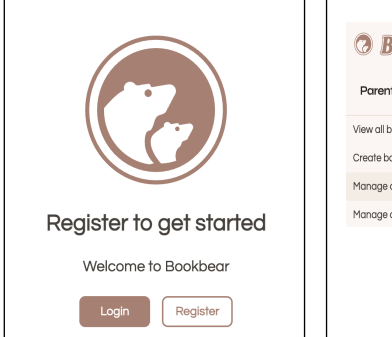
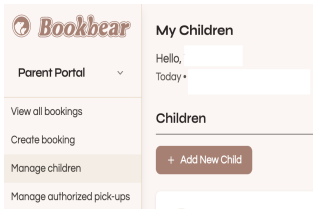
https://bookbear.app/parent/booking/sites

Scheduled bookings are paid upfront in Bookbear through your Bookbear wallet.
To confirm Bookings, they need to be paid the week before.
Winz customers: the "expected" winz subsidy is applied to your profile, and the parent portion is required to confirm the booking. This is shown as a calculation in the payment required.

Step 1: **Register** first – enter your Profile details After that, you will **Login**.

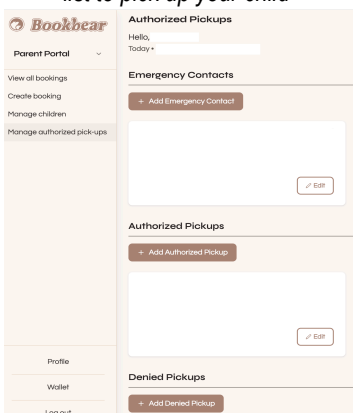


Step 2: Click "Manage children" – then click "Add New Child" to add a child

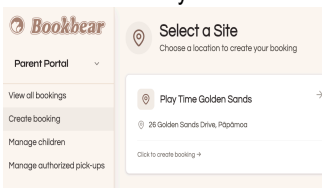


Step 3: Click "Manage authorised pickups" - then "Add Emergency Contact" & "Add Authorised Pickup" and add details for these.

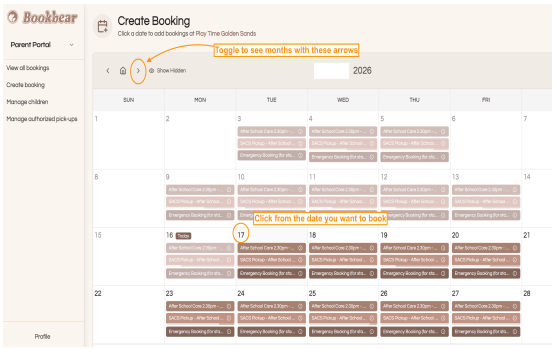
Staff will not permit anyone not on this list to pick up your child



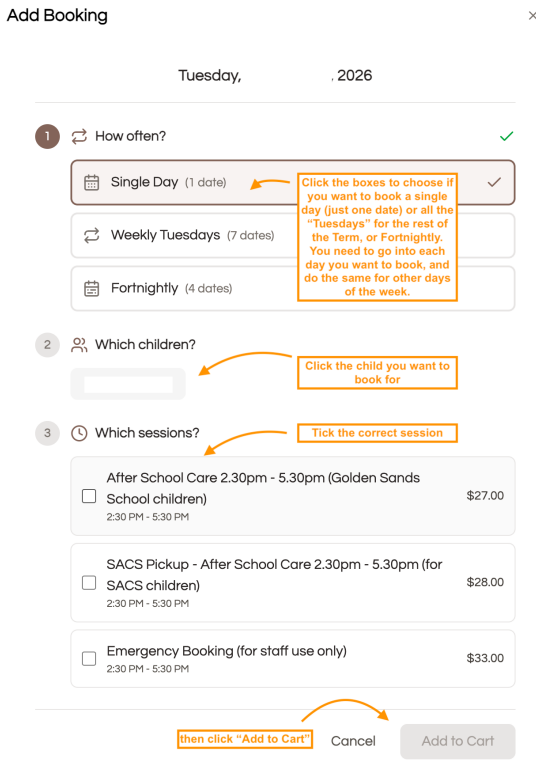
Step 4: Click "Create Booking" - then Select your site



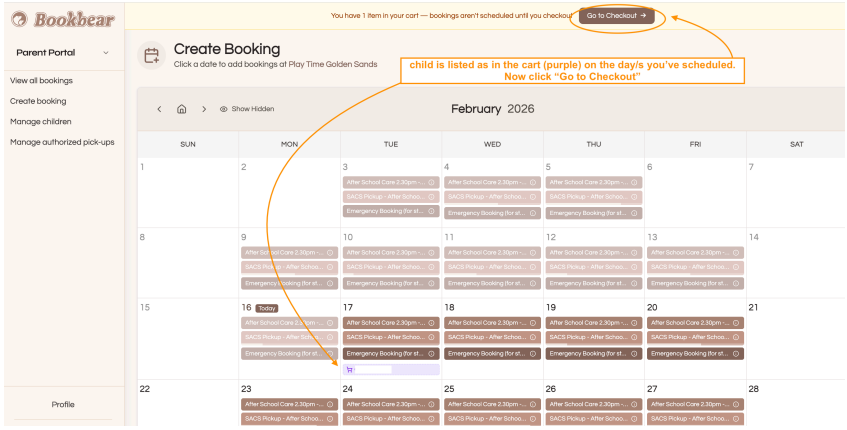
Step 5: Click into the days you want, from the date you want to book

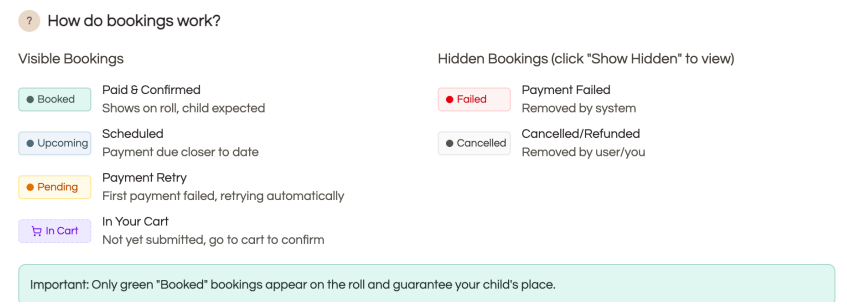


Then choose (1) "how often"/the days, (2) the child & (3) the session/s – then click "Add to Cart"



Step 6: Check that the booking is what you expected – if not, you can remove unwanted sessions from the cart or from the calendar, or add in sessions on the calendar. Then click "Go to Checkout"



Step 7: In Checkout, you will be shown what is due for the next 2 weeks' bookings you've scheduled.

You're able to make "Custom" payments (your own amounts) or pay for the upcoming bookings.
Once bookings are paid, they will show up as Green in your calendar. That means the child is on the roll.
You can either click "View all bookings" where a list of bookings will show – this is also where you can cancel or mark absent.
Or you can click "Create Booking" where you can see a calendar view of bookings – including booked, pending, upcoming.