

NEW BOOKING

From the iParent Portal home page

- Click the Bookings tab. (Top bar blue menu).
- The Bookings screen will display.

On the right-hand side >> click Casual Booking.

- The New Casual Booking screen will display.
- Select the Child from the dropdown list.
- Select the Booking Date from the calendar provided.
- Select the care type from the Room drop-down list.

Tick that you have read and understand the booking information conditions.

Click Save.

The screenshot shows the iParent Portal interface. At the top, there is a blue navigation bar with a menu icon, a home icon, and several tabs: 'General', 'Bookings', 'MyGov', 'Find a Place', and 'iEnrol Status'. The 'Bookings' tab is selected and circled in red, with a red arrow pointing to it. Below the navigation bar is a light blue header with a calendar icon and the text 'Bookings'. Underneath is a sub-header with a 'Bookings' tab. The main content area features a calendar for July 2019. The calendar has 'Prev' and 'Next' buttons and is titled 'July 2019'. The date '09-Jul-2019' is highlighted in the top right corner of the calendar area. The 'Casual Booking' button is circled in red. Below the calendar is a table with columns for 'Booking Details' and 'Action'. The 'Booking Details' column contains the text 'Booking - Justin Timberland in 5-7 years | Blue; Fee: \$84.00; Casual'. The 'Action' column contains a red 'X' icon.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4