

Step 4 – Creating & managing bookings on the app

Mobile bookings allow parents to view existing bookings on a given day on the Home app, and instantly book a session.

Click on the bookings tab on the bottom of the screen. Select the relevant day on the calendar. If there are no existing sessions, 'No Bookings' will display at the bottom of the screen.

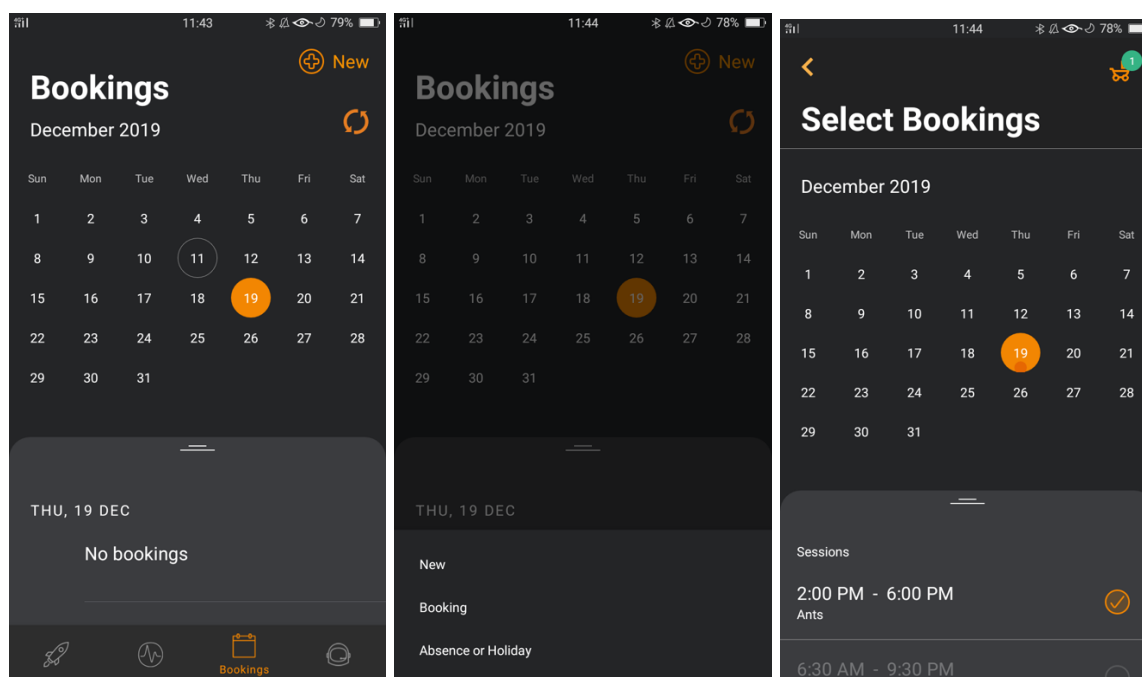
Adding Bookings

To add a booking, click '(+) new' in the top right hand corner and select 'Booking' in the pop up. Available sessions will be viewable for that day.

Select the room and time you wish to book.

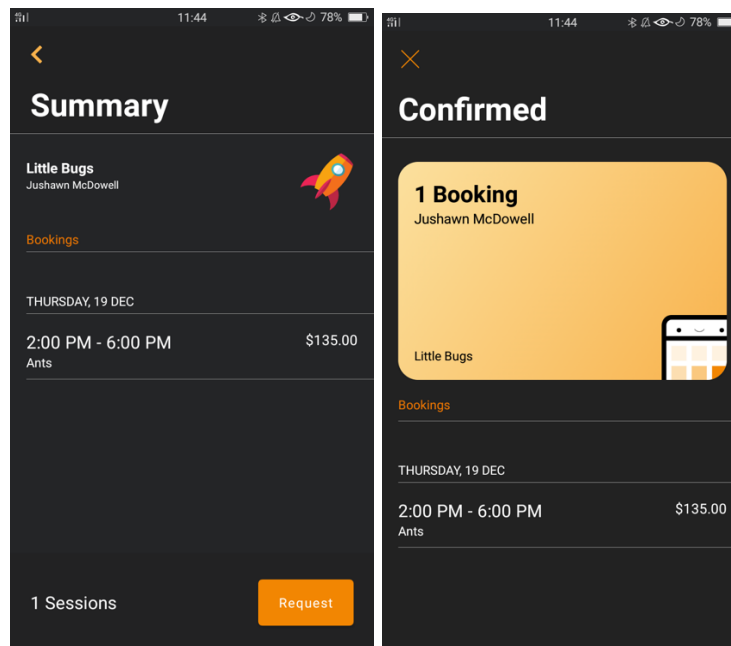
Note: For multiple bookings, repeat the process above until all the sessions are selected. At this time, you can only add bookings but not delete them. You will need to contact DBOOSH to delete this for you if needed.

Once you have selected the bookings you require, click the pram icon in the top right-hand corner to move to the summary screen.



The summary screen will display the name of the child, the sessions being booked, their price, time and room. If these are incorrect, click the back arrow to correct selections. Once happy with the selections, click 'Request'.

If the sessions have been booked successfully, the next screen will show a 'confirmed' status for the booking.



To notify DBOOSH of an absence

The sign-in dashboard will display any bookings for your child/ren for the selected day. If the booking is not appearing, pull down the top of the screen to refresh the page.

Select the relevant booking, select Absence from the bottom of the screen, then Request

