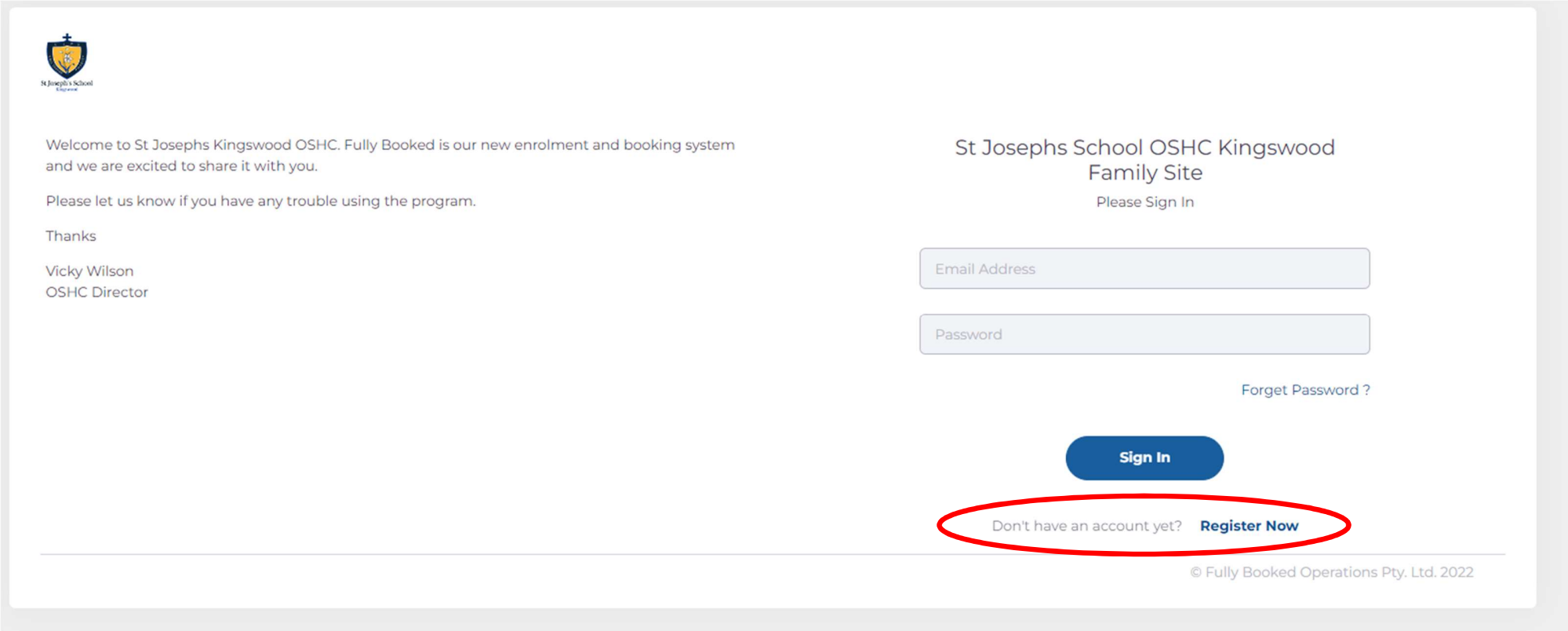
Fully Booked – How to set up your family account

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



3. Once you have registered your account you will see the Family Dashboard (pictured below).

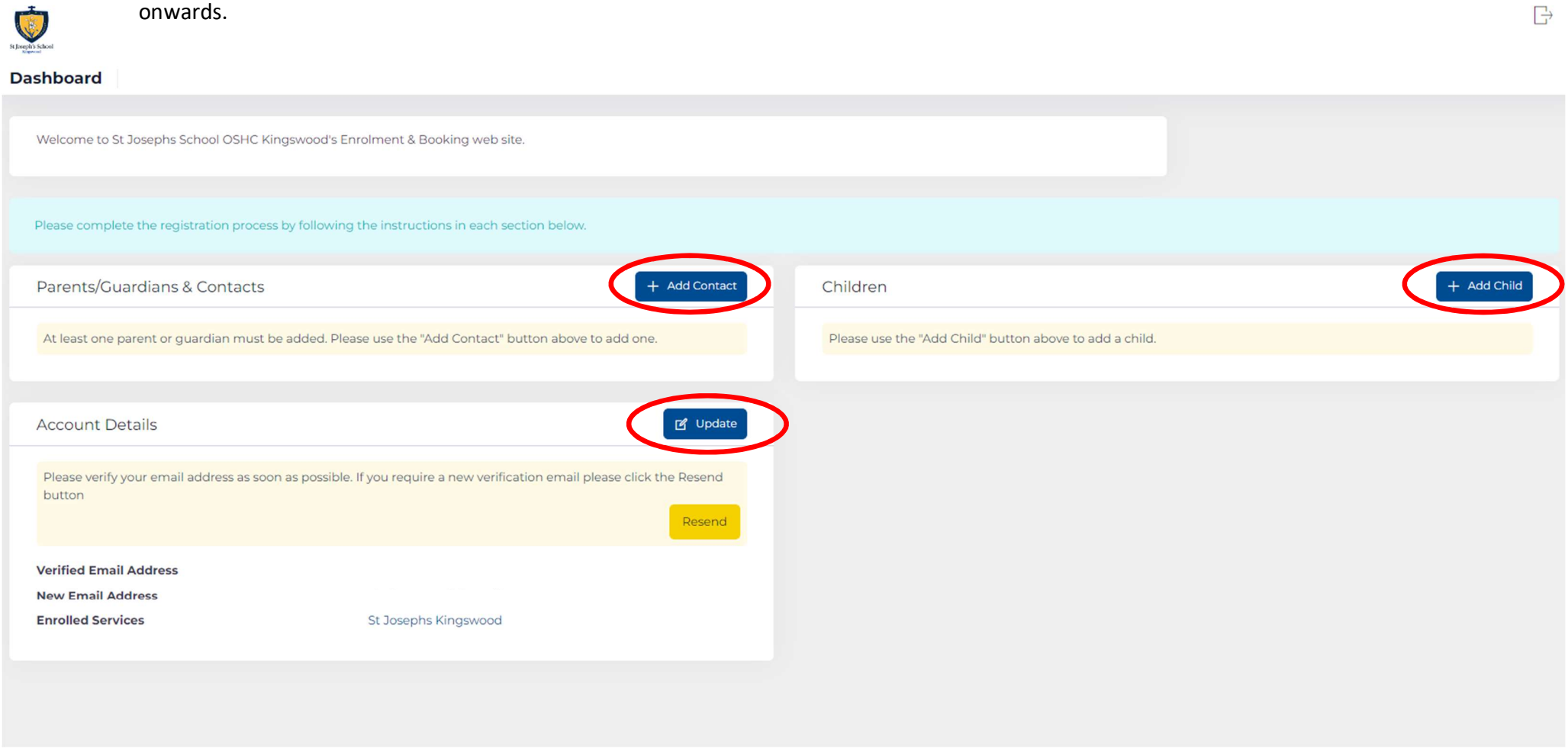
4. At this time you will also receive an email to verify your nominated email address.

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.



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