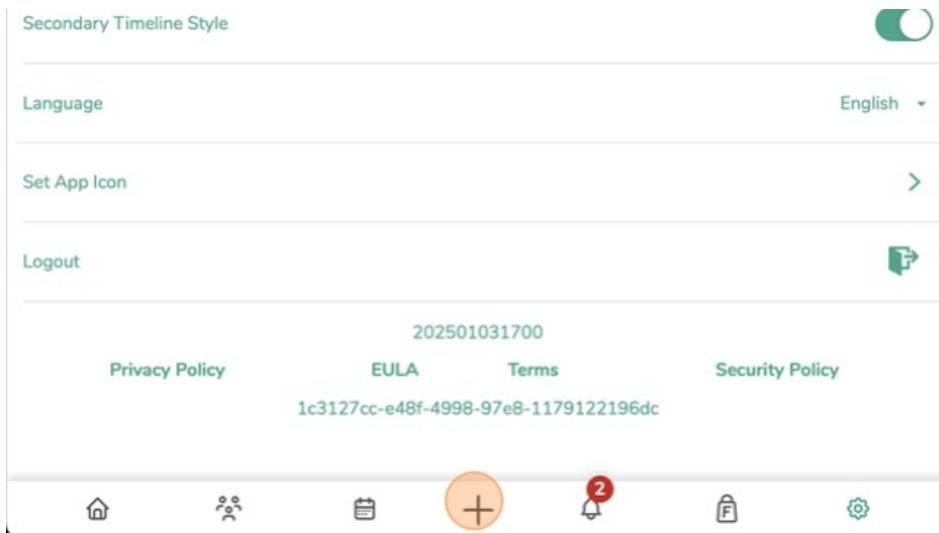
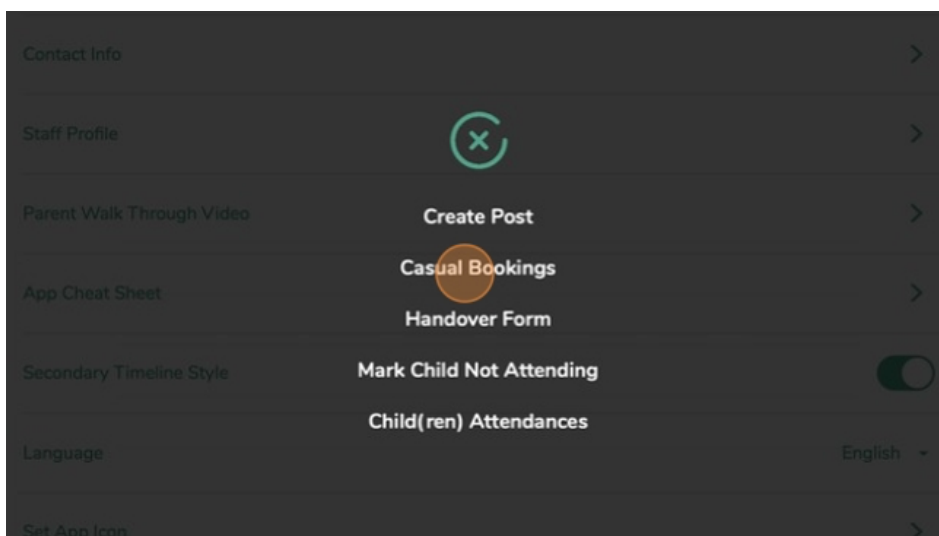


Booking Vacation Care

1. Click the plus button.



2. Click "Casual Bookings"



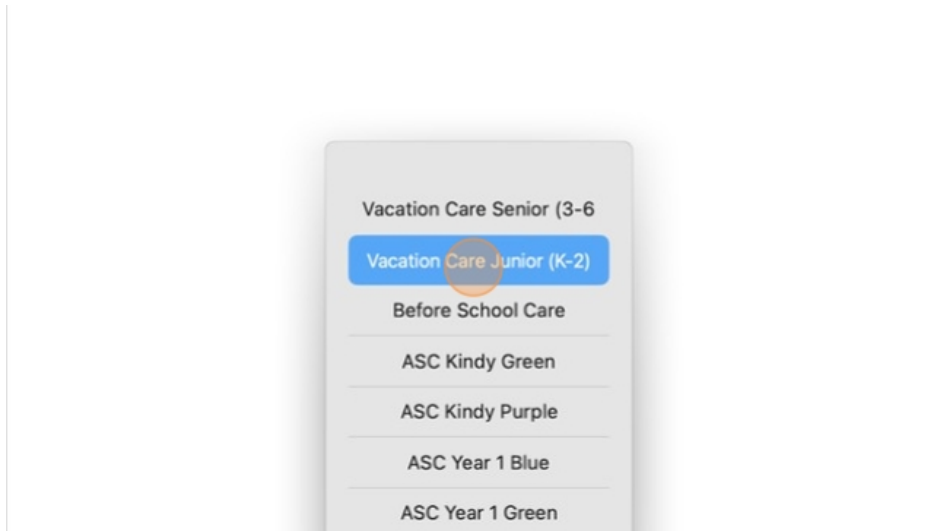
3. Select the child.

The screenshot shows a web application window titled 'OWNA'. The main heading is 'Casual Booking Days'. Below the heading, there is a light gray bar containing the text 'Test1 Child1' and a small orange circle with a downward arrow. Below this bar, there is a green bar with the text '- Select a Room -' and a downward arrow. Below the green bar, there is a light green bar with the text 'Jun 02 - Jun 08' and a rightward arrow. The rest of the form is empty.

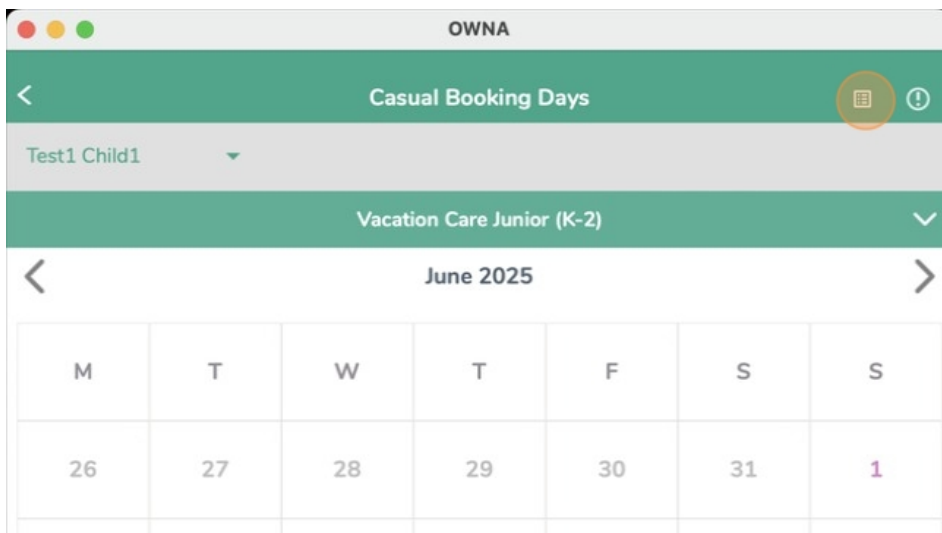
4. Select the room (roll).

The screenshot shows the same web application window as before. The 'Test1 Child1' dropdown is now a small downward arrow. The '- Select a Room -' dropdown is highlighted with a brown circle. The 'Jun 02 - Jun 08' dropdown remains the same.

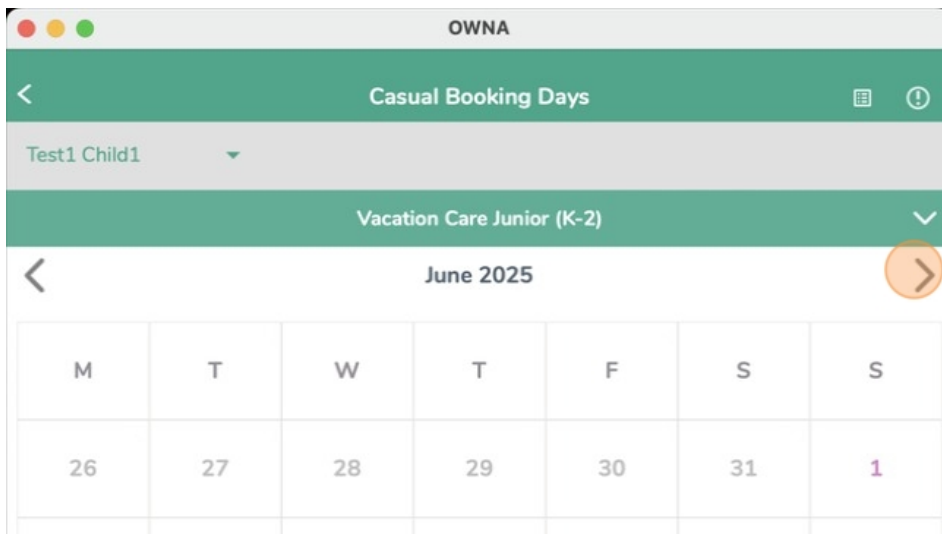
5. Click the correct roll depending on the child's year group.



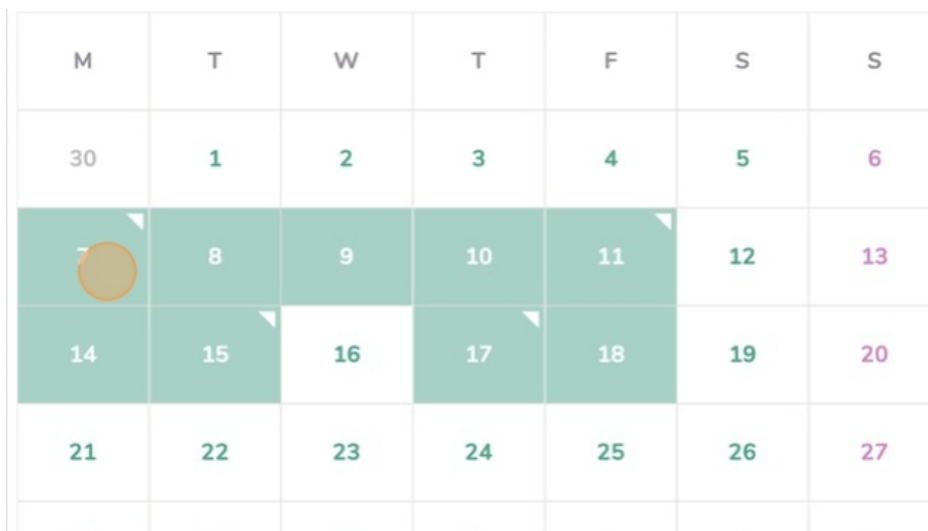
6. Click the calendar button.



7. Click across to go to the correct month.



8. Available days will appear green.



9. Click everyday you need across both weeks, days will turn dark green when selected.

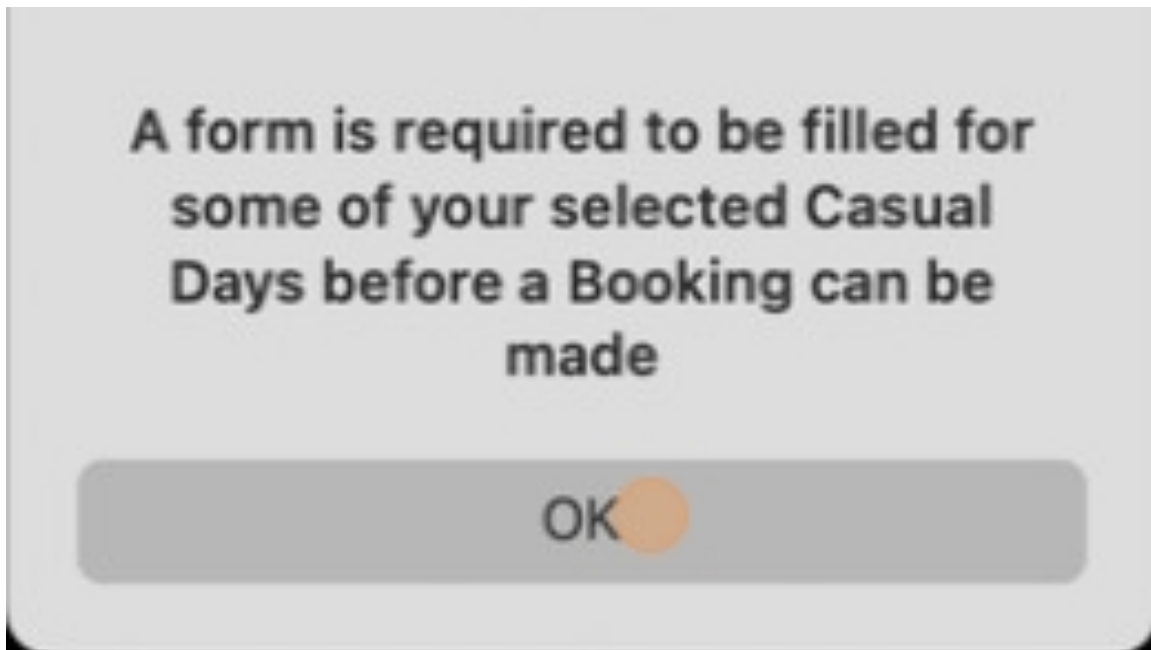
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

10. Click "Book Selected"

28	29	30	31	1	2	3
----	----	----	----	---	---	---

Book Selected (8)

11. If any day has an excursion, you will need to complete the excursion authorisation from before the bookings are confirmed.



12. Read and scroll to the bottom of the form to sign.

- Risk assessments for all excursions have been completed and can be viewed on the service website.
- On excursion days BASC requires all children to arrive at least 30 minutes before the departure time stated on this form to ensure they take part in the excursion safety talk.
- In fairness to all children, the coach must leave on time, and will not be able to wait for latecomers so please read the departure time carefully in advance.
- Written policies and procedures regarding excursions, including transporting children, are available on the service website.

Please read the excursion information and provide permission for your child to attend the excursions they are booked to attend. Excursion authorisations can only be signed by a child's parent / guardian named on the child's enrolment form.

Excursions

Title: Miniversal Marrickville
Day: Tuesday
Date: 8th of July
Cost: \$38
Departure Time: 9:00 am
Return Time: 1:15 pm
Venue Address: 24-28 Murray St, Marrickville NSW 2204
Pick Up Location: Bondi BASC, Bondi Public School, Wellington Street, Bondi, NSW 2026
Transport To Venue: Concord coaches
Transport From Venue: Concord coaches

13. Add 1 emergency contact name, relationship and phone number.

The Risk Assessment has been prepared and is available at the service

[View Excursion Risk Management Plan](#)

Emergency Contact

John

Friend

0400123456

Parent/Guardian Consent

I Test2 Parent2

give permission for my child(ren).

14. Add parent name, phone number and signature.

Parent/Guardian Consent

I Test2 Parent2

give permission for my child(ren).

Test1 Child1

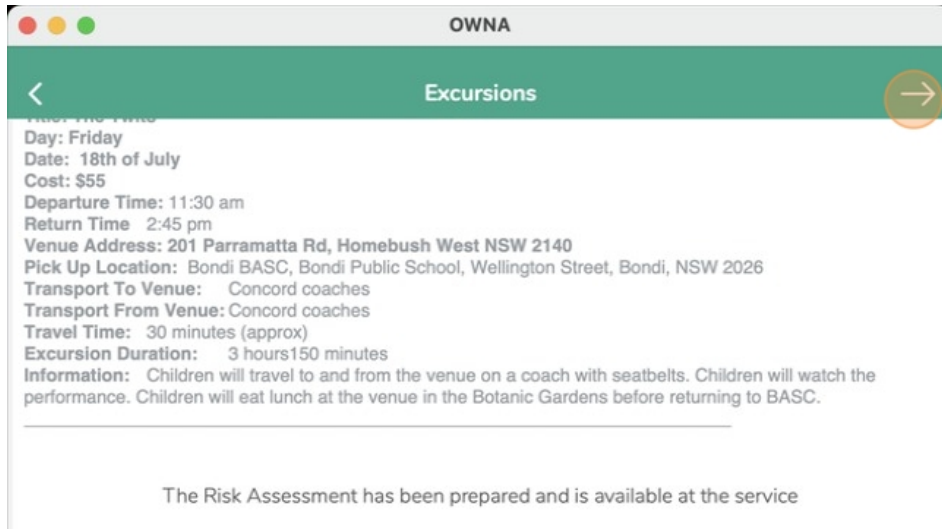
to attend this Excursion

0400123456

Signature

Done

15. Click the arrow at the top right to submit.

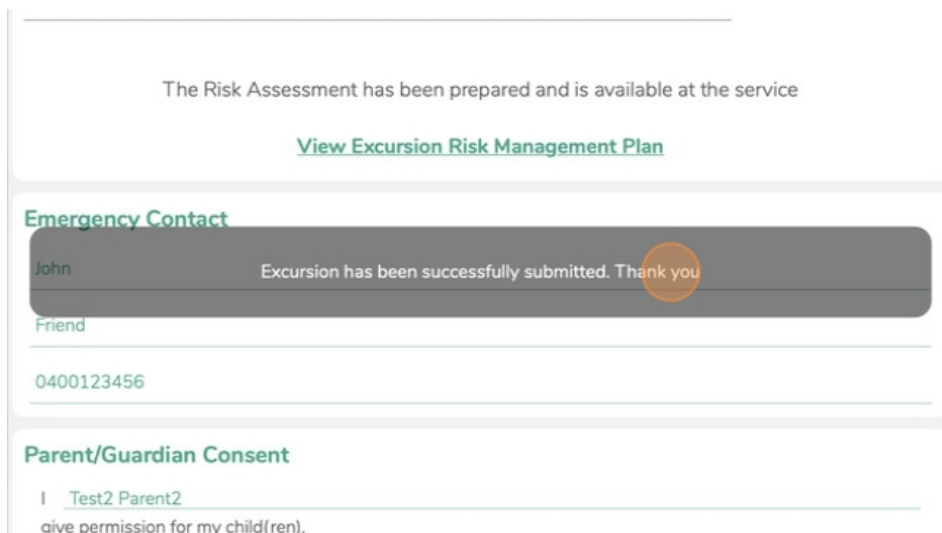


The screenshot shows a mobile application window titled "OWNA" with a green header bar labeled "Excursions". A right-pointing arrow icon is in the top right corner. Below the header, the following details are listed:

- Day: Friday
- Date: 18th of July
- Cost: \$55
- Departure Time: 11:30 am
- Return Time: 2:45 pm
- Venue Address: 201 Parramatta Rd, Homebush West NSW 2140
- Pick Up Location: Bondi BASC, Bondi Public School, Wellington Street, Bondi, NSW 2026
- Transport To Venue: Concord coaches
- Transport From Venue: Concord coaches
- Travel Time: 30 minutes (approx)
- Excursion Duration: 3 hours150 minutes
- Information: Children will travel to and from the venue on a coach with seatbelts. Children will watch the performance. Children will eat lunch at the venue in the Botanic Gardens before returning to BASC.

Below the details, a message states: "The Risk Assessment has been prepared and is available at the service".

16. A success message will appear if successful.



The screenshot shows the success screen of the OWNA Excursions form. It features a message: "The Risk Assessment has been prepared and is available at the service". Below this is a green link: [View Excursion Risk Management Plan](#).

The "Emergency Contact" section is highlighted with a green header. It contains a grey bar with the text: "Excursion has been successfully submitted. Thank you". Below this bar, the contact details are listed:

- Name: John
- Relationship: Friend
- Phone Number: 0400123456

The "Parent/Guardian Consent" section is also highlighted with a green header. It contains a text input field with the value "Test2 Parent2" and a checkbox labeled "I give permission for my child(ren)".

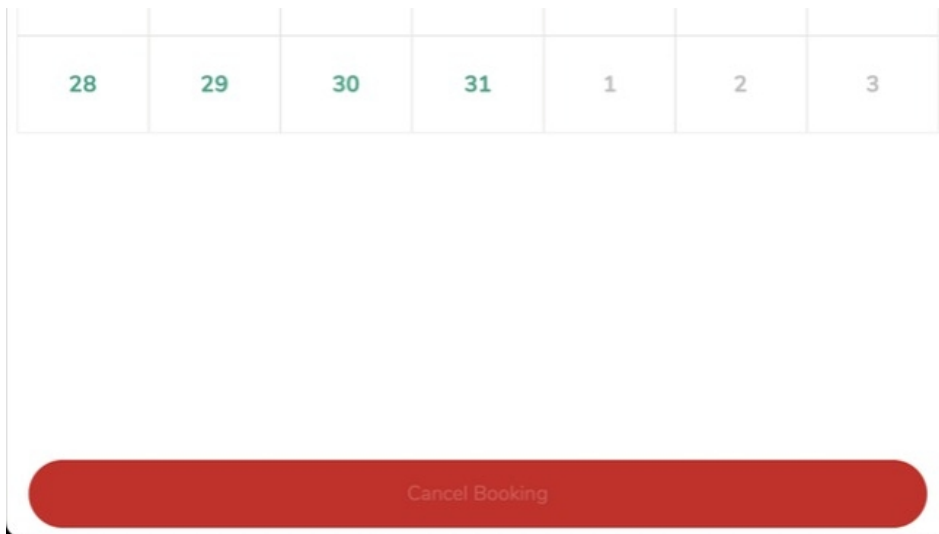
17. Successful bookings will turn '**red**'. Unavailable bookings are '**white**', and available bookings are '**green**'.

30	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	1	2	3

18. To cancel a booking, click on the day.

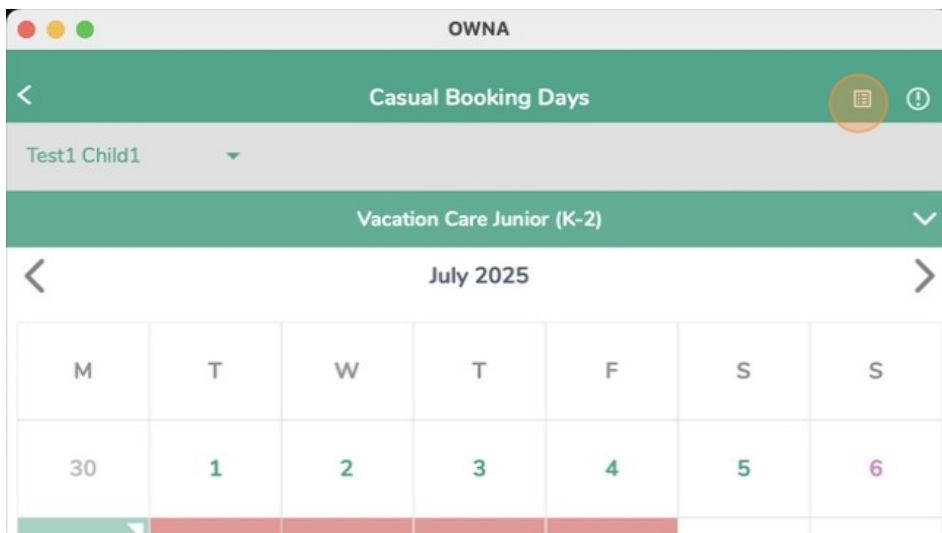
M	T	W	T	F	S	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

19. Then click 'cancel booking'.



New Feature: Be notified when a spot becomes available on a day that is currently at capacity.

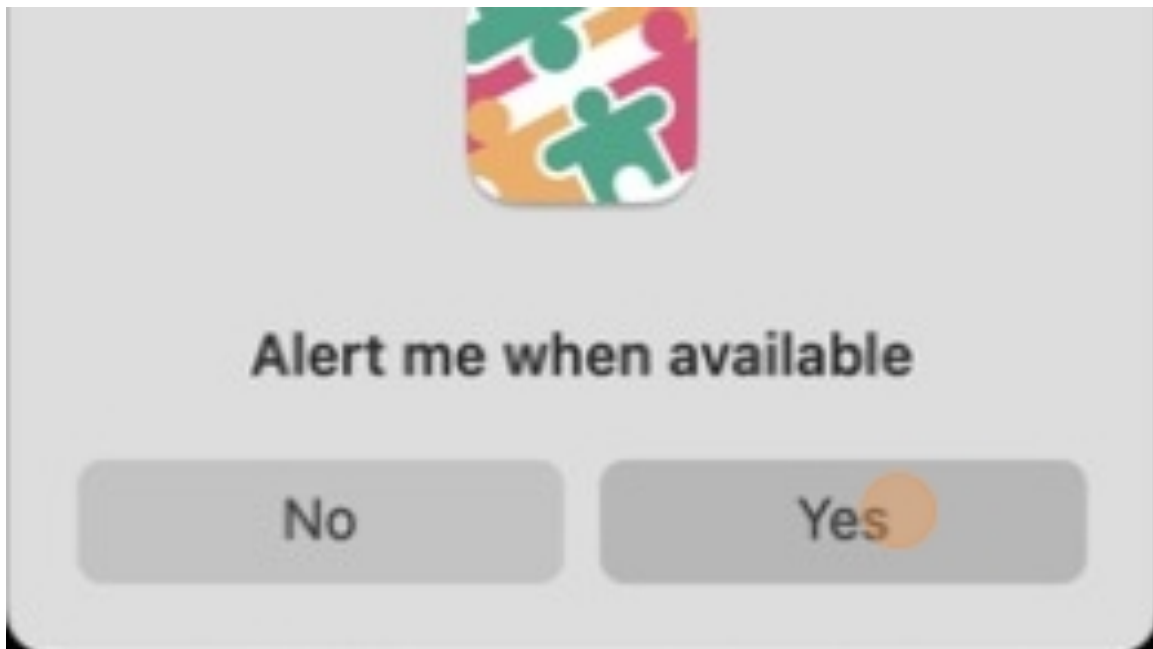
20. First, select the calendar icon to go back to the booking list view.





21. If a day says unavailable, this means its at capacity (or may be closed due to a public holiday). Click the bell icon to be notified when a spot becomes available.

Jul 14 - Jul 20		
MON 14	Child Booked	
TUE 15	Child Booked test excursion auth	
WED 16	Unavailable	
THU 17	Vacancies: #1	\$73.08
FRI 18	Child Booked	
SAT 19	Unavailable	

22. Then Click "Yes"



23. You can also book and cancel days from this view as well as the calendar.

Casual Booking Days		
Test1 Child1		
Vacation Care Junior (K-2)		
Jul 14 - Jul 20		
MON 14	Child Booked	
TUE 15	Child Booked test excursion auth	
WED 16	Unavailable	
THU 17	Vacancies: #1	\$73.08