





BookMe for Parents



Hello *youthful curiosity*,
you've come to a **SAFE SPACE.**

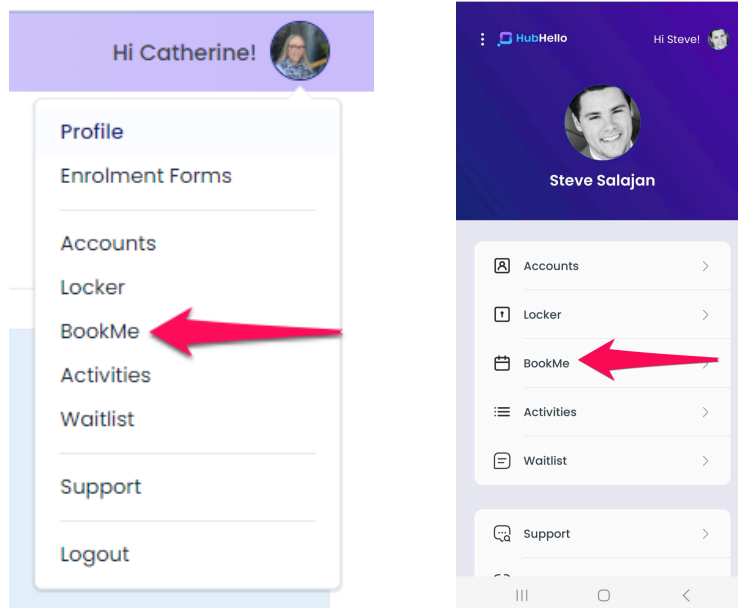
1300 769 110 
hello@hubhello.com 

BookMe is an **online booking system** found on the HubHello platform. It has been designed in consultation with families and childcare services and aims to provide families a **simpler way** to locate and book those last minute once off casual sessions of care or lock in recurring weekly bookings.

Families can login to [HubHello](#) 24/7 to **view existing bookings** and provided their Child Care Service or Outside School Hours Care Service has enabled BookMe they can **book and pay for new bookings** without the need to contact services during busy business hours which is often too late.

1. Where do I find BookMe?

Once logged in you will find BookMe by going to your cameo in the top right hand corner and select BookMe.



All 'Scheduled' and 'Available' bookings will appear within the **BookMe Calendar**:

You can change which child bookings you are viewing by clicking on their icon at the top of the page.

The screenshot shows the HubHello 'BookMe' interface for Amity (Mum) Felmingham at Ellison Park OSHC. The interface includes a navigation bar with the user's name and profile picture, a 'BookMe' section with filters for Bookings, Attendance, Absences, and Available Bookings, and a calendar for October 2022. The calendar displays various sessions, with red arrows pointing to 'Scheduled Bookings' and 'Available Bookings'.

MON	TUE	WED	THU	FRI	SAT	SUN
26 06:00am - 09:00am Session 1 03:00pm - 06:00pm Session 2	27 06:00am - 09:00am Session 1 03:00pm - 06:00pm Session 2	28 06:00am - 09:00am Session 1	29	30	01	02
03	04	05 06:30am - 06:30pm Session 1	06	07	08	09
10 06:30am - 06:30pm Science day	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31 06:00am - 09:00am Session 1 03:00pm - 06:00pm Session 2	01 06:00am - 09:00am Session 1 03:00pm - 06:00pm Session 2	02 06:00am - 09:00am Session 1 03:00pm - 06:00pm After School Care	03 06:45am - 09:00am Before School Care 03:00pm - 06:00pm After School Care	04 06:45am - 09:00am Before School Care 03:00pm - 06:00pm After School Care	05	06

To book into a session you would click on the particular session, select the children you are booking for, booking type and then select participate.

The screenshot shows the 'Before School Care' booking modal. It includes the event title, date and time, a list of children to book for, booking type options, and a 'Participate' button.

Before School Care
November 4 2022, 06:45am - 09:00am

BOOK FOR:

- Amity ...
- Erika
- Jonty
- Imoqen
- Jane

BOOKING TYPE:

- Casual (Once-Off)
- Permanent (Recurring)

Fee: \$12
Available: 1 / 6

Participate

Once you have selected 'participate' a running overview of the bookings you have selected will appear to the right of your screen under the heading 'Bookings'

The screenshot shows the 'BookMe' interface for 'Ellison Park OSHC'. At the top, there are filters for 'Bookings', 'Attendance', 'Absences', 'Available Bookings', and a 'Filter' dropdown. The main area is a calendar for October 2022. The calendar shows several sessions: 'Session 1' (08:00am - 09:00am) on 25, 26, and 28; 'Session 2' (03:00pm - 05:00pm) on 26 and 27; 'Session 1' (08:30am - 06:30pm) on 05 and 12; and 'Science day' (08:30am - 06:30pm) on 10. A 'Bookings' panel on the right lists the following bookings for 'Amity (Mum) Margaret Felmingham':

- Wednesday, November 02: After School Care
- Thursday, November 03: Before School Care
- Thursday, November 03: After School Care
- Friday, November 04: Before School Care

At the bottom right, there are 'Cancel' and 'Checkout' buttons, with a red arrow pointing to the 'Checkout' button.

Once you are happy with the bookings you have made then select 'Checkout'

Finito, you're done! 🙌

We also have some guided walkthrough videos that you may find useful, you can find them here:

OSHC Parents:

https://vimeo.com/698036152?embedded=true&source=video_title&owner=5522719

CDC Parents:

https://vimeo.com/698036139?embedded=true&source=video_title&owner=5522719

*** Please remember that you should contact your service for additional information and support for use of the parent portal, the mobile app and all areas of HubHello. If your service is not sure how to assist, they can contact our support team for further assistance, we do ask that you don't call or email HubHello yourself as our team will refer you back to your service.**

*** You can find additional information and support documents by going to support via your profile including, a guided walkthrough of the parent portal, how to merge your account, how to add guardian/parent 2 access, how to sign your CWA, how to verify your email and mobile etc.**