

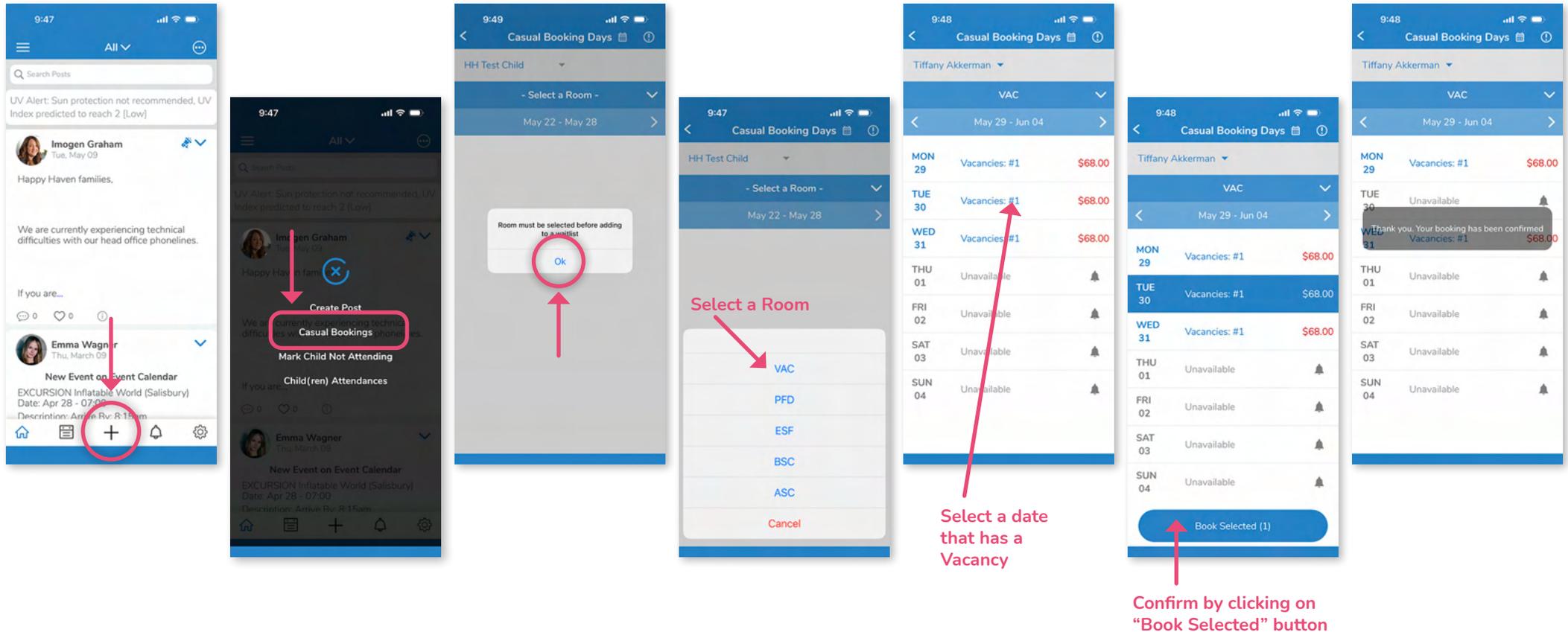


# Parent's Guide to the OWNA App & Portal



# Booking Attendances on the App

## From Home Screen



# Booking a Multiple Days on the App

## From Home Screen

The process is shown in seven sequential screenshots:

- Home Screen:** The bottom navigation bar has a red circle around the '+' icon.
- Create Post:** A red circle highlights the 'Casual Bookings' option in the 'Create Post' menu.
- Select Room:** A red circle highlights the 'Ok' button in a dialog box that says 'Room must be selected before adding to wishlist'.
- Select a Room:** A red arrow points to the 'VAC' option in a list of room types.
- Calendar Selection:** A red circle highlights the calendar icon in the top right corner. Below, a calendar for May 2023 shows days 29, 30, and 31 highlighted in light blue.
- Calendar Selection:** A red arrow points to the light blue highlighted days (29, 30, 31) on the calendar.
- Confirmation:** A red arrow points to the 'Book Selected (2)' button at the bottom of the screen.

Click on Calendar icon

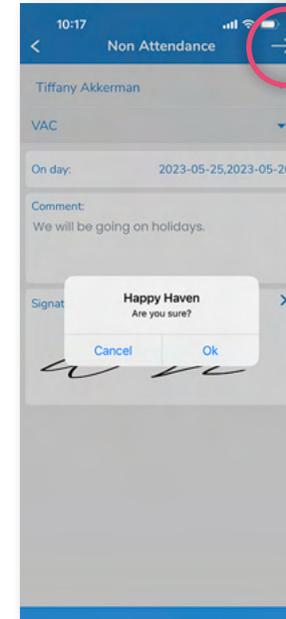
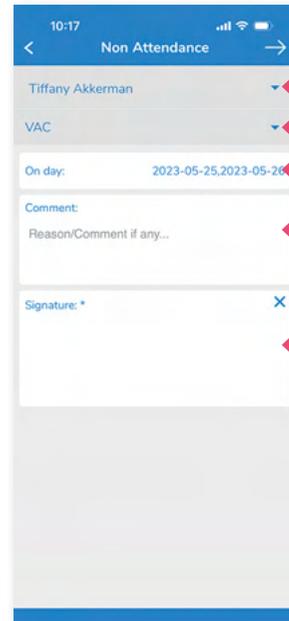
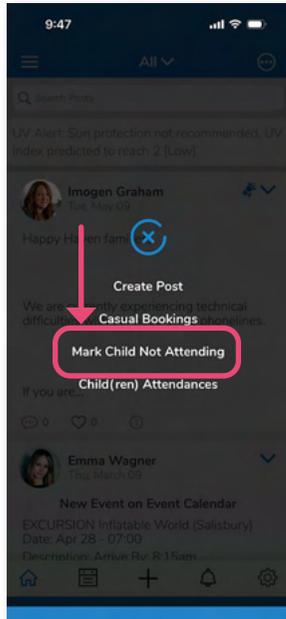
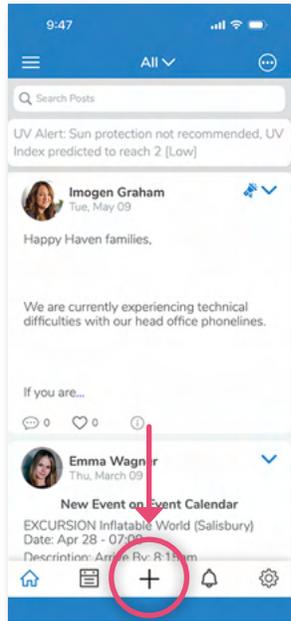
Select a Room

Select available days marked as light blue.

Confirm bookings by clicking on "Book Selected" button

# Marking Absences and Deleting Future Bookings on the App

## From Home Screen



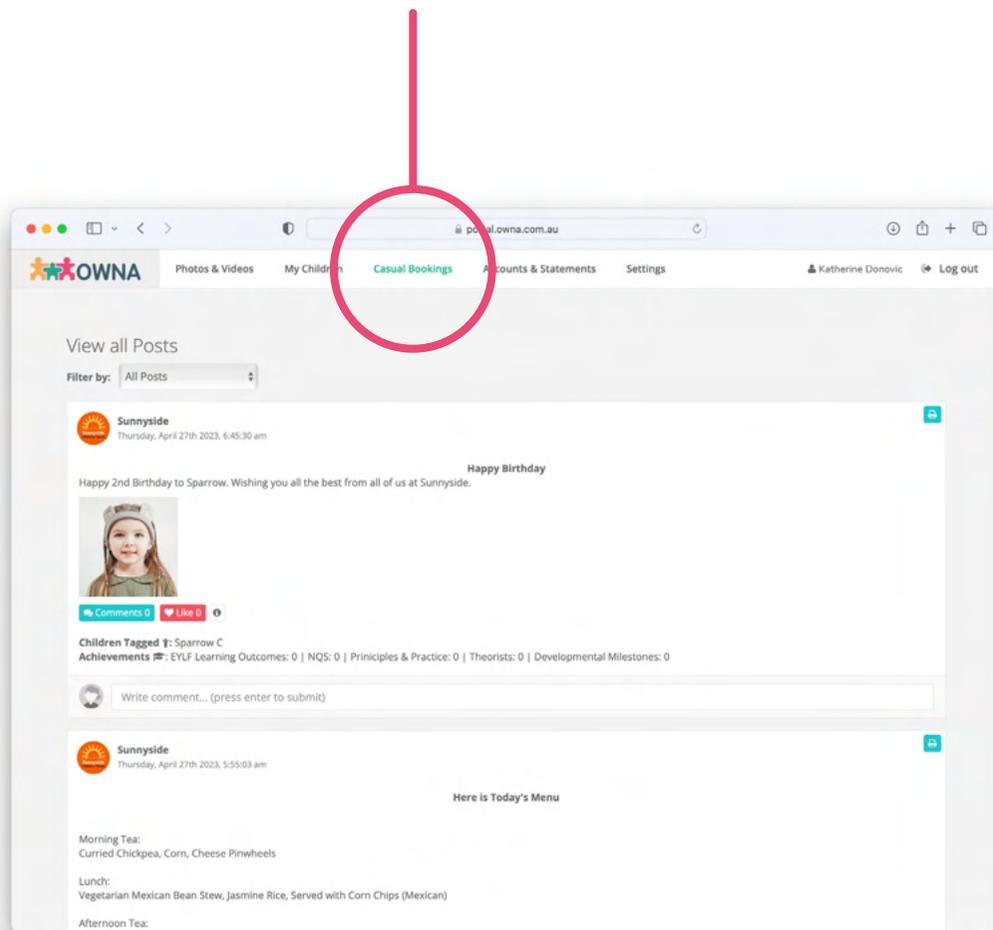
- Mark the booking as an absence if it complies with Happy Haven OSHC's cancellation policy (1 week for Before and After School Care, 2 weeks for Pupil Free Days and Vacation Care)

- Marking bookings as absent ahead of time avoids a 'not-notified' fee being applied to your account (this fee is applied if your child/ren do not arrive for a booked session and the service has not been informed)

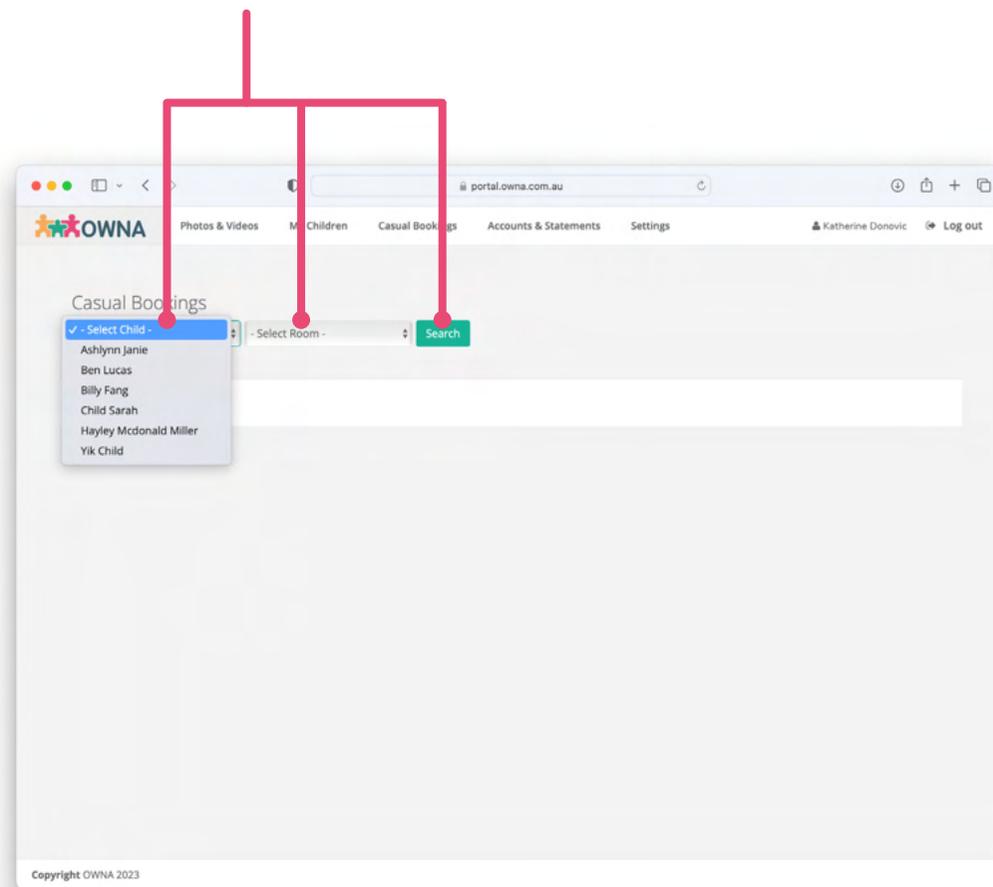
- Bookings that comply with the cancellation policy can be deleted with no charge applied

# Booking Casual Spots in the OWNA Portal (pt1)

1) Click on **Casual Bookings**.



2) Once in the Casual Bookings page, select **Child** and **Room** and click **“Search”** button.



## Booking Casual Spots in the OWNA Portal (pt2)

3) Select the date you wish to book.  
(Any of the days in green).

4) A Confirmation panel will come up. Click “Save” to confirm or “Cancel” to select a different date.

The screenshot shows the OWNA portal interface for booking casual spots. The main content area displays a calendar for the months of April, May, July, August, and September. The calendar shows days with green icons representing available spots, and some days are marked as 'Booked' or 'Book'. A confirmation dialog box is overlaid on the calendar, asking 'Please Confirm' and 'Are you sure you want to Book this Spot?'. The 'Save' button is circled in red. The dialog box also has a 'Cancel' button. The calendar interface includes navigation buttons for 'today', '<', '>', 'year', 'month', and 'week'. The top navigation bar includes 'Photos & Videos', 'My Children', 'Casual Bookings', 'Accounts & Statements', 'Settings', and a user profile for Katherine Donovic with a 'Log out' button. The search bar shows 'Child Sarah' and 'Before School Care (BSC)'.

# Deleting a Booked Day in the OWNA Portal

1) To delete an existing booking, simply click on the “Booked date” (should be marked as blue).

2) A Confirmation panel will appear. Click “Save” to confirm.

The screenshot displays the OWNA portal interface. At the top, there is a navigation bar with the OWNA logo and menu items: Photos & Videos, My Children, Casual Bookings, Accounts & Statements, and Settings. The user is identified as Katherine Donovic. Below the navigation bar, the 'Casual Bookings' section is active, showing filters for 'Child Sarah' and 'Before School Care (BSC)'. A search button is present. The main area features a calendar view for April, May, July, August, and September. In the April calendar, the date 27 is highlighted in blue and labeled 'Booked', with a blue 'Book' button next to it. A red circle highlights this date, and a red line points from it to a confirmation dialog box overlaid on the right side of the screen. The dialog box is titled 'Please Confirm' and asks 'Are you sure you want to Book this Spot?'. It has two buttons: 'Cancel' and 'Save'. The 'Save' button is circled in red, and a red line points from it to the text in step 2 of the instructions.