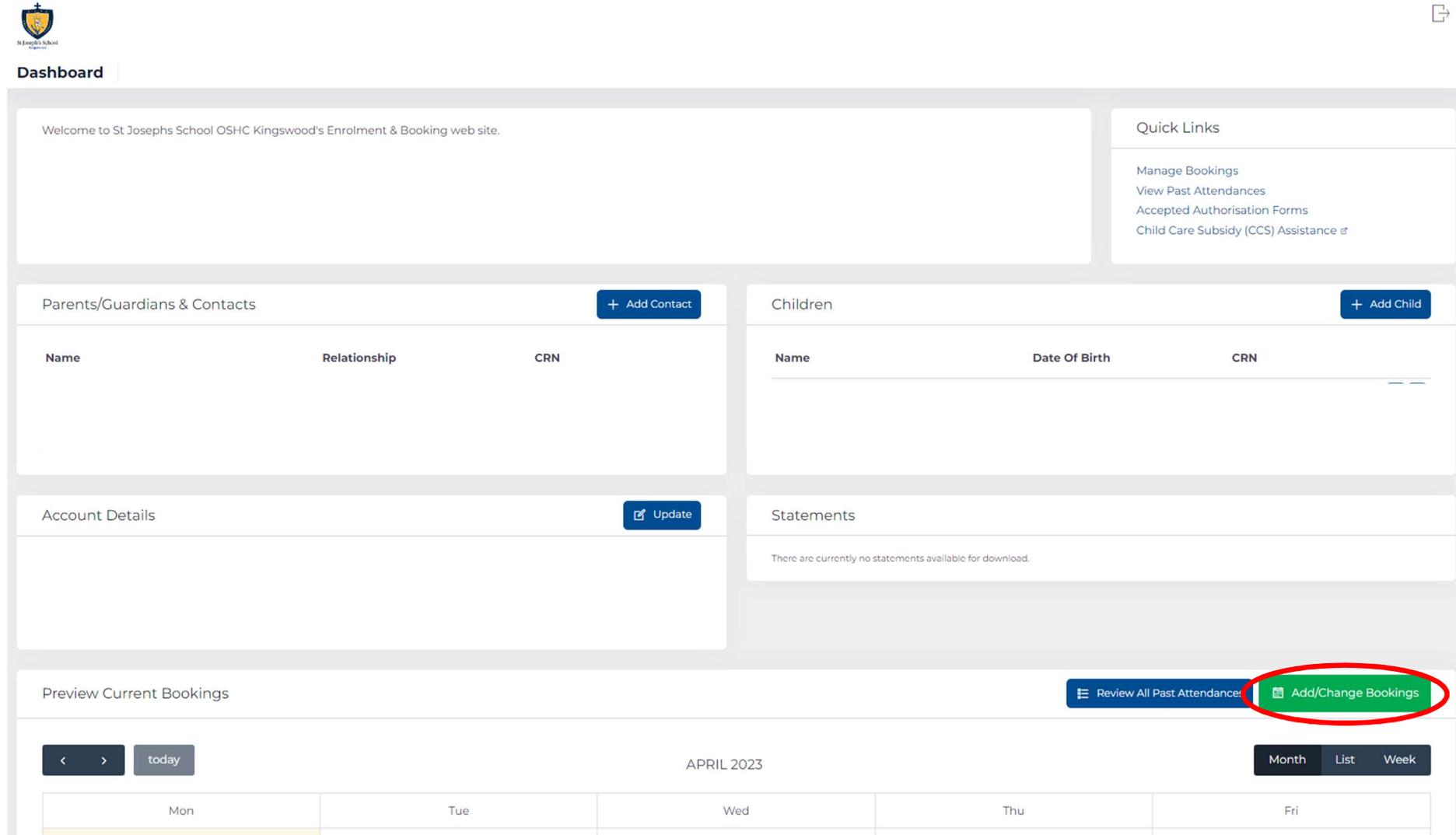


Fully Booked – How to make a booking

1. Go to the following link - <https://stjkingwood.fullybookedccms.com.au/family/login> and log in with your details created as part of your family account set up.
2. Once your account has been reviewed by a staff member you will be able to make bookings for Term 2 onwards. By clicking the Add/Change Bookings button.



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

Quick Links

- Manage Bookings
- View Past Attendances
- Accepted Authorisation Forms
- Child Care Subsidy (CCS) Assistance [↗](#)

Parents/Guardians & Contacts [+ Add Contact](#)

Name	Relationship	CRN
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Children [+ Add Child](#)

Name	Date Of Birth	CRN
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Account Details [Update](#)

Statements

There are currently no statements available for download.

Preview Current Bookings [Review All Past Attendances](#) [Add/Change Bookings](#)

< > today APRIL 2023 Month List Week

Mon	Tue	Wed	Thu	Fri

3. Select the type of care required from the drop down list.



Manage Bookings:

Select type of care from the drop-down list to show the booking calendar.

Please select a care type ▾

After School Care

Before School Care

Pupil Free Day

Vacation Care

4. A calendar will show on your screen, with any days in orange being available to book into for your selected care type. Click on the required days or use the quick select function at the bottom of the screen to select your required days of attendance for each child.

April

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

5. Once completed select next and confirm to make your bookings. You do not have to confirm with the Centre as your booking goes straight into our system.
6. Vacation Care and Pupil free days will be released closer to the day.

For any issues or questions regarding your bookings in Fully Booked please contact Shelly Youngs on finance@stjk.catholic.edu.au or (08) 8273 3300