

<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**.



Register to get started

Welcome to Bookbear

Login Register

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



Bookbear My Children

Parent Portal Hello, Today +

View all bookings

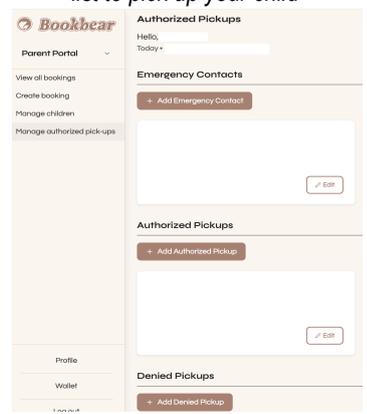
Create booking

Manage children **+ Add New Child**

Manage authorized pick-ups

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



Bookbear Authorized Pickups

Parent Portal Hello, Today +

View all bookings

Create booking

Manage children

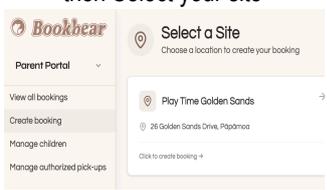
Manage authorized pick-ups

Emergency Contacts **+ Add Emergency Contact**

Authorized Pickups **+ Add Authorized Pickup**

Denied Pickups **+ Add Denied Pickup**

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



Bookbear Select a Site

Parent Portal

View all bookings

Create booking

Manage children

Manage authorized pick-ups

Play Time Golden Sands

26 Golden Sands Drive, Piparoona

Click to create booking +

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



Bookbear Create Booking

Parent Portal

View all bookings

Create booking

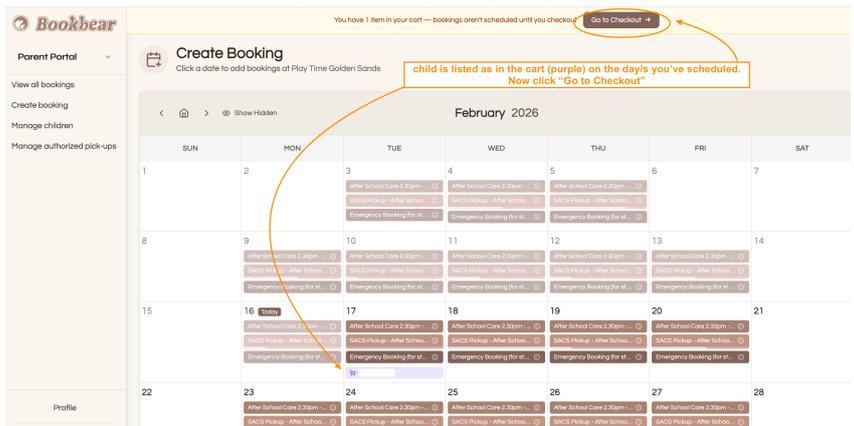
Manage children

Manage authorized pick-ups

Toggle to see months with these arrows

Click from the date you want to book

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"



Bookbear Create Booking

Parent Portal

View all bookings

Create booking

Manage children

Manage authorized pick-ups

You have 1 item in your cart – bookings aren't scheduled until you checkout. **Go to Checkout**

child is listed as in the cart (purple) on the days you've scheduled. Now click "Go to Checkout"

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

Add Booking

Tuesday, 2026

1 How often?

Single Day (1 date) **Click the boxes to choose if you want to book a single day (just one date) or all the "Tuesdays" for the rest of the Term, or Fortnightly. You need to go into each day you want to book, and do the same for other days of the week.**

Weekly Tuesdays (7 dates)

Fortnightly (4 dates)

2 Which children?

Click the child you want to book for

3 Which sessions?

Tick the correct session

After School Care 2.30pm - 5.30pm (Golden Sands) \$27.00

School children 2:30 PM - 5:30 PM

SACS Pickup - After School Care 2.30pm - 5.30pm (for SACS children) \$28.00

2:30 PM - 5:30 PM

Emergency Booking (for staff use only) \$33.00

2:30 PM - 5:30 PM

then click "Add to Cart!" Cancel Add to Cart

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.

How do bookings work?

Visible Bookings

- Booked: Paid & Confirmed Shows on roll, child expected
- Upcoming: Scheduled Payment due closer to date
- Pending: Payment Retry First payment failed, retrying automatically
- In Cart: In Your Cart Not yet submitted, go to cart to confirm

Hidden Bookings (click "Show Hidden" to view)

- Failed: Payment Failed Removed by system
- Cancelled: Cancelled/Refunded Removed by user/you

Important: Only green "Booked" bookings appear on the roll and guarantee your child's place.