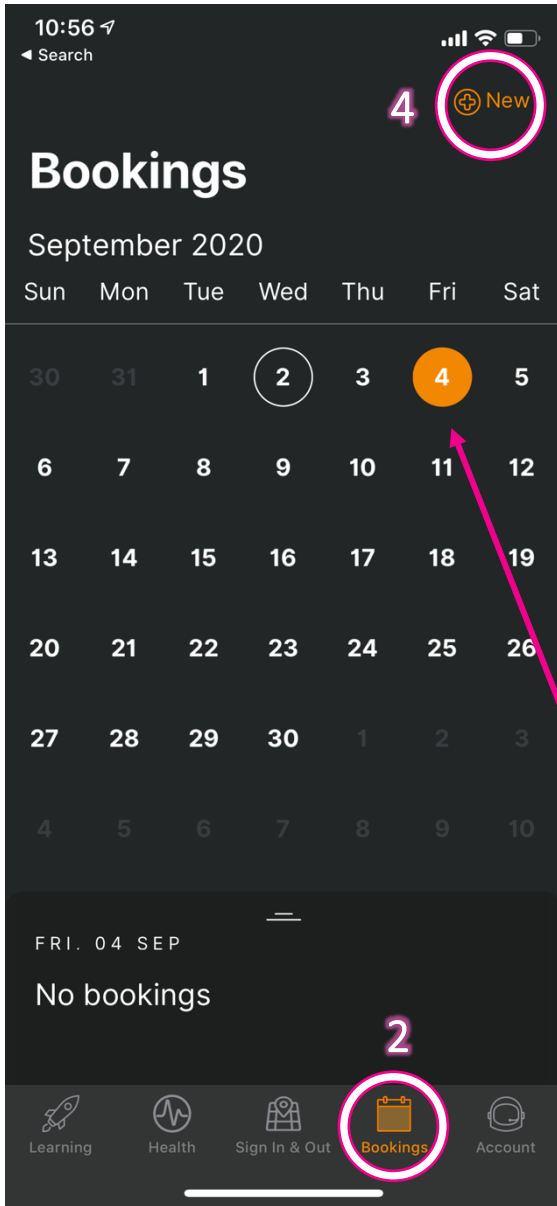





Requesting a Casual Booking through the Xplore Home App

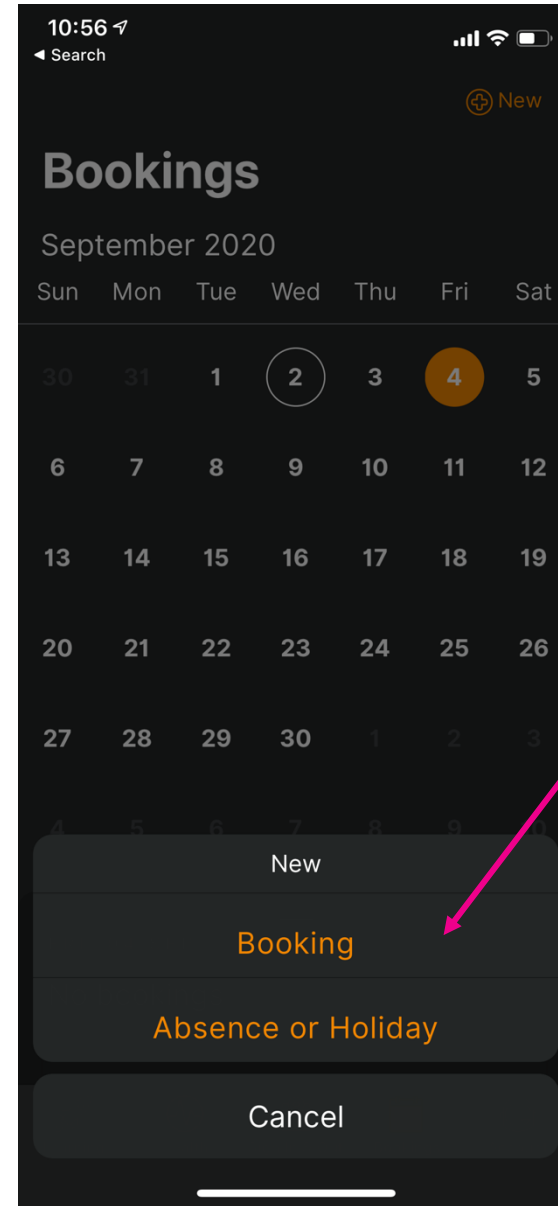


Step 1:
Open the  Xplor Home App

Step 2:
Select the 'bookings' tab down the bottom of your screen

Step 3:
Select the day you would like to book on the calendar

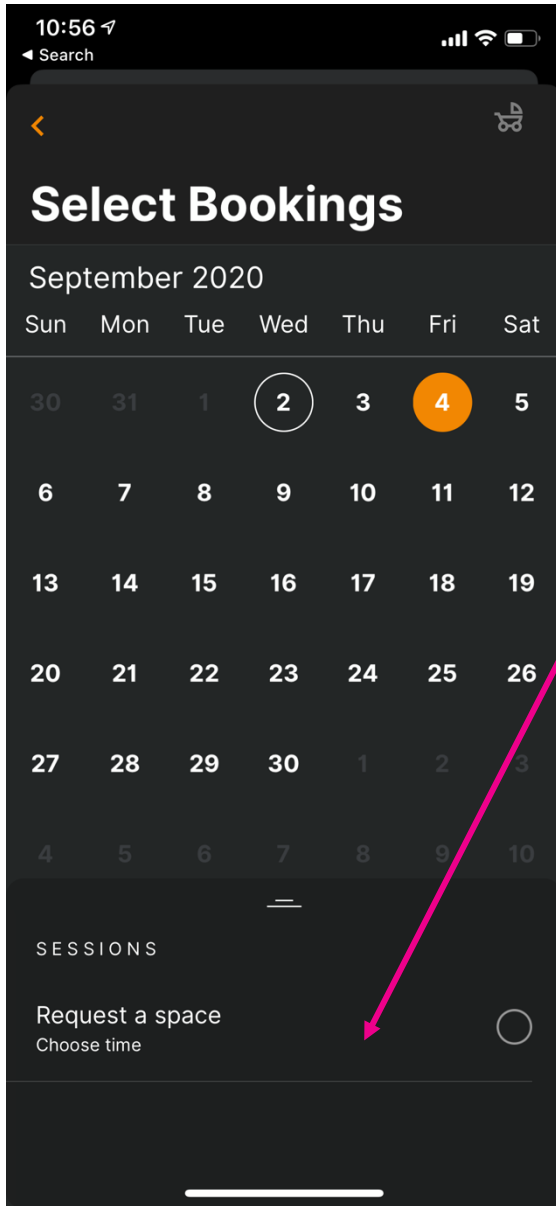
Step 4:
Select "+ New" on the top right-hand corner of your screen



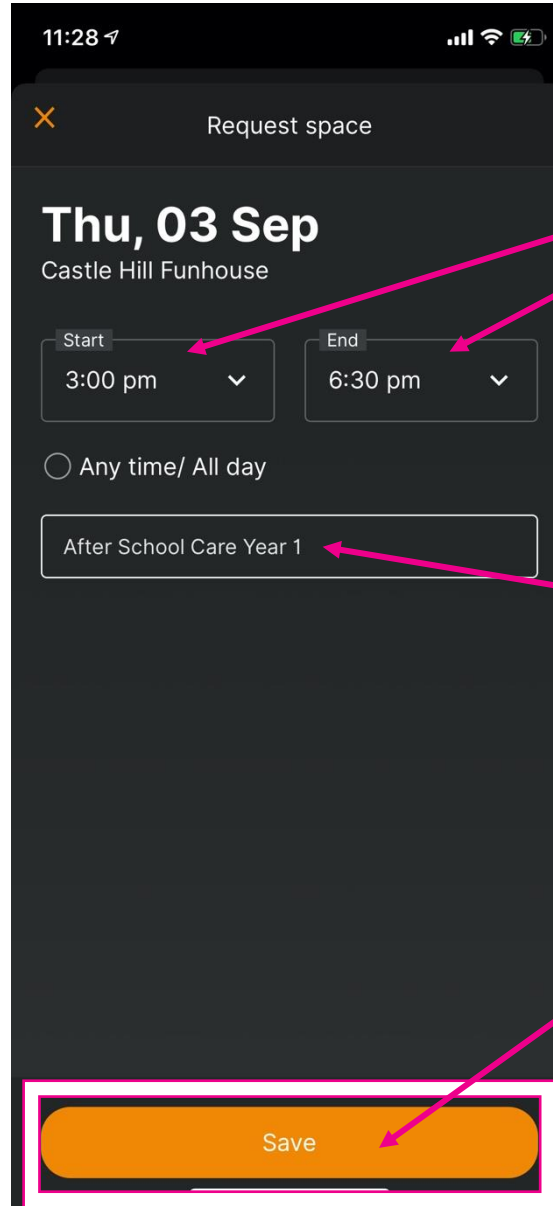
Step 5:
Select "Booking" on the menu



Requesting a Casual Booking through the Xplore Home App



Step 6:
Select
"Request
a Space"



Step 7:
Enter the session
time

Step 8:
In the comment
box, write your
child's Year Group
and which session
you would like to
book for

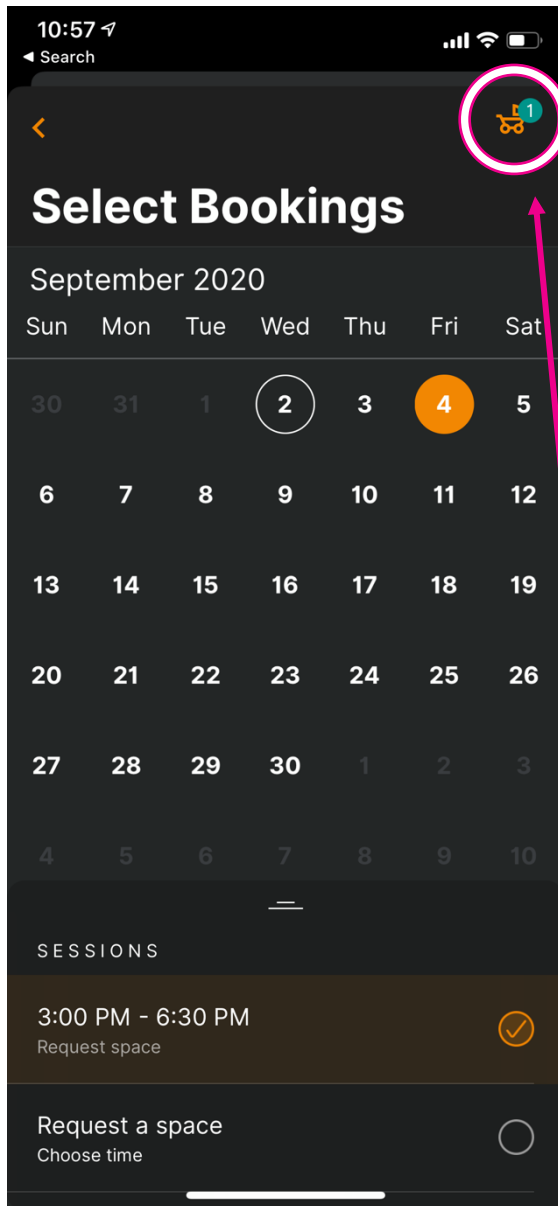
Step 9:
Select "Save" to
add your booking
to your cart

Important Notes:

- Your booking is not confirmed after pressing save, continue to Step 10 to complete the request
- Ensure:
 - Your child's year group is written in the comment box
 - The session (Before or After School Care) is written in the comment box
- Bookings are per child – families must repeat steps 1-12 for each child
- Session times:
 - Before school care: 7am - 9am
 - After school care: 3pm - 6:30pm
- You can drop off/collect your child at any point during the session times
- Fees are per session and are not based on hours attended



Requesting a Casual Booking through the Xplore Home App

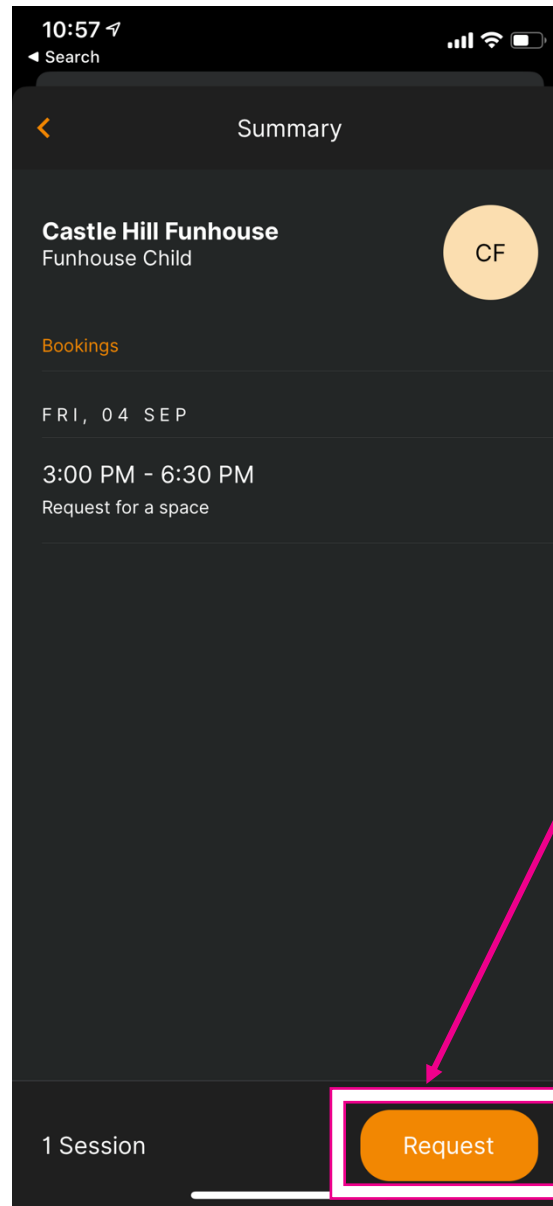


Step 10:

Repeat steps 3-9 for additional days you would like to add to your booking request

Step 11:

Once all requested days have been added to your cart, select your cart in the top right-hand corner of your screen

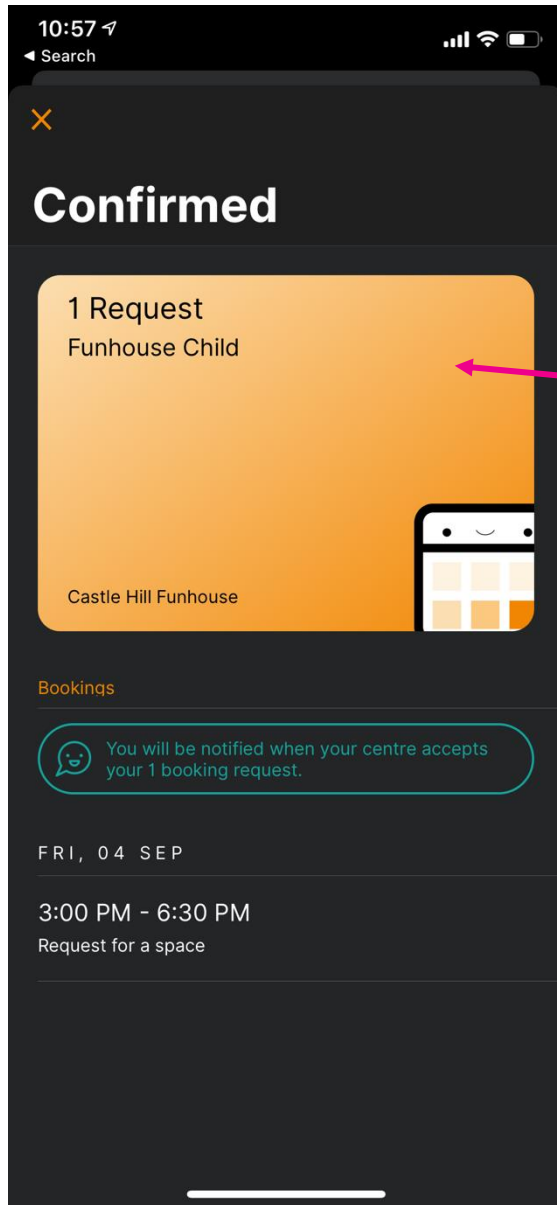


Step 12:

Review your bookings and select "Request" in the bottom right hand corner of your screen

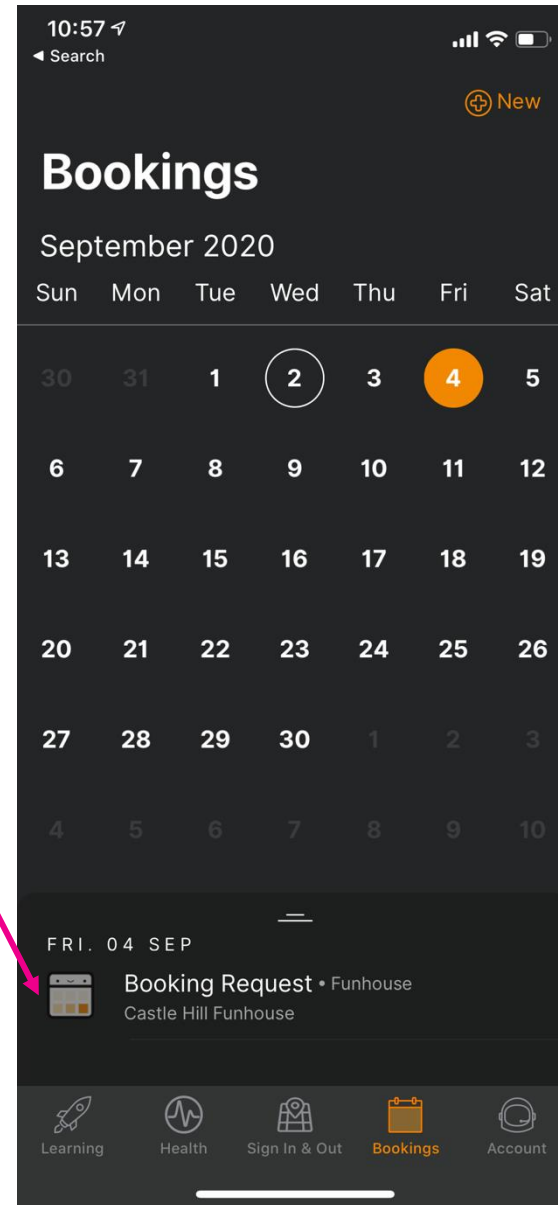


Requesting a Casual Booking through the Xplore Home App



Step 13:
Once you see this screen your bookings have been sent to Funhouse

Note:
You will receive a notification once your bookings have been accepted

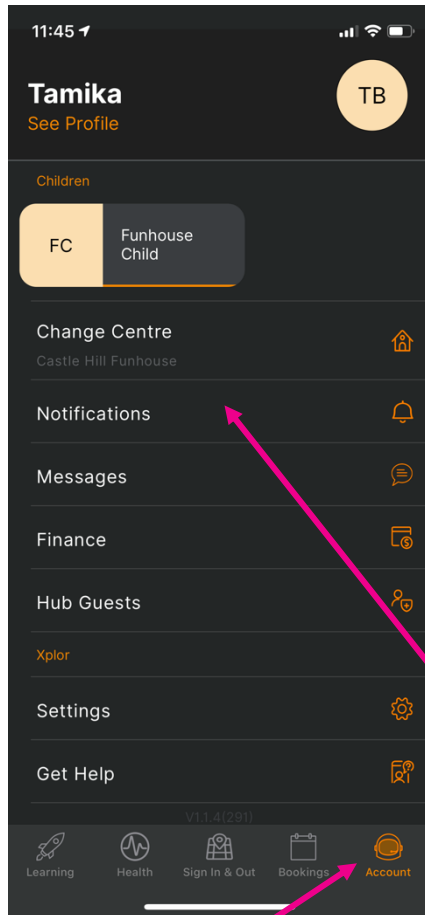




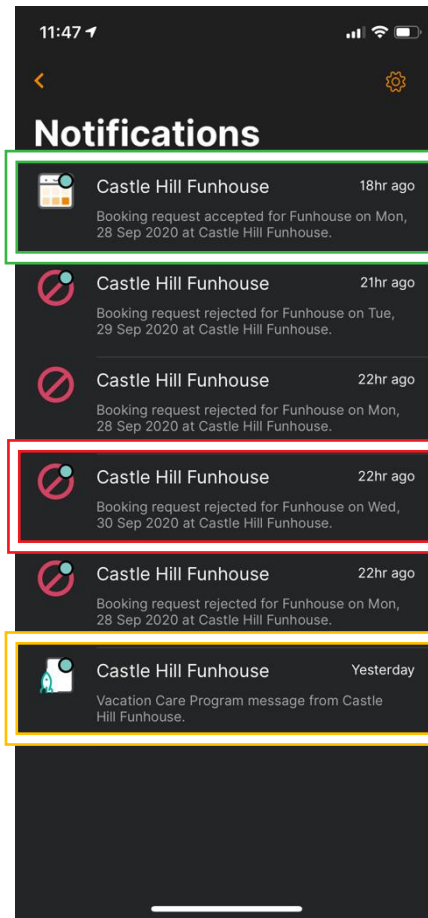
Requesting a Casual Booking through the Xplore Home App



Checking Notifications



Step 1:
Select "Account" in the bottom right hand side of your screen to bring you to this screen



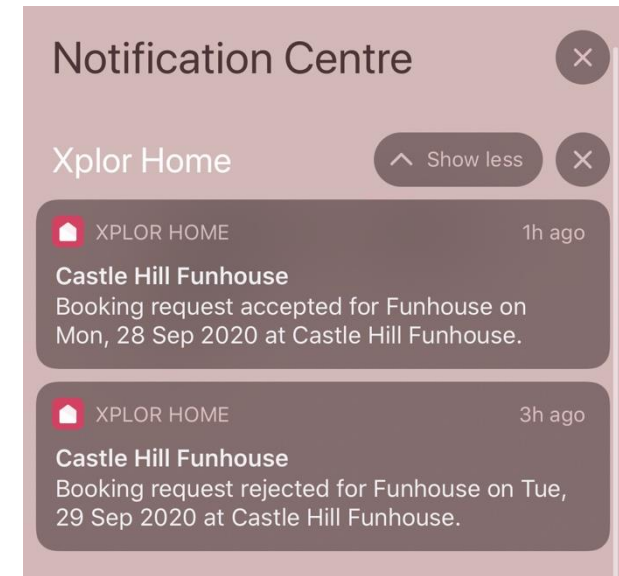
Step 2:
Select "Messages" in the Account screen to show a list of all notifications from Castle Hill Funhouse

1. **Confirmed Bookings**
2. **Rejected Bookings**
3. **Information Posts**

Booking Request Accepted

You will receive this notification if your booking request has been confirmed by Funhouse

Your child is now booked to attend the requested session



Booking Request Rejected

You will receive this notification if the day you have requested is fully booked