *Info*

| Before School | After School | Vacation |

☑ **Marie Bashir OSHC**

**\*Program:**

Before School Care (29-Jan-2019 to 20-Dec-2019) ✔

☐ Book at a later date

Please select the date you would like your bookings to start. Once your Enrolment Offer has been accepted, bookings will be created from this date

**\*Booking Start Date:**

15-Oct-2019          Tue ✔

**\*Booking End Date:**

20-Dec-2019          Fri ✔

| Days: ✔ | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---------|--------|---------|-----------|----------|--------|----------|--------|
| Week 1  | ☑      | ☑       | ☐         | ☐        | ☐      | ☐        | ☐      |

**Notes:**

**Waitlisted Services:**

**Marie Bashir OSHC** ↗

**I acknowledge/agree that:**

- I understand that the information I have provided will be used for the purposes of being considered for a place at Marie Bashir OSHC and may be used for statistical purposes.
- By completing this waiting list application, it does not guarantee nor confirm placement for my child at Marie Bashir OSHC.

☑ **I acknowledge that I have read and understand the information above.**

Cancel          ✔ Submit

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**Callout boxes:**

Leave **Priority of Access** as 3

Select the required care type/s by selecting the relevant tab and ticking the box next to the Service name

From the Program drop down list, select the session type you would like to book into - Before School Care, After School Care or Vacation Care

For casual bookings or to book at a later date:

Select the Book at a later date checkbox and continue to the terms and conditions.

To book recurring sessions:
Select the time frame and the days you require each week. Repeat these steps for Before School, After School and Vacation Care as required.

After reading the **terms and conditions** tick the checkbox and **Submit** your Waiting List Entry.

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1.1. After submitting your Waitlist Entry, the request will be sent to the service to assess. If they have available spaces, the service will offer a place and you will be able to complete the Enrolment Form.