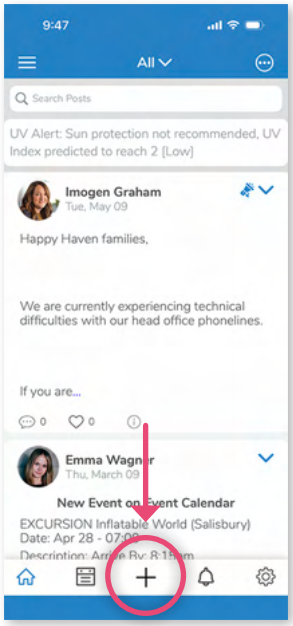
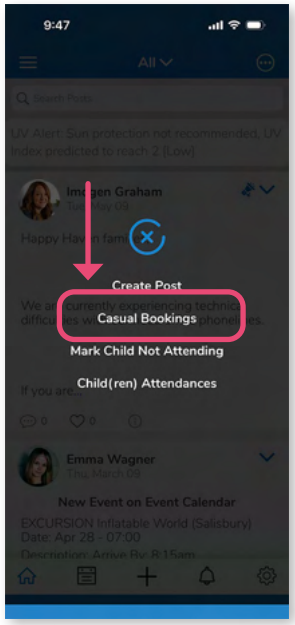
Parent's Guide to the OWNA App & Portal

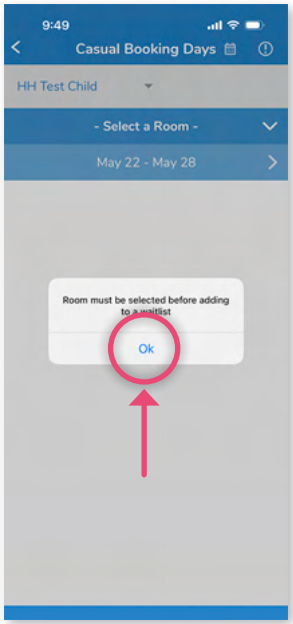
©2016-2023 OWNA Corp. | July 2023

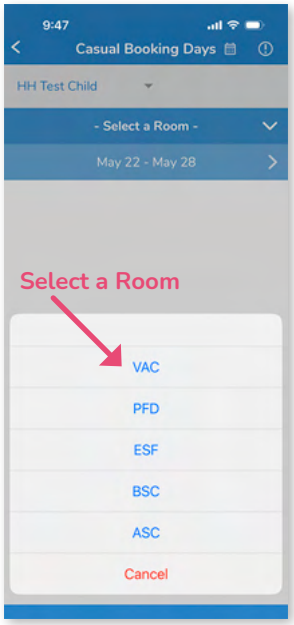
Booking Attendances on the App

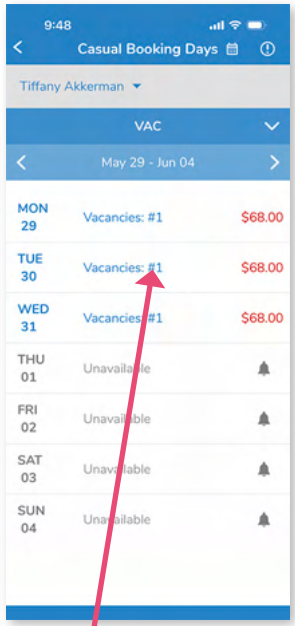
From Home Screen



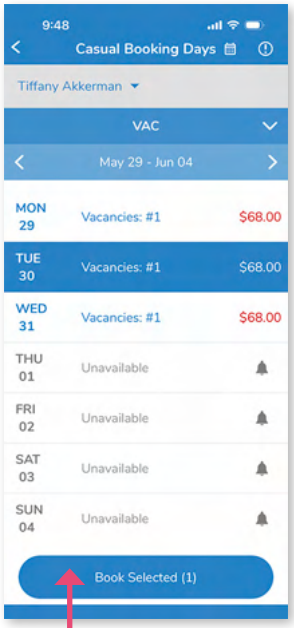




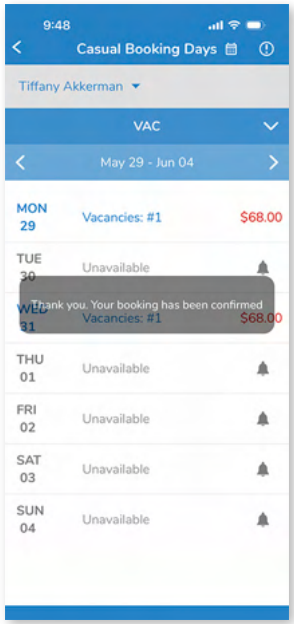




Select a date that has a Vacancy

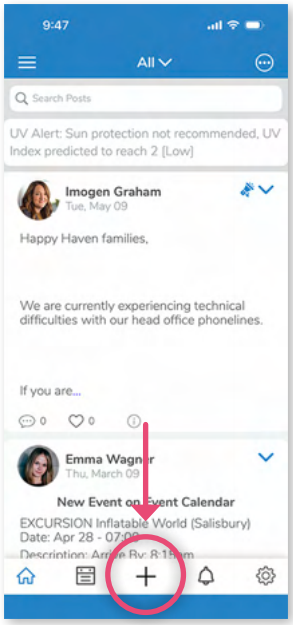


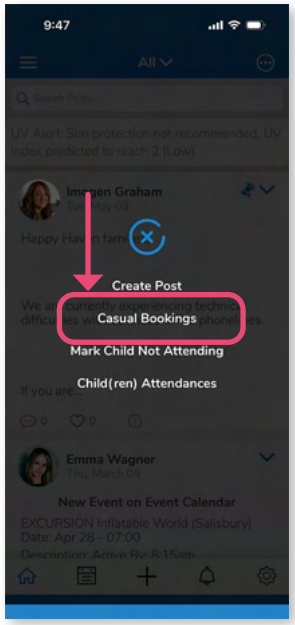
Confirm by clicking on "Book Selected" button

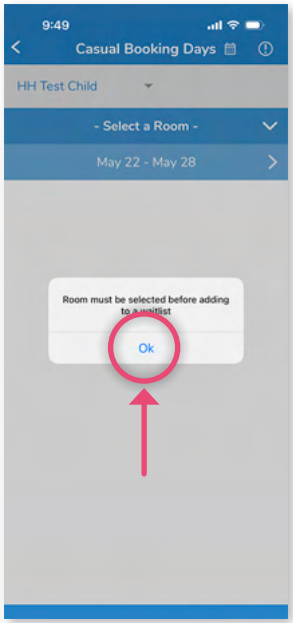


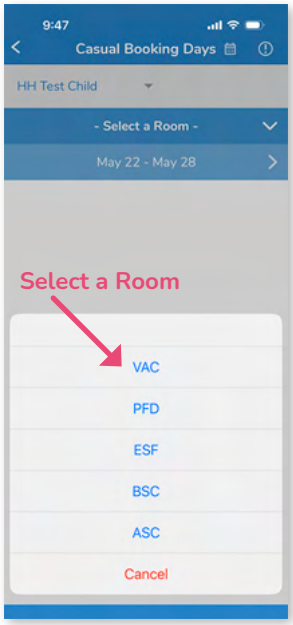
Booking a Multiple Days on the App

From Home Screen

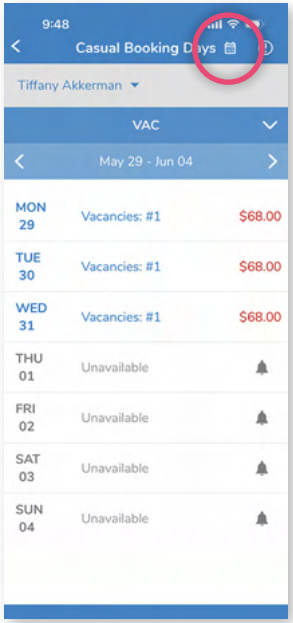


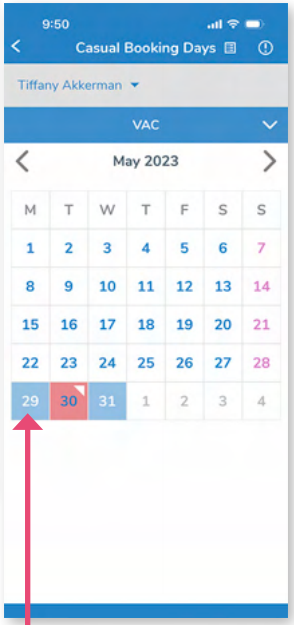




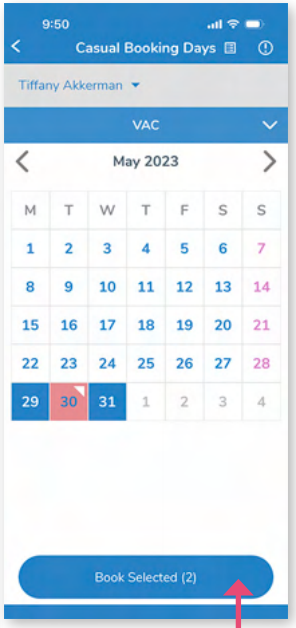


Click on Calendar icon





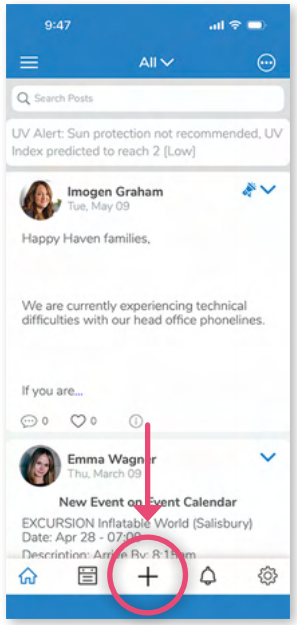
Select available days marked as light blue.

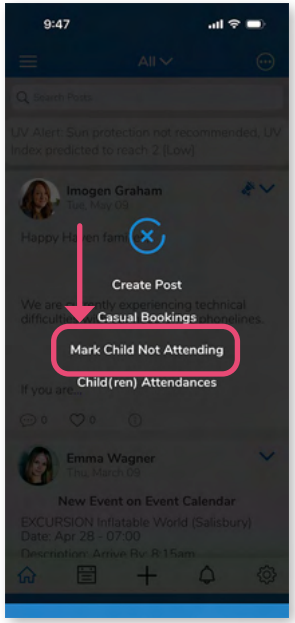


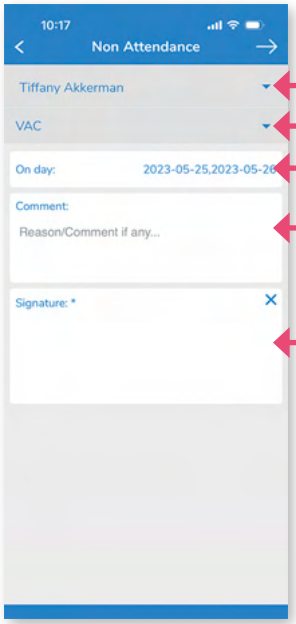
Confirm bookings by clicking on “Book Selected” button

Marking Absences and Deleting Future Bookings on the App

From Home Screen







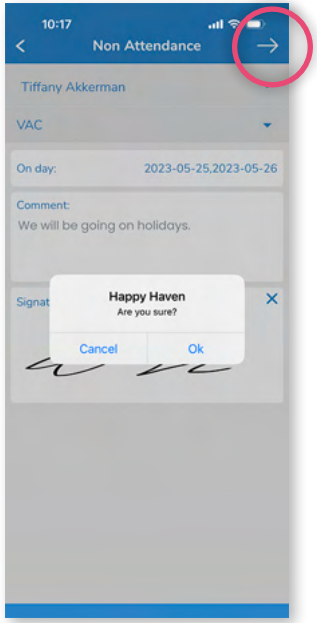
Select Child

Select Room

Select Day(s)

Reason/ Comments if any

Your signature

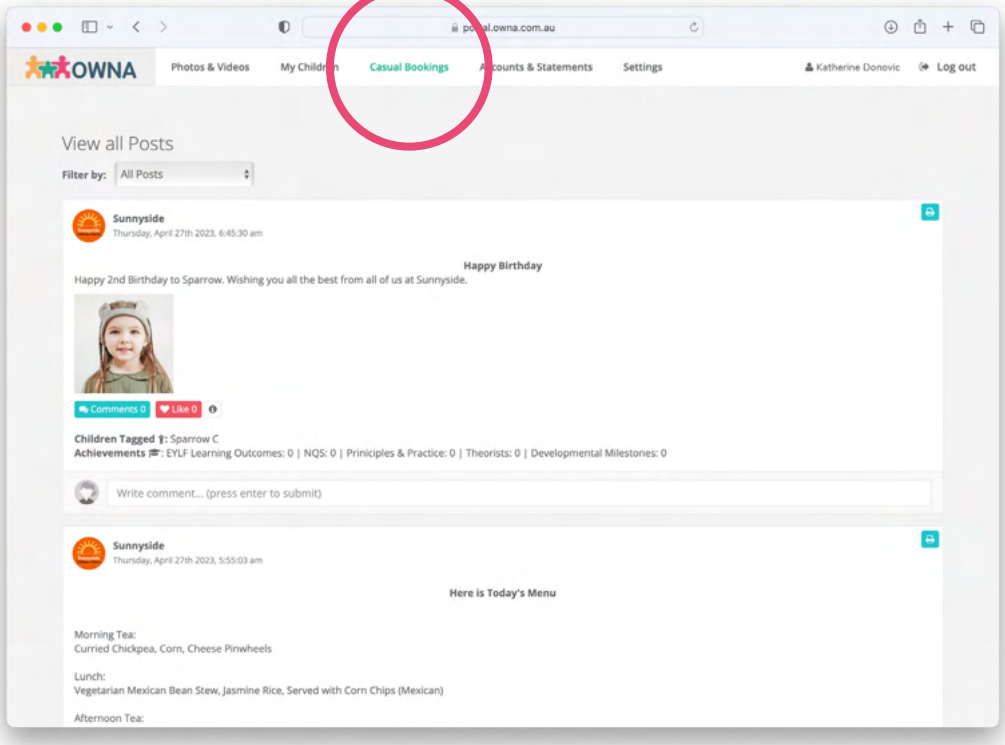


Click on arrow to confirm

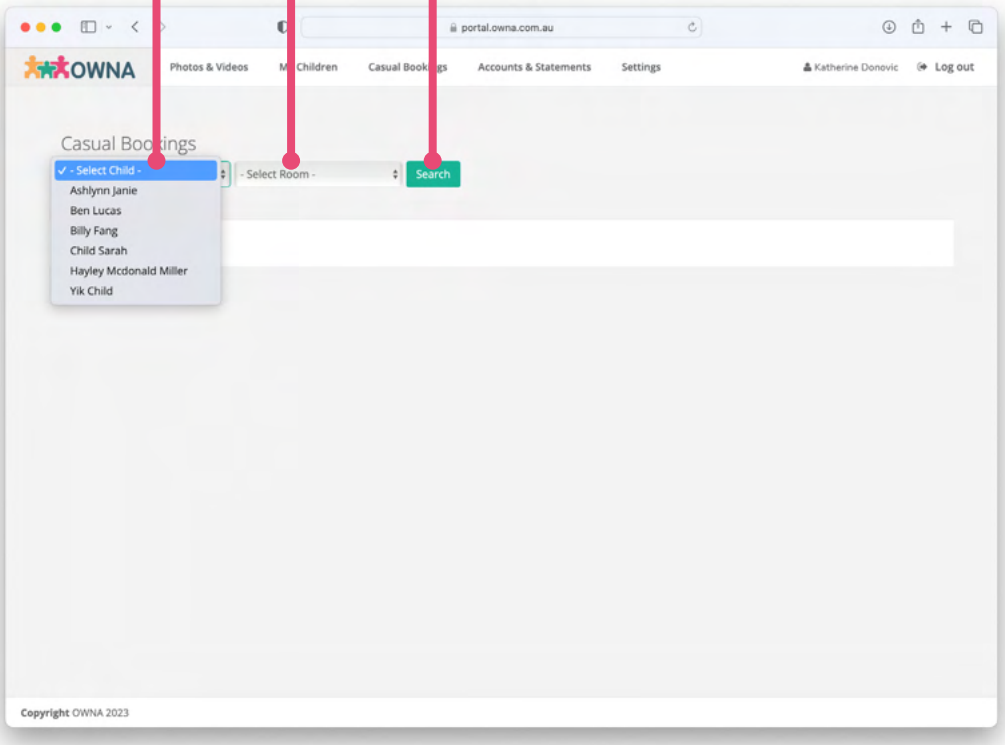
- Mark the booking as an absence if it complies with Happy Haven OSHC's cancellation policy (1 week for Before and After School Care, 2 weeks for Pupil Free Days and Vacation Care)
- Marking bookings as absent ahead of time avoids a 'not-notified' fee being applied to your account (this fee is applied 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.



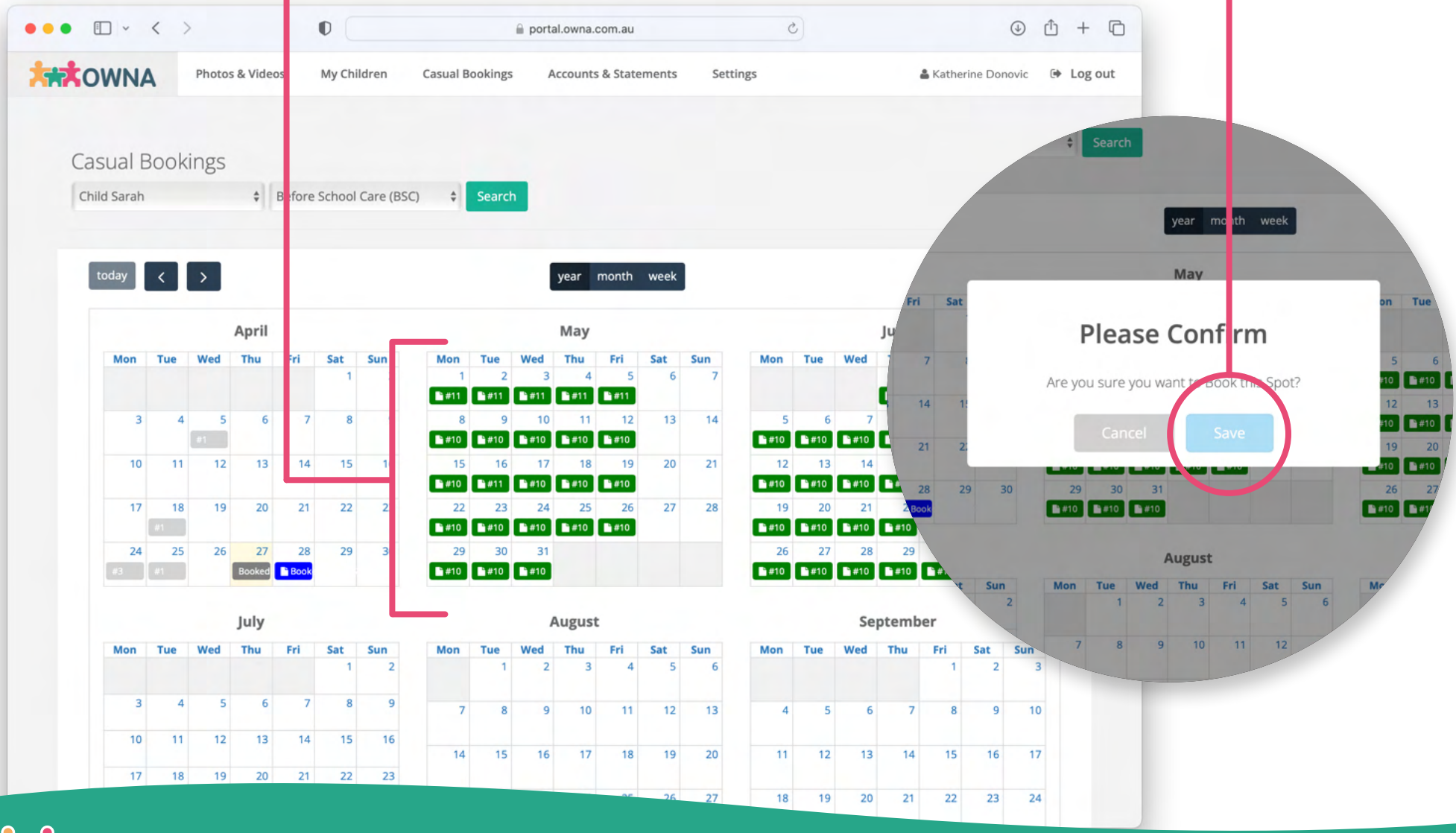
2) Once in the Casual Bookings page, select Child and Room and click “Search” button.



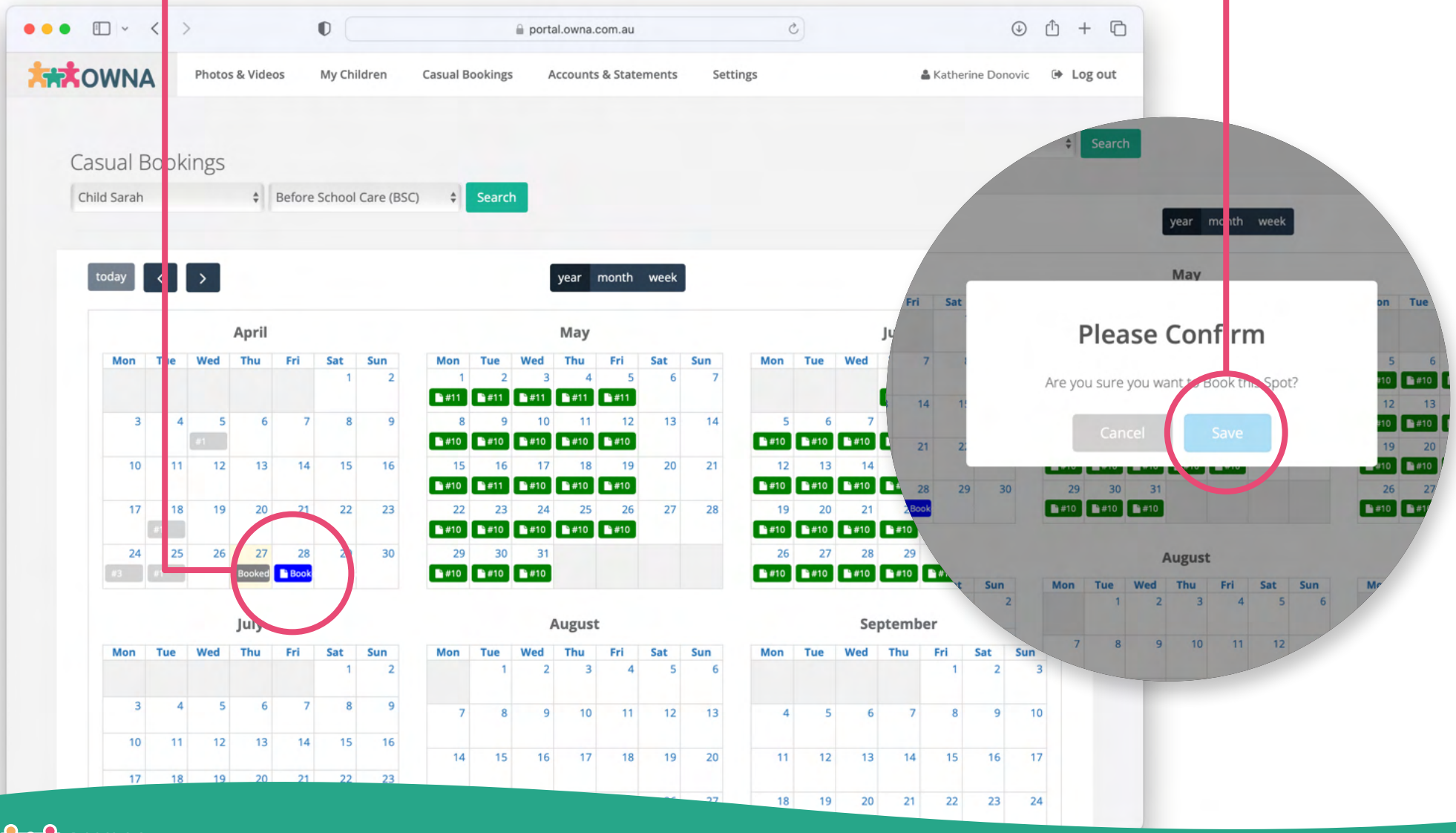
Booking Casual Spots in the OWNA Portal (pt2)

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.



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 apper. Click "Save" to confirm.