

Y-CENTRAL ONLINE BOOKING GUIDE



TO BOOK ONLINE

Click on *Create a New Order* (at top of page) and select either *Single booking* or *Multi-week booking* options

▶ Single booking

- Choose your child
- Choose your location
- Select date required
- Click *Search products*
- Select day/s required
- Click Continue

The screenshot shows the 'Create new booking' form. At the top, it says 'After school care' and '0 orders'. The main heading is 'Create new booking' with a star icon. Below the heading, it says 'Create a new booking quickly and easily here.' There are three columns: 'Choose children' with radio buttons for Bob Elliott, Betts Elliott, Teddy Elliott, and Smithy Elliott; 'Choose location' with radio buttons for Silverstream, Trentham, Belmont, and Titahi Bay; and 'Search availability' with a 'Pick You Start Date' field set to 08/02/2016 and a 'Search products' button. On the right, there are three checkmarks: 'Pick who & where', 'Pick products & any addons', and 'Make payment'.

▶ Multi-week booking

- Choose your child
- Choose the location
- Select the date you want to start the bookings (you can choose the whole school year or book a specific date)
- Choose your order frequency, e.g. weekly or fortnightly
- Click Search

The screenshot shows the 'Create new multi-order booking' form. At the top, it says 'After school care' and '0 orders'. The main heading is 'Create new multi-order booking' with a star icon. Below the heading, it says 'Create a new multi-week booking quickly and easily'. There is a red box with '2016 School Starts:' and a list: '1 Feb: Belmont, Trentham, Cashmere', '2 Feb: Crofton Downs, Khandallah', '3 Feb: Mt Cook, Silverstream, Te Aro', '5 Feb: Titahi Bay'. There are three columns: 'Choose children' with radio buttons for Bob Elliott, Betts Elliott, Teddy Elliott, Smithy Elliott, Dolly Elliott, Jimmy Elliott, and Scott Elliott; 'Choose location' with radio buttons for Silverstream, Trentham, Belmont, Titahi Bay, Cashmere, Crofton Downs, and Khandallah; and 'Start & finish dates' with 'Start Date (Inclusive)' set to 01/02/2016, 'End Date (Inclusive)' with radio buttons for 'Whole year' and 'Specified finish', and 'Order Frequency' with radio buttons for 'Weekly' and 'Fortnightly'. A 'Search' button is at the bottom. On the right, there are three checkmarks: 'Pick who & where', 'Choose care options', and 'Confirm booking'.

- Pick your sessions (days) for your child
Note: no dates are applied at this stage as options differ across our locations, e.g. depending on a.m. or p.m. care
- Click on *Create order*

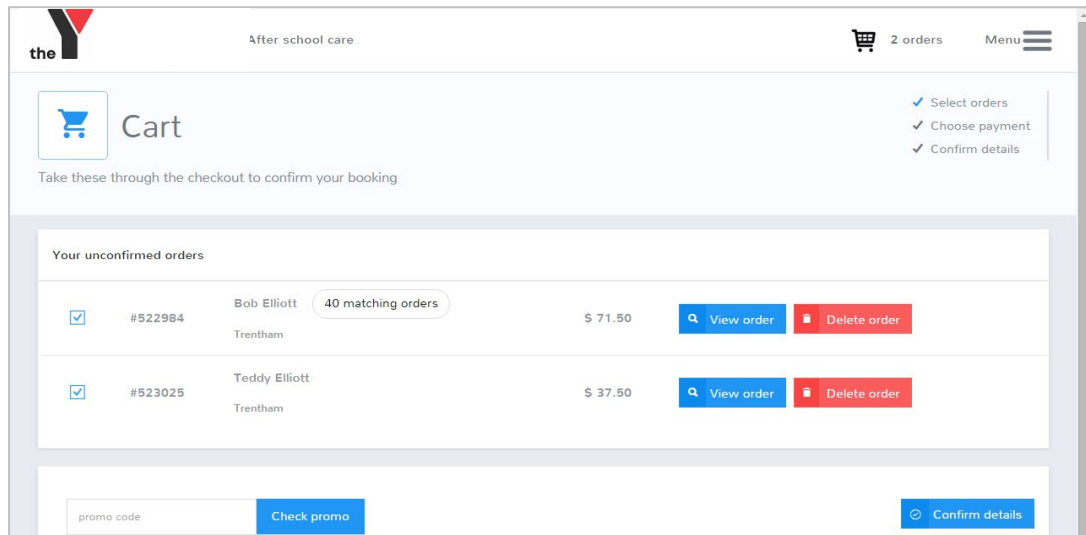
The screenshot shows the 'Pick your sessions' form. At the top, it says 'Pick your sessions' with a star icon. Below the heading, it says 'Choose which sessions you want to book.' There is a table with columns for days of the week and rows for sessions. The sessions are: 'Morning 7am - 8.30am', 'Morning 7.30am - 8.30am', and 'Afternoon 3pm - 6pm'. The 'Monday' column has checkboxes for the first and third sessions. The 'Wednesday' column has a checkbox for the second session. The 'Thursday' column has a checkbox for the third session. The 'Friday' column has a checkbox for the third session. At the bottom right, there is a 'Create order' button. On the right, there are three checkmarks: 'Pick who & where', 'Choose care options', and 'Confirm booking'.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning 7am - 8.30am	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morning 7.30am - 8.30am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon 3pm - 6pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Click on *Make another booking* and repeat above steps, or
- Go to *Checkout* to proceed with payment and complete this child's booking
- To book another child, you must select *New order* and repeat the above process

▶ Checkout / Cart

- Review your check out, and if your happy, please click *Confirm details*
 - Single booking will only show the order you have just created (see order 523025 below)
 - Multi-Week booking will show with the child's name and a bubble next to it with the number of future bookings. (see order 522984 below)
- Sibling discount - if you are booking two or more children, please put the sibling discount promo code in the promo box (these bookings will be checked to ensure the discount is applied correctly).



- Please always remember to check your personal contact details to ensure we have accurate information for your child/ren and yourself, in case of emergency
- Click on *Confirm details* and *Choose payment*

This is an important step because it confirms your child's booking onto our programme

- Select *Payment method*:
 - ▶ **Direct Debit**
Direct Debit is the only method of payment we offer.
 - ▶ **WINZ OSCAR Childcare Subsidy**
We will send you a WINZ form within 2 working days.
It is your responsibility to get the forms into your local WINZ office ASAP and sort everything directly with WINZ.

You will be required to complete a direct debit authority for the balance owed for your child's care.

You are liable for the full amount owed if WINZ does not approve/pay the subsidy.

If there is no WINZ subsidy, the full amount of fees will be direct debited from your account.
- Read the Terms and Conditions
- Click to say you have read our Terms and Conditions
- Then click *I agree*

Your booking is now complete!

HOW TO VIEW YOUR BOOKING

Now you have made the booking, you can review it in your profile. You can return to the home page at any time by clicking on the Y Logo at the top left of your screen.

On the screen is a calendar and your child's name will appear on the day your child is booked into care. We can see below the child is booked in 12-14 December. If your child attends both Before- and After-care, their name will appear twice. You can scroll between each calendar month by clicking on the < and > signs at the top of the calendar.

Please note if you logged into our After-school care database it will not show Holiday programme or Camp bookings. You will need to log into those specific databases to view those bookings.

The screenshot displays the 'beta.pozaas.com/index.php' website. At the top, there is a navigation bar with the 'the Y' logo, 'After school care' text, a shopping cart icon showing '0 orders', and a 'Menu' icon. Below this is a row of six action buttons: 'Create a new order' (blue), 'Make a payment online' (green), 'Add a new child' (red), and 'Manage my Account' (orange). The main content area is split into two sections. On the left is 'My Calendar' for December 2017, with navigation arrows and a 'today' button. The calendar grid shows dates from 26 to 31. Bookings for 'Minnie' are visible on the 12th (Tues Aft), 13th (Wed Aft), and 14th (Thurs Aft). On the right is 'My Overview', which has tabs for 'MY CHILDREN' and 'UPCOMING ORDERS'. Under 'MY CHILDREN', three children are listed: 'Mikayla Kid' (No bookings), 'Mikool KoolKid' (No bookings), and 'Minnie Me' (Next day in care 3 weeks away). Each child has a 'Create booking' button.

HOW TO MAKE BOOKING CHANGES ONLINE

Log into your YMCA account. You will see a calendar on the main page. Your child's name appears each day they are booked in.

Find the week (date) that you wish to change

- Click on the child's name on any of the existing bookings for that week
- A pop up appears. You can either:
 - Manage order (to make changes) or
 - View the order
- To make a change in booking click on *Manage Order*

Add a session

- **Add a session** can only be done online with **more than 2** full working days' notice. If within 2-days, please let the centre know, or email Rebecca at oscaraccounts@ymcacentral.org.nz. A casual fee will apply to booking changes with less than 2 full working days' notice and is subject to availability of space on that day.
- Click on the day/session you want to add (if there are spaces available).

Cancel a session

- **Cancellations** can be done online up to 5pm the day before a booking. Less than this, or if your child is sick, please let either the centre know or email Rebecca ASAP
- On the day/session you want to cancel you will see a dot next to "Do not cancel" (the default setting). Click on the other button to select *Cancel: sufficient notice*
- Important: Once you make the change, click *Save Order* at the bottom of the page.
- This process will only apply to the chosen week. To make changes for the term, you will need to do a change for each week.