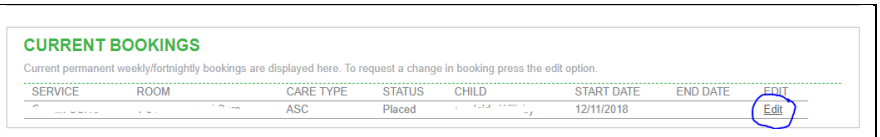
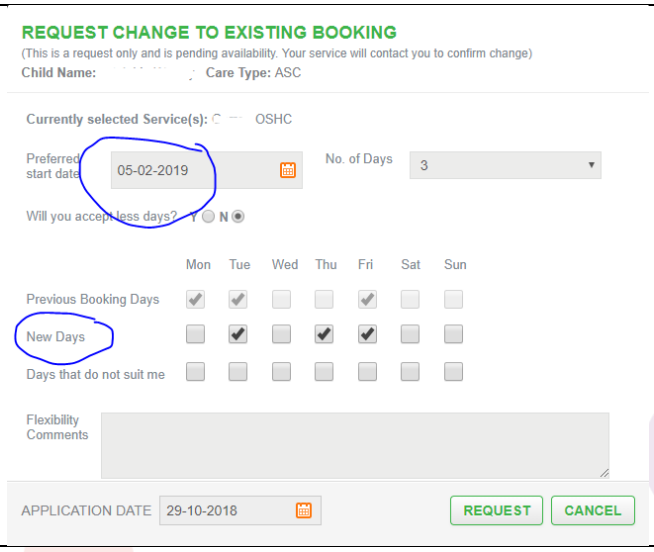
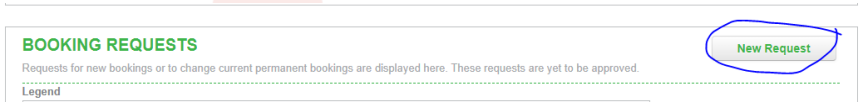
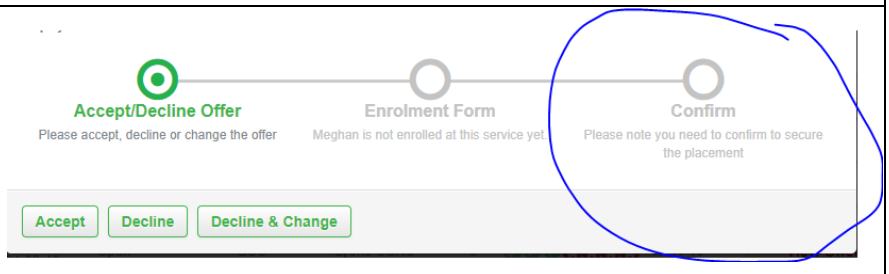
Woden Community Service
working together, enriching lives

Requesting changes to your existing booking

Step 1. Click 'edit' next to your most recent booking	
Step 2. Set your preferred start date and select the new days you wish to book. Make sure that you still include any days you currently have and wish to keep, otherwise it will be assumed that you no longer require these days.	
Step 3. If you are requesting a new booking (i.e for a new child or a care type you have not previously used) please click 'new request' and follow the instructions in step 2.	
Step 4. Once an offer is made you will then need to log back in to **accept <u>and confirm</u>** the booking before the change is finalized.