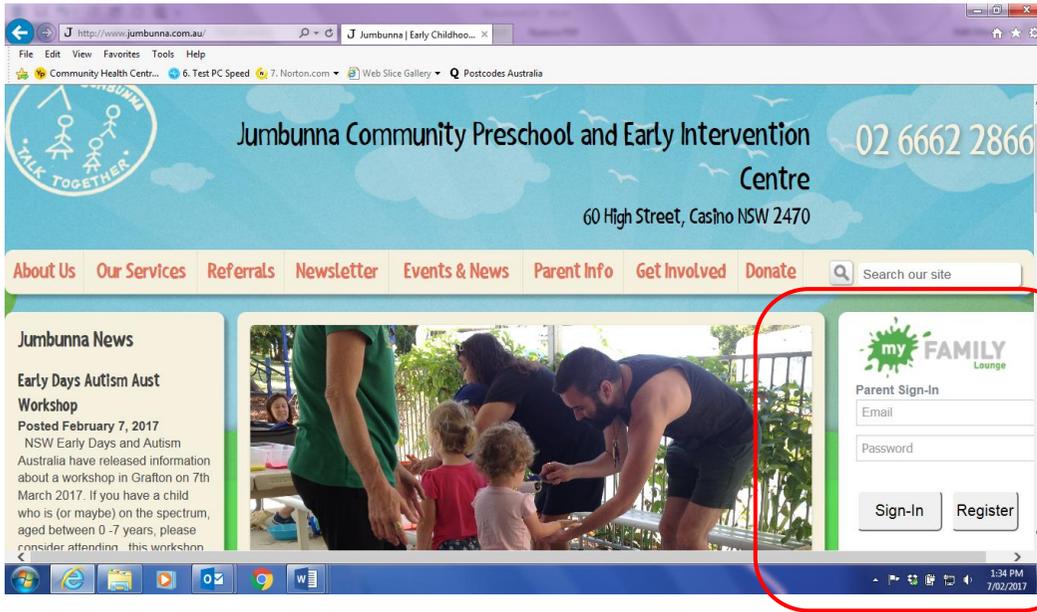




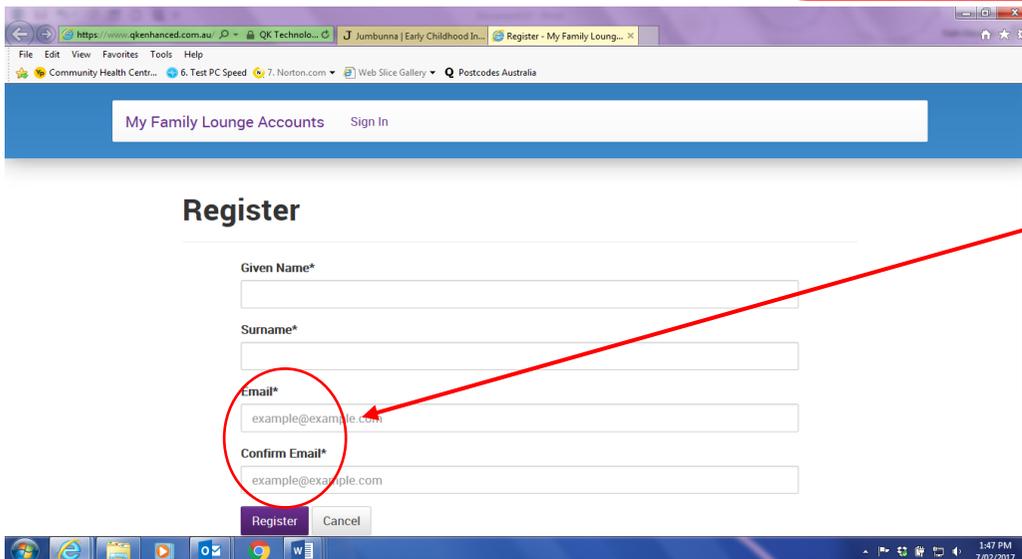
# Online Enrolment process.

Step 1 Enter : [www.jumbunna.com.au](http://www.jumbunna.com.au) to arrive at the home screen of our website:



Head to the My Family Lounge box on the right hand side of the home page

Click the register button which will bring up the register screen.



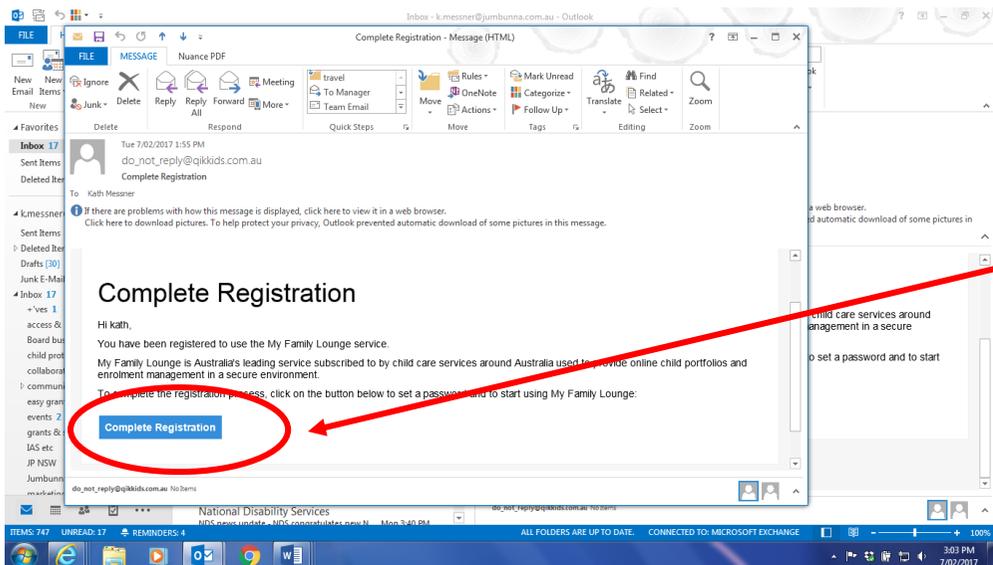
Complete the information requested. It's important to use an email address that you can access now.

You will then be emailed a confirmation to progress the enrolment and to let you know that that your account has been created.

(this happens really quickly) 😊

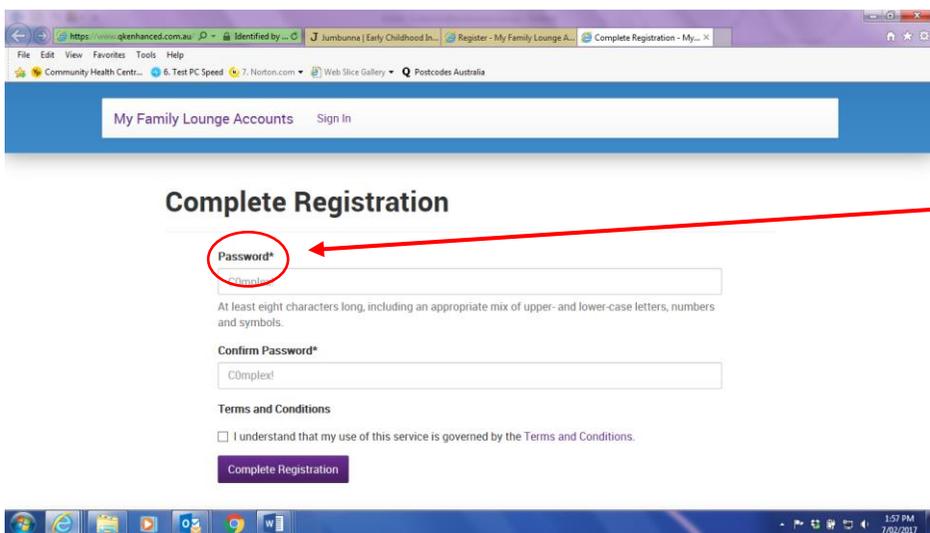


# Online Enrolment process.



Check your emails for a recent email from:  
[do\\_not\\_reply@qikkids.com.au](mailto:do_not_reply@qikkids.com.au),

Click the blue box within this email to complete  
your registration



You will now be asked to make up a  
password, of 8 letters including  
letters, numbers and symbols. Enter it  
twice.

Accept the terms and conditions

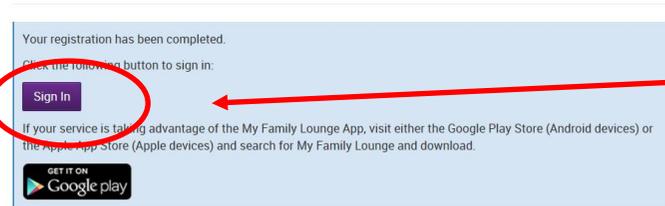
Then click the purple *complete  
registration* box



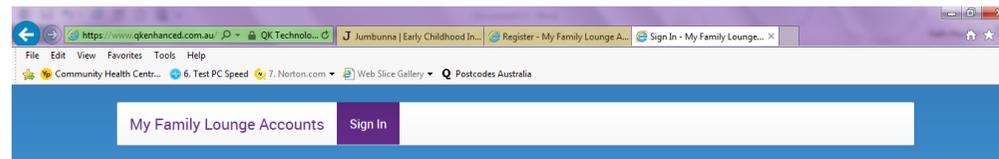
# Online Enrolment process.



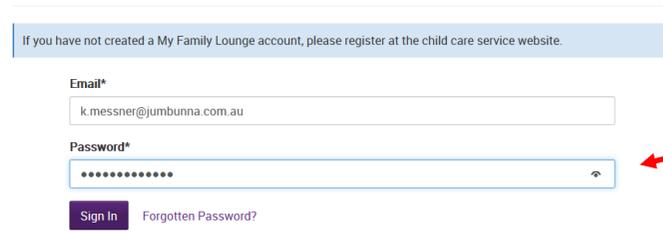
## Complete Registration



Click on the purple sign in button to take you back to the family lounge



## Sign In



Sign in, using the password you have just provided/created





# Online Enrolment process.

Step 2. EDIT CONTACT

Special Contact: Primary Contact (dropdown) Relation: Select (dropdown)

First Name: kath Last Name: messner

Email: k.messner@jumbunna.com.au

Confirm Email: k.messner@jumbunna.com.au

You must provide at least 1 contact phone number \*

Mobile No. Home No.

Work No. Building

Street Address Suburb

State Postcode

Complete the contact and family details on the next few screens.

You must provide at least 1 contact phone number \*

Mobile No. 1231231231 Home No. 0266622866

Work No. Building

Street Address 60 High Street Suburb CASINO

State NSW Postcode 2474

Do you have a Customer Reference Number (CRN) issued by the Government relating to you being registered for child care benefits?  Yes  No

CRN 123123152W DOB 08 Oct, 2015

Would you like a user set up for this contact?  Yes  No

ADD ANOTHER CONTACT SAVE & NEXT CANCEL

You MUST answer all of the questions with a \* throughout this enrolment process or your details will not be able to be submitted.



# Online Enrolment process.

The **Authorisation** section refers to permissions relating to your child's activity and safety whilst at preschool:

- Collection : a tick here means you can pick them up from preschool
- Emergency: we will call you if there is an issue or they are sick, and your child needs to go home
- Excursion: ticking this box allows us to take your child on an excursion
- Medical: you give us permission to provide all first aid.

Further down click on wait list application, this sends us your information and we will email you back, confirming your booking request. If we have places available, we will email you an offer for your child. You will need to accept this offer to continue your enrolment.

Complete the waitlist details to let us know what you are looking for.

Step 1 – first box

Step 3 - We recommend two consecutive days. We are not open on weekends.

Once you click 'save', this will be directed to our office for processing.

Your request may have to be discussed at a staff meeting, depending on numbers and any special needs. But we will get back to you as soon as possible.

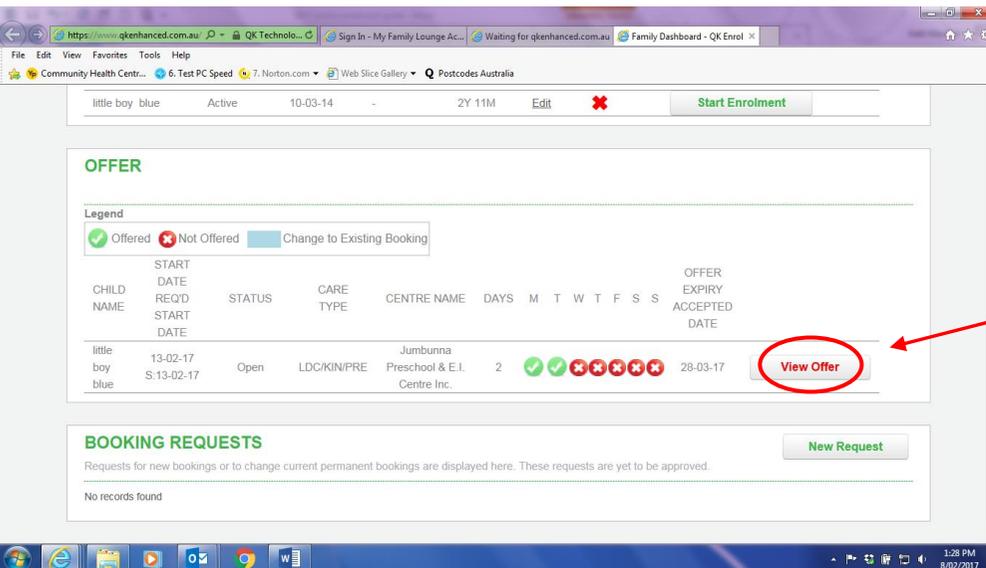
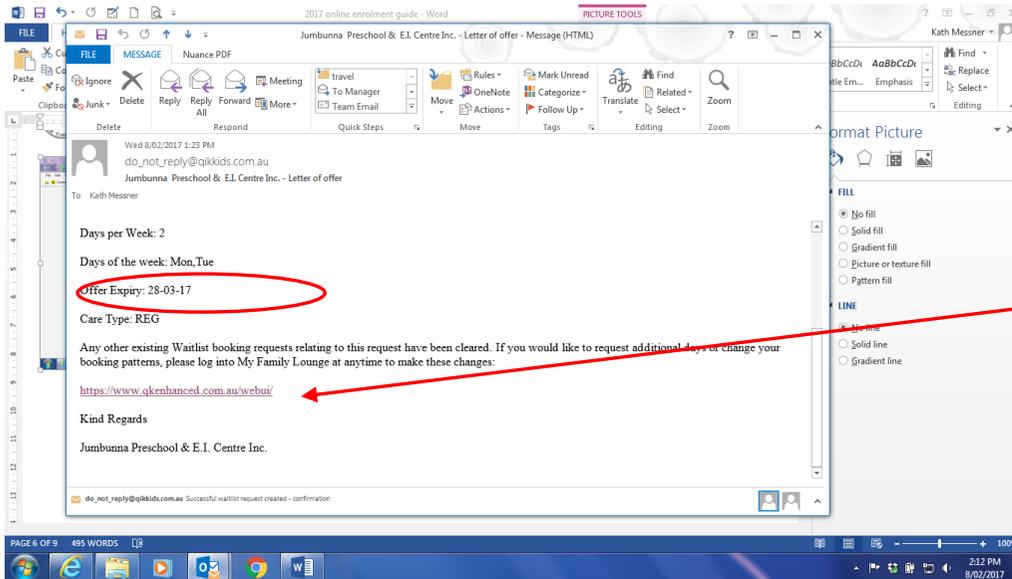


# Online Enrolment process.

Offer from Jumbunna is emailed to your email address – this is an example

Note the expiry date of this offer.

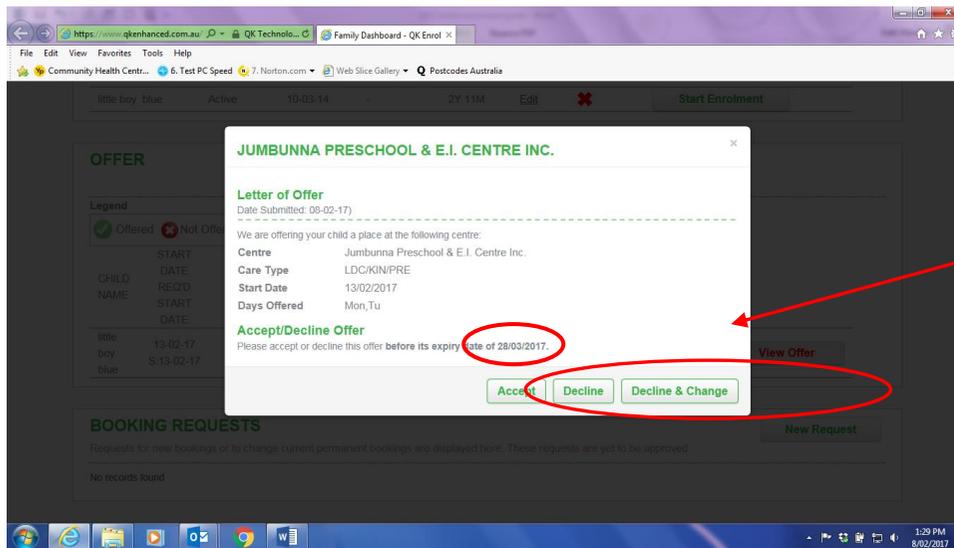
Click the link on the email to return to your enrolment page and continue, but please do so before that expiry date.



Back to the enrolment page now, you can view our offer made to you by clicking *view offer*.

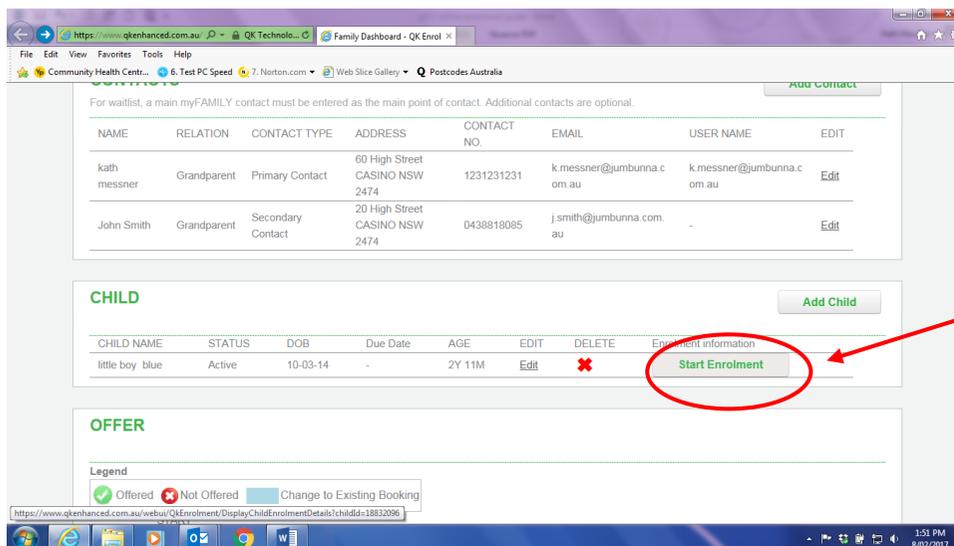


# Online Enrolment process.



This is the offer for your child to attend Jumbunna, containing the days we have available.

Your response is required by the expiry date.



We now return to the enrolment page to work through and complete the enrolment of your child.



# Online Enrolment process.

Uploading documents:

Within the enrolment form, you will be asked to upload proof of what you have told us.

You can upload the items if you know how to, or contact us for assistance so we can help you through this.

Just phone: 6662 2866 between 8:30am and 3:30pm

Documents we will need are:

- Photo Identification (Drivers Licence or photo card)
- Birth certificate
- immunisation record
- health care card
- medicare card

If you come across something you don't understand or you are 'stuck', please click save and close and call us. We understand that this process is new and can be confusing. 😊

Once you have completed all of the required fields, you can send us the enrolment form by clicking the *submit* button.

You will receive and email from us advising that your enrolment is complete.

Yippee! Well done.