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## Registering for My Family Lounge

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- You will receive a Complete Registration email from [do\\_not\\_reply@gikkids.com.au](mailto:do_not_reply@gikkids.com.au). Press the blue Complete Registration button to activate your new My Family Lounge account



# Complete Registration

Hi Sarah,

You have been registered to use the My Family Lounge service.

My Family Lounge is Australia's leading service subscribed to by child care services around Australia used to provide online child portfolios and enrolment management in a secure environment.

To complete the registration process, click on the button below to set a password and to start using My Family Lounge:

[Complete Registration](#)

- You will be asked to create and confirm a password for your My Family Lounge account. Tick to agree to the terms and conditions and press Complete Registration

## Complete Registration

Password\*

.....

At least eight characters long, including an appropriate mix of upper- and lower-case letters, numbers and symbols.

Confirm Password\*

.....

Terms and Conditions

I understand that my use of this service is governed by the [Terms and Conditions](#).

[Complete Registration](#)

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### Logging into your My Family Lounge account

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There are 2 ways to sign into your My Family Lounge account – through your Childcare Centre’s website and through the My Family Lounge app. There are benefits to each.

Logging in through our website allows you to:

- Update your contact information
- Add a new sibling to your account and add them to our waitlist
- Book in for extra days
- Advise the centre of a request to change your child’s current booking

Logging in through the app is the convenient option to:

- Book your child in for extra days (your child must have a current booking at the centre)
- Mark your child as absent

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### Signing into My Family Lounge through our website

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- Click on the Sign In button and enter your email address and password. On the Account screen click on QKeYLM & QK Enrol (bottom of screen). You will be presented with your account

#### CONTACTS

For waitlist, a main myFAMILY contact must be entered as the main point of contact. Additional contacts are optional.

[Add Contact](#)

NAME	RELATION	CONTACT TYPE	ADDRESS	CONTACT NO.	EMAIL	USER NAME	EDIT
Michelle Adams	Mother	Primary Contact	8 Gergie Place Alexandra Hills QLD 4161	0766552233	qktestingemail@gmail.com	qktestingemail@gmail.com	<a href="#">Edit</a>
Tamara T	Cousin		QLD	0121212125	testemail@tamara.com	-	<a href="#">Edit</a>

#### CHILD

[Add Child](#)

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information	
Candace Adams	Active	09-02-16	-	5M	<a href="#">Edit</a>	-	<a href="#">View Enrolment</a>	<a href="#">Print</a>
Evie Adams	Active	07-06-16	-	1M	<a href="#">Edit</a>	-	<a href="#">View Enrolment</a>	<a href="#">Print</a>
Mitchell Adams	Active	Unborn	-	-	<a href="#">Edit</a>	-	<a href="#">View Enrolment</a>	<a href="#">Print</a>
Test Adams	Active	Unborn	-	-	<a href="#">Edit</a>	-	<a href="#">View Enrolment</a>	<a href="#">Print</a>
Riley Adams	Active	07-01-04	-	12Y 6M	<a href="#">Edit</a>	-	<a href="#">View Enrolment</a>	<a href="#">Print</a>

#### CASUAL BOOKINGS

[Add Casual Booking](#)

Non repeating, instant booking is available for the enrolled children. (The following table shows the summary for the next 30 days)

No records found

## OFFER

### Legend

 Offered
  Not Offered
  Change to Existing Booking

CHILD NAME	START DATE REQ'D START DATE	STATUS	CARE TYPE	CENTRE NAME	DAYS	M T W T F S S	OFFER EXPIRY DATE ACCEPTED DATE	
Mitchell Adams	16-11-15 S:16-11-15	Open	LDC/KIN/PRE	Hend's Long Day Care	4	✓✓✓✓✗✗✗	13-11-15	<a href="#">View Offer</a>

## BOOKING REQUESTS

[New Request](#)

Requests for new bookings or to change current permanent bookings are displayed here. These requests are yet to be approved.

No records found

## CURRENT BOOKINGS

Current permanent weekly/fortnightly bookings are displayed here. To request a change in booking press the edit option.

SERVICE	ROOM	CARE TYPE	STATUS	CHILD	START DATE	END DATE	EDIT
Hend's Long Day Care	Long Day Care Roll	LDC	Placed	Candace Adams	20/06/2016		<a href="#">Edit</a>
Hend's Long Day Care	BSC	LDC	Placed	Mitchell Adams	2/05/2016		<a href="#">Edit</a>
Hend's Long Day Care	BSC	LDC	Placed	Riley Adams	2/05/2016		<a href="#">Edit</a>
Hend's Long Day Care	ASC	LDC	Placed	Mitchell Adams	2/05/2016		
Hend's Long Day Care	ASC	LDC	Placed	Riley Adams	2/05/2016		
Hend's Long Day Care	Long Day Care Roll	LDC	Placed	Mitchell Adams	27/06/2016		<a href="#">Edit</a>
Hend's Long Day Care	ASC	LDC	Placed	Mitchell Adams	2/09/2013	1/05/2016	<a href="#">Edit</a>
Hend's Long Day Care	BSC	LDC	Placed	Mitchell Adams	2/09/2013	1/05/2016	<a href="#">Edit</a>
Hend's Long Day Care	ASC Home Pick Up	NON	Placed	Mitchell Adams	1/02/2016	1/05/2016	<a href="#">Edit</a>
Hend's Long Day Care	ASC Home Pick Up	NON	Placed	Riley Adams	1/02/2016	1/05/2016	<a href="#">Edit</a>
Hend's Long Day Care	Long Day Care Roll	LDC	Placed	Test Adams	23/03/2015	1/05/2016	<a href="#">Edit</a>
Hend's Long Day Care	ASC	LDC	Placed	Riley Adams	2/09/2013	1/05/2016	<a href="#">Edit</a>
Hend's Long Day Care	Babies room	REG	Placed	Candace Adams	2/09/2013	22/02/2015	<a href="#">Edit</a>
Hend's Long Day Care	Babies room	REG	Placed	Evie Adams	2/09/2013	22/02/2015	<a href="#">Edit</a>

**Child** > Start/View Enrolment: Click here to access each child's enrolment form. Edit or enter information as required. Be sure to press SUBMIT for this information to be provided to your Childcare Centre

**Casual Bookings** > Add Casual Booking: Click here to book your child in for extra days

**Offer** > View Offer: This section shows any offers the centre has sent to you. Click on View Offer to accept this offer

**Booking Requests:** This section shows any waitlist requests you have sent through My Family Lounge

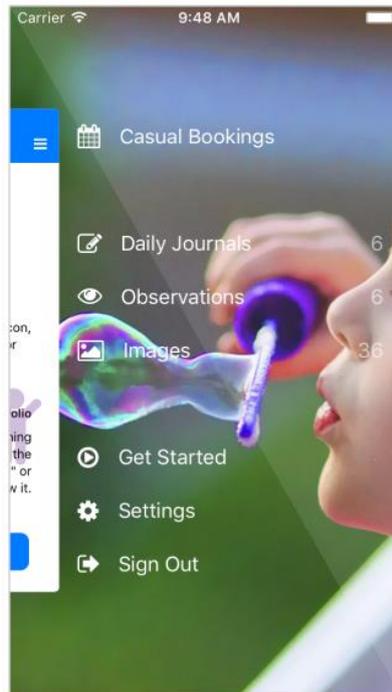
**Current Bookings:** Shows all bookings for your child/ren – past and current. Click on Edit to advise the centre you would like a change in your current booking.

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### Signing into the My Family Lounge app

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- You have now registered your account. At this stage we ask you to download the free My Family Lounge app on your phone or mobile device. The free app is available through the App Store and Google Play.
- Open the app and enter your email address and password. Once presented with the My Family Lounge menu click on Casual Bookings



- Select your child and the name of the room you are booking your child into (Note: If you only have one child and one room, the system will bypass this step for you)

