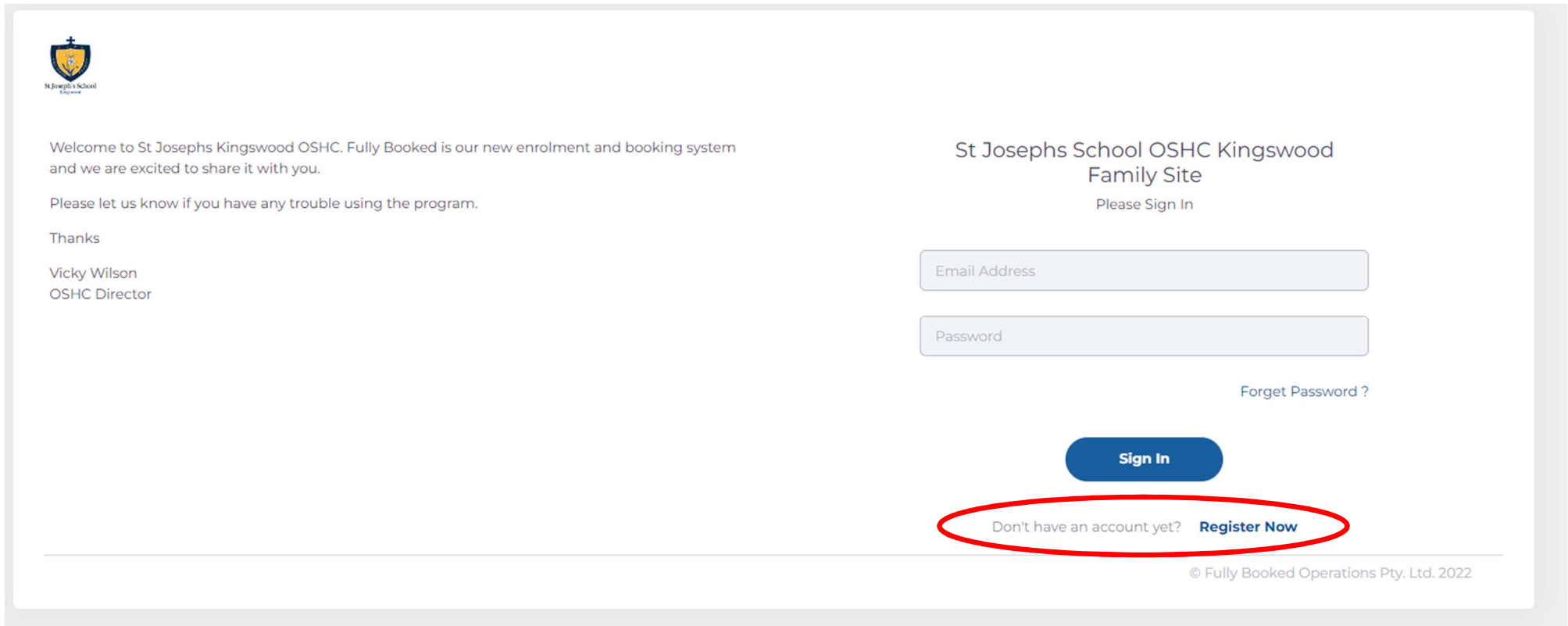



Fully Booked – How to set up your family account

1. Go to the following link - <https://stjkingswood.fullybookedccms.com.au/family/login>
2. Register for an account.




St Josephs School OSHC

Welcome to St Josephs Kingswood OSHC. Fully Booked is our new enrolment and booking system and we are excited to share it with you.

Please let us know if you have any trouble using the program.

Thanks

Vicky Wilson
OSHC Director

St Josephs School OSHC Kingswood
Family Site
Please Sign In

Email Address

Password

[Forgot Password ?](#)

Sign In

Don't have an account yet? **Register Now**

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3. Once you have registered your account you will see the Family Dashboard (pictured below).
4. At this time you will also receive an email to verify your nominated email address.
5. Set yourself up as the Primary contact using the + Add Contact button. Here you should also set up any other parents/guardians or contacts that will have authorization to pick your children up from the service.
6. Add your children to your account using the + Add Child button. As part of your child's medical information you will be asked to provide an approved immunization record. If you don't already have a recent copy you can find one through accessing your Medicare online account in MyGov or the Express Plus Medicare app. It is a legal requirement that this information form part of your child's enrolment.

7. Set up your direct debit facility using either a credit card or bank account by pressing the Update button. Having a direct debit in place will be mandatory and more information on the billing will be available in our updated OSHC polices.
8. Your family set up is complete! Once your account has been reviewed by a staff member you will be able to place bookings for Term 2 onwards.



Dashboard

Welcome to St Josephs School OSHC Kingswood's Enrolment & Booking web site.

Please complete the registration process by following the instructions in each section below.

Parents/Guardians & Contacts **+ Add Contact**

At least one parent or guardian must be added. Please use the "Add Contact" button above to add one.

Children **+ Add Child**

Please use the "Add Child" button above to add a child.

Account Details **Update**

Please verify your email address as soon as possible. If you require a new verification email please click the Resend button

Resend

Verified Email Address

New Email Address

Enrolled Services St Josephs Kingswood

For any issues or questions regarding your family set up please contact Shelly Youngs on finance@stjk.catholic.edu.au or (08) 8273 3300