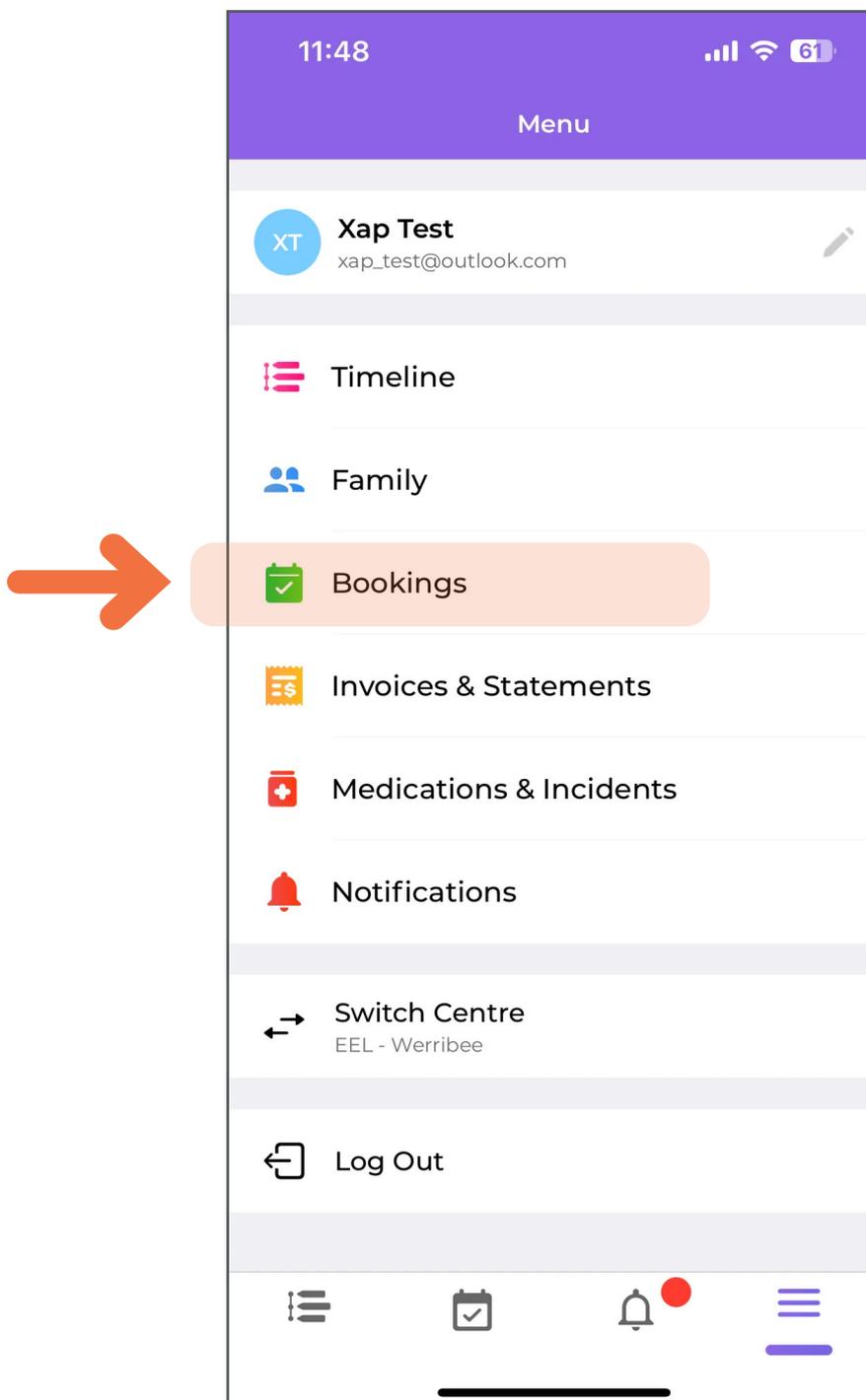


How to Book Casual / Make up Days on Xap

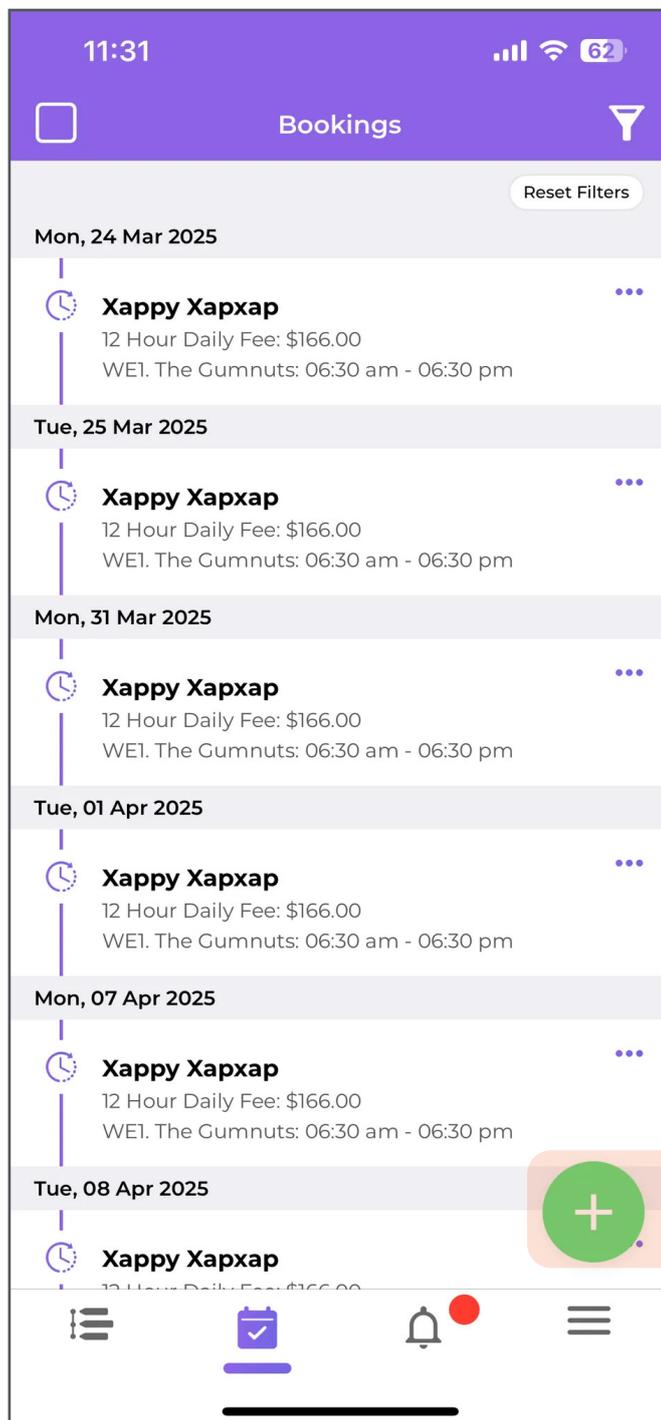
1. Login to your **Xap Smile app**.
2. Click '**Bookings**' on your dashboard page.



How to Book Casual / Make up Days on Xap

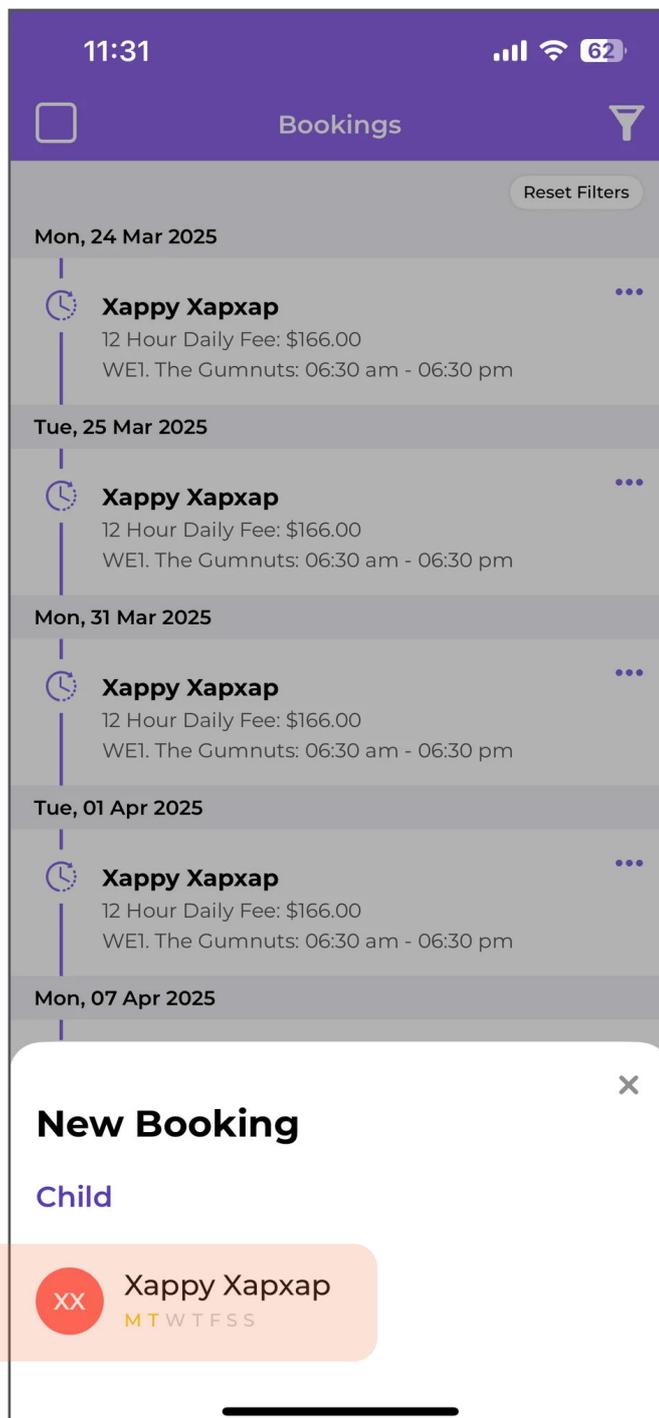
You will be able to see your child's current booked days.

3. To request casual/make up days, click on the **'green + button'**



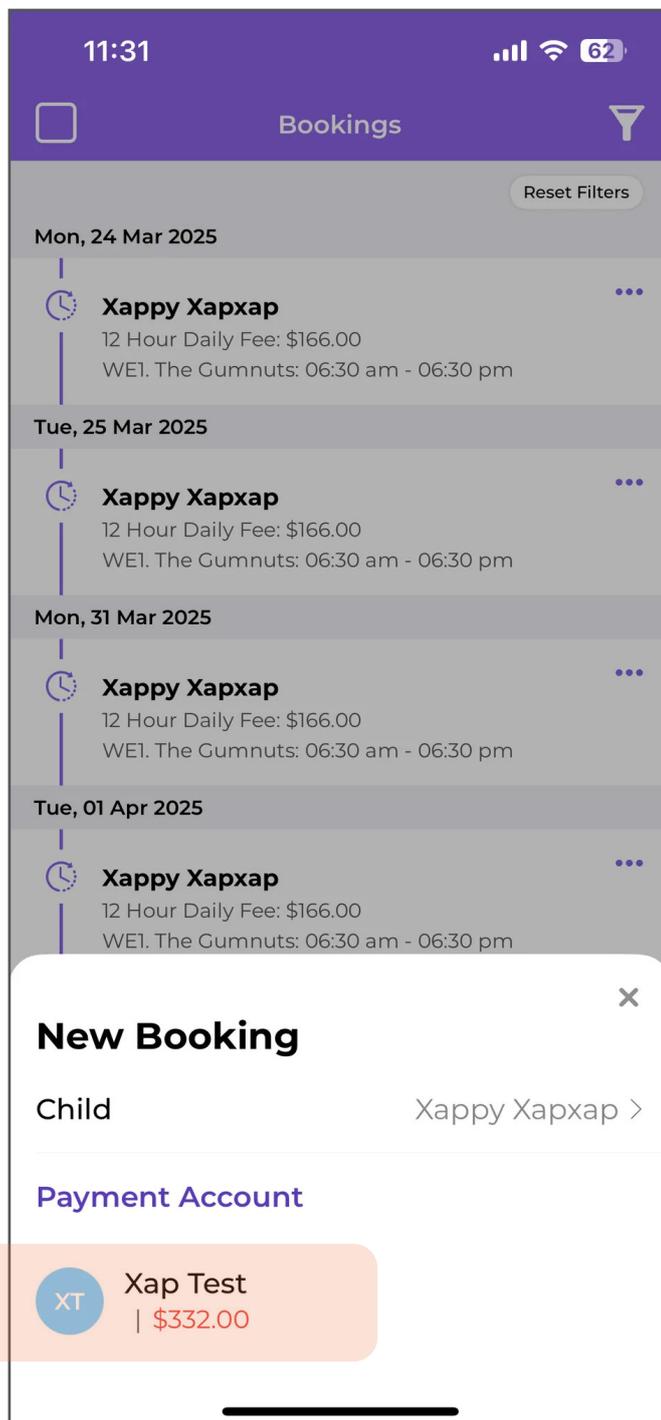
How to Book Casual / Make up Days on Xap

4. Select the **child's profile**.



How to Book Casual / Make up Days on Xap

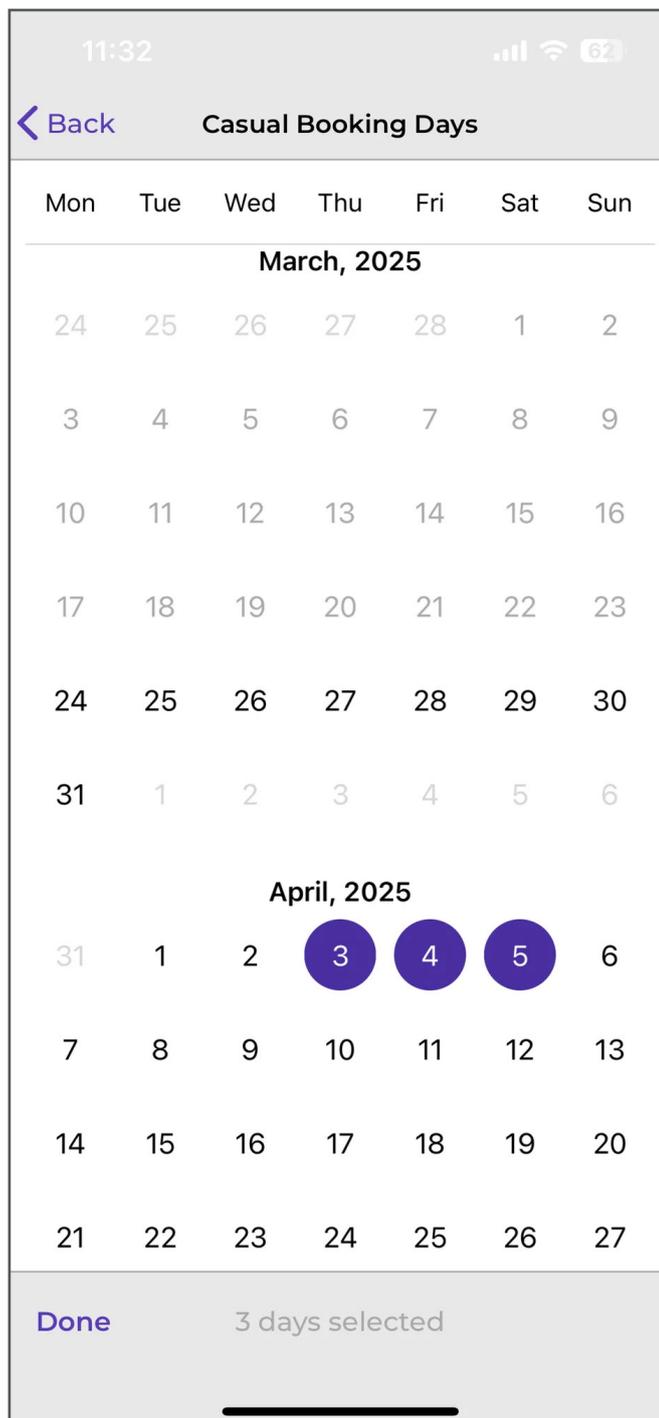
5. Select the **payment account** attached to your child's booking.





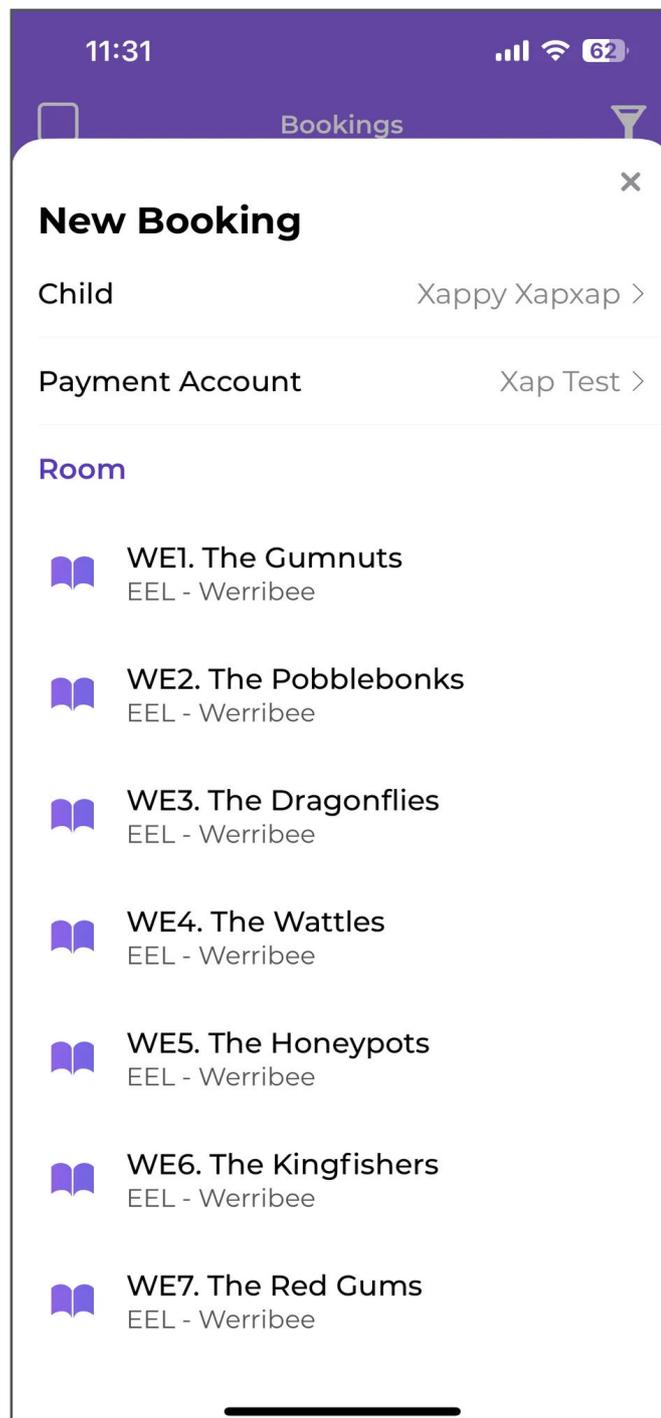
How to Book Casual / Make up Days on Xap

6. Select the **dates** that you wish to **request casual/make up days** for.



How to Book Casual / Make up Days on Xap

7. Select the **room** that your child is in.

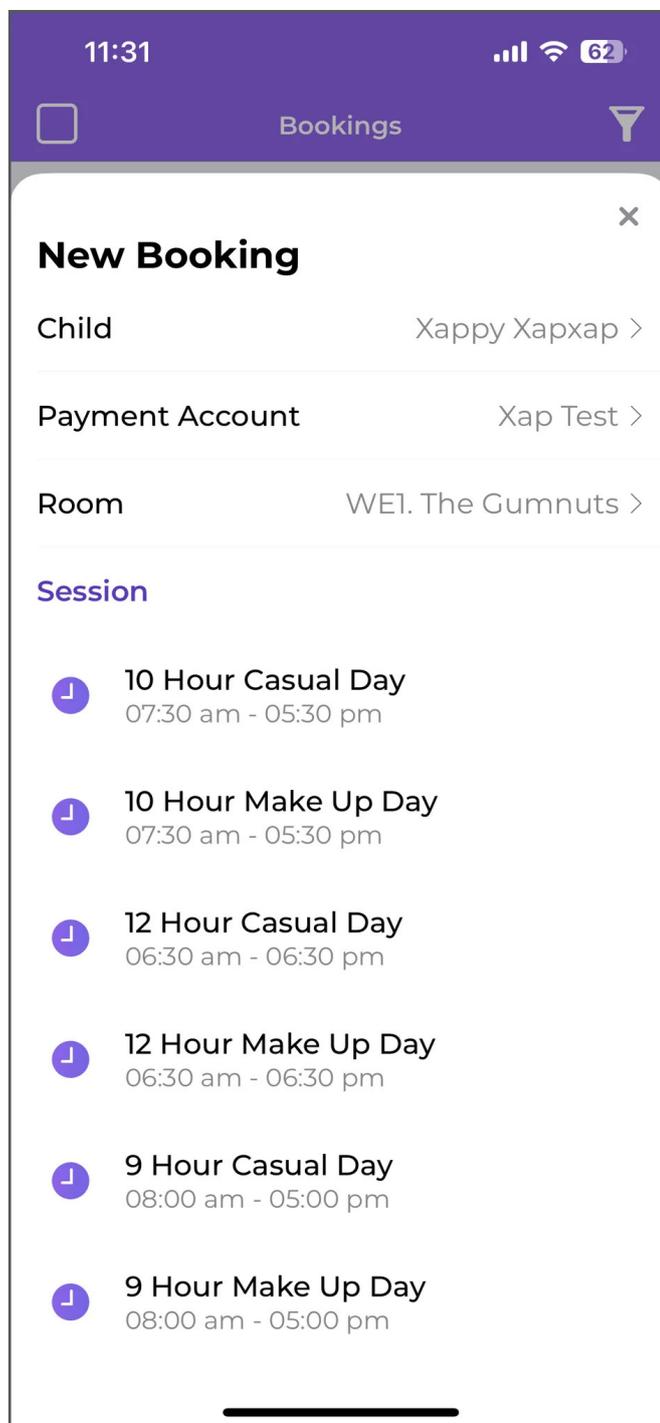




How to Book Casual / Make up Days on Xap

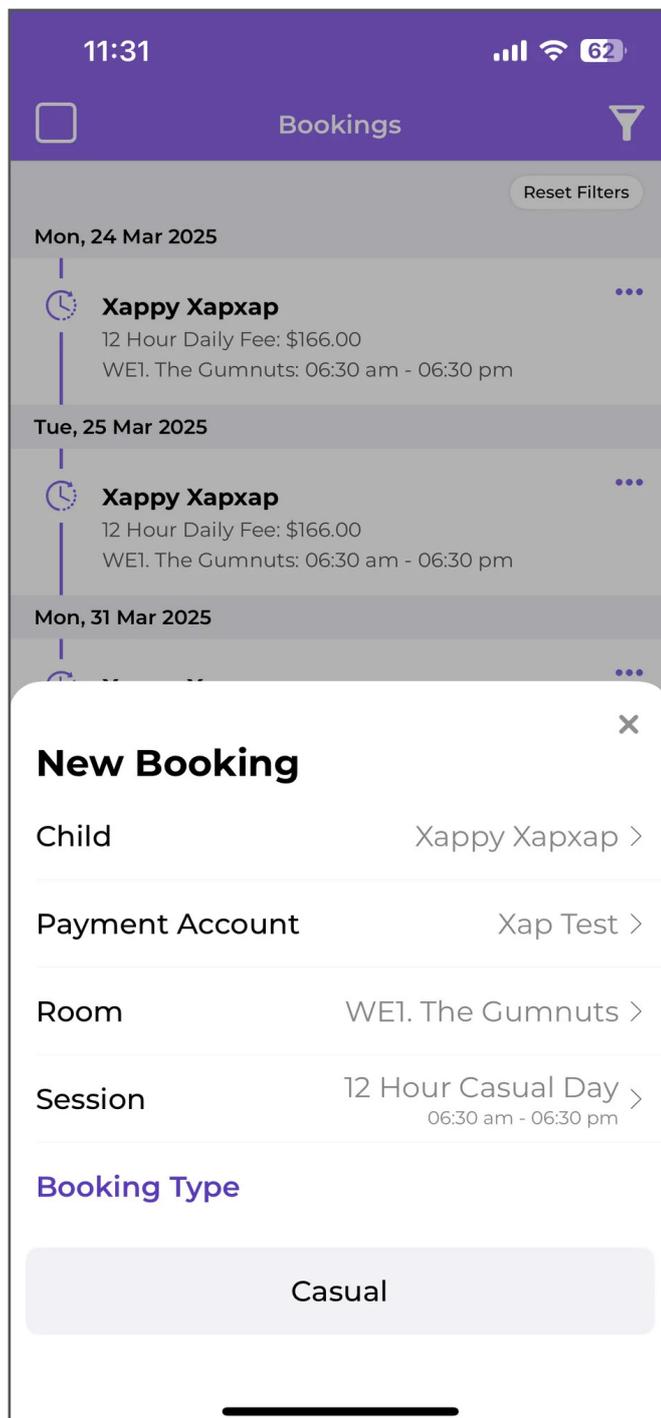
8. Select the **booking hours** you wish to request.

Tip: If you're unsure which sessions are best for you, call Family Support at 1300 000 335 for guidance based on your CCS entitlements.

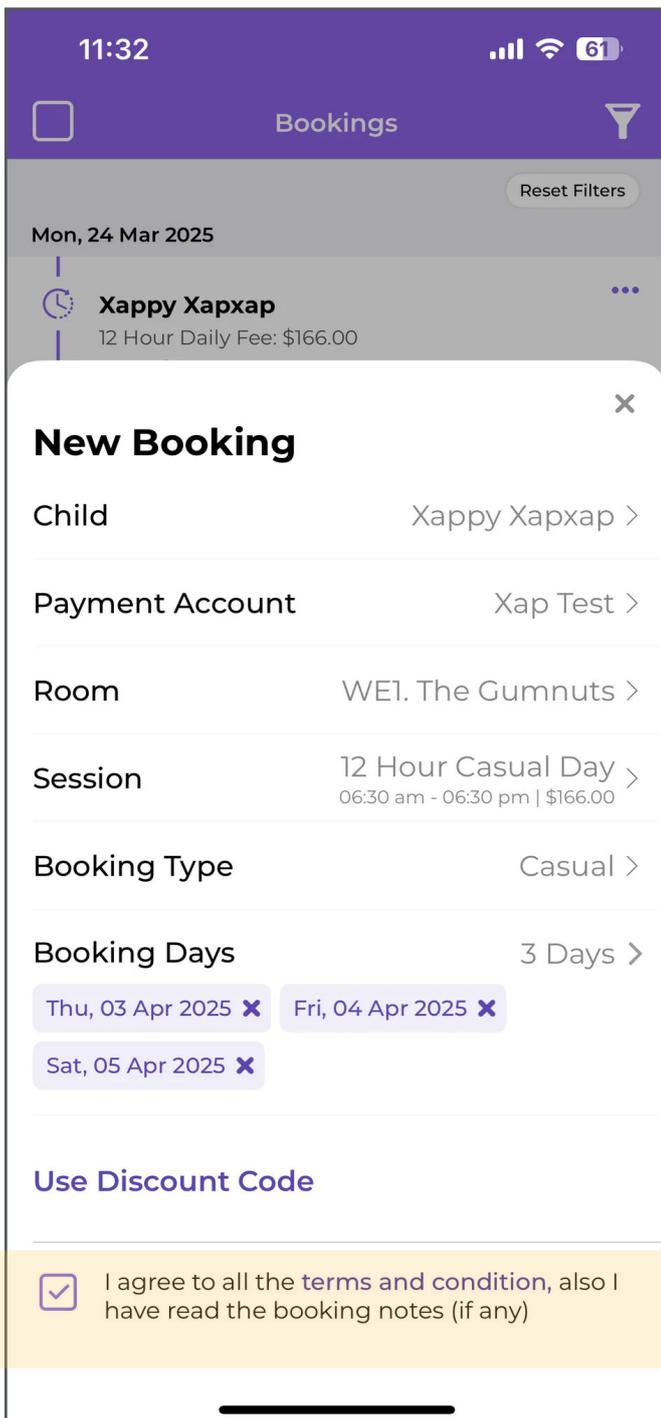


How to Book Casual / Make up Days on Xap

9. Review your booking request details.



How to Book Casual / Make up Days on Xap



Tick the box that you have agreed to all the terms and conditions when placing these bookings request

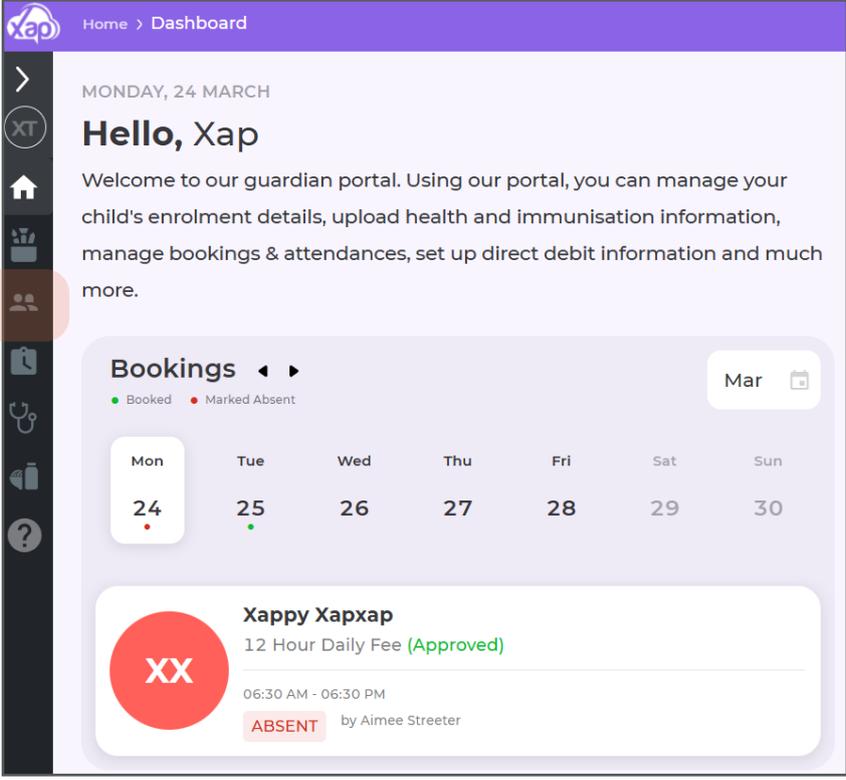
10. Your casual / make up days request will remain **pending** until Family Support approves them.

Please be advised, casual / make up days requests are subject to availability.

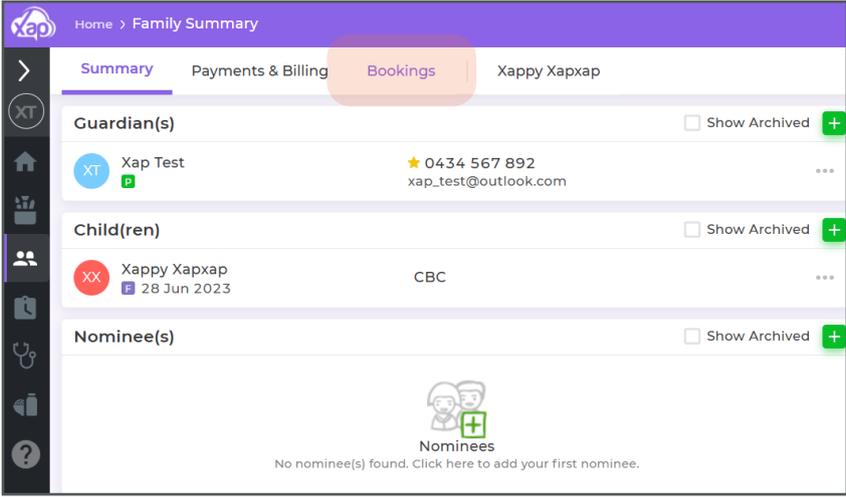


How to Book Casual / Make up Days on Xap

1. Login to your **Xap account** on your **desktop browser**.
2. On your dashboard page, click on the **'User icon'**, and click on **'Bookings tab'**.

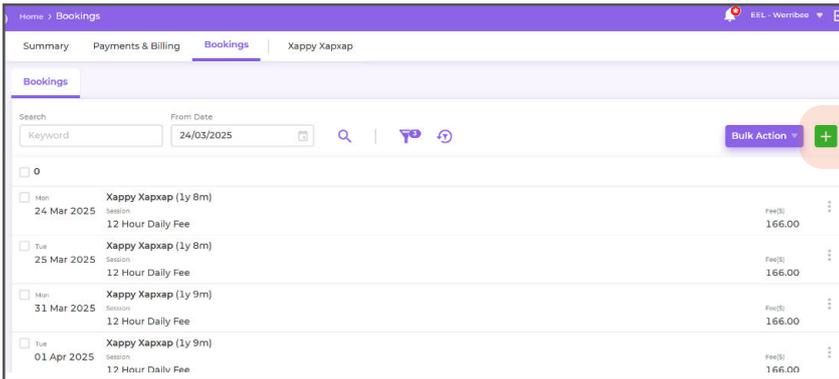


The screenshot shows the Xap Dashboard interface. At the top, it says "Home > Dashboard". Below that, it displays the date "MONDAY, 24 MARCH" and a greeting "Hello, Xap". A welcome message follows: "Welcome to our guardian portal. Using our portal, you can manage your child's enrolment details, upload health and immunisation information, manage bookings & attendances, set up direct debit information and much more." Below this is a "Bookings" section with a calendar for March. The calendar shows the 24th as the current day. A red circle with "XX" is overlaid on the 24th, and a red box with "ABSENT" is below it, with "by Aimee Streeter" next to it. The "Bookings" section is highlighted with a red circle and an orange arrow points to it from the left.

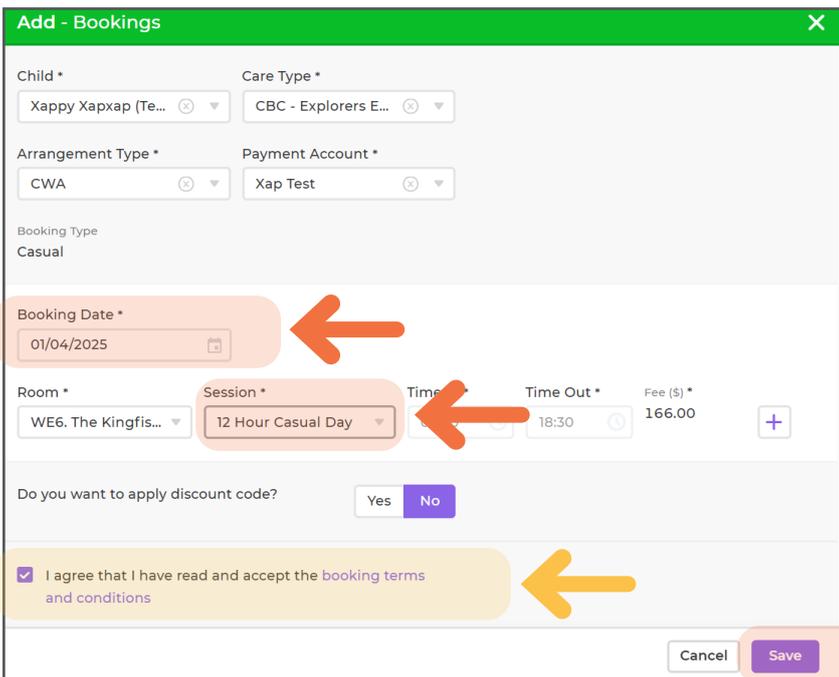


The screenshot shows the Xap Family Summary page. At the top, it says "Home > Family Summary". Below that, there are tabs for "Summary", "Payments & Billing", "Bookings", and "Xappy Xapxap". The "Bookings" tab is highlighted with a red circle and an orange arrow points to it from the left. Below the tabs, there are sections for "Guardian(s)", "Child(ren)", and "Nominee(s)". The "Guardian(s)" section shows "Xap Test" with a phone number "0434 567 892" and email "xap_test@outlook.com". The "Child(ren)" section shows "Xappy Xapxap" with a date "28 Jun 2023" and "CBC". The "Nominee(s)" section shows "No nominee(s) found. Click here to add your first nominee."

How to Book Casual/ Make up Days on Xap

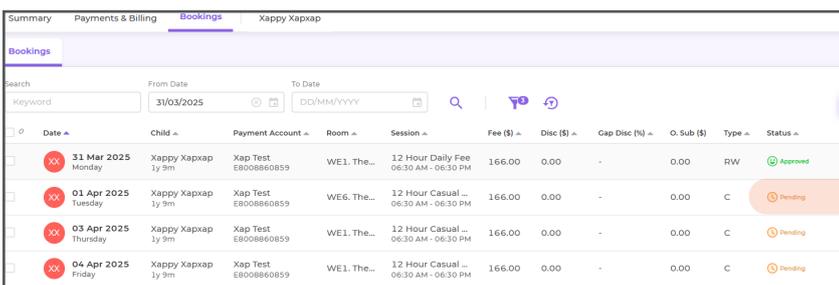


3. Click on the **'green + sign'** to add casual/make up days bookings.



4. Select the **date** that you are after and click on the **relevant booking sessions** (e.g., make up days/casual days).

You would need to **tick the terms and conditions sections** before clicking save.



5. Once you click **'save'**, all your requests will remain **pending** until our management team review them.

Please be advised, make up days/casual days are subject to availability.