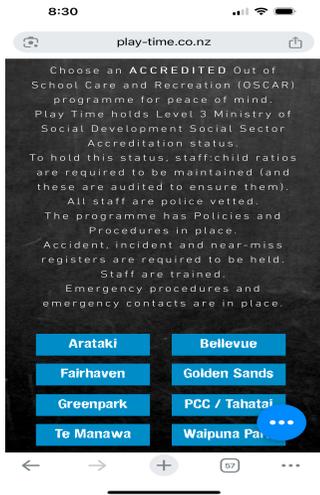
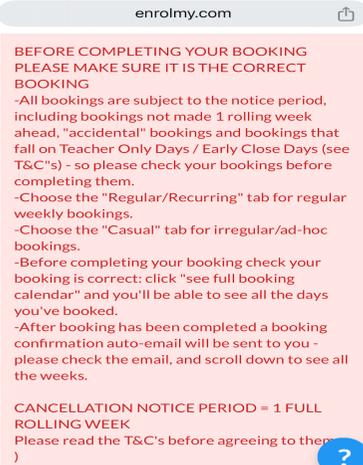


# STEP-BY-STEP GUIDE TO BOOKING IN ENROLMY

**Steps 1&2:** Click on your venue in the Play Time website and it will take you to a link for the current Programmes



**Step 3**  
Read the IMPORTANT INFORMATION & T&C's

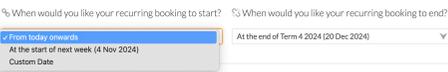


**Step 4**  
Scroll down to find Booking Options - **RECURRING** or **CASUAL** (details of what each option means is below)

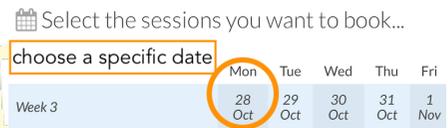
Choose **RECURRING/REGULAR** to book throughout the term (this will book all the Monday's (or whatever days you tick) in the Term from **the next** Monday after (or whatever day you book).



Make sure to check when your Recurring booking starts. As it is a Recurring booking, it will end at the end of the Term.



Choose **CASUAL** to book **specific dates** (eg. just Monday next week, not all Monday's recurring through the Term)



**Step 5**  
Click/Tick the days you need:  
- under **REGULAR/RECURRING** - clicking "Monday" will book all the Monday's for the term  
- under **CASUAL** you can book a specific day/date

**Step 6**  
**BEFORE CONFIRMING YOUR BOOKING**

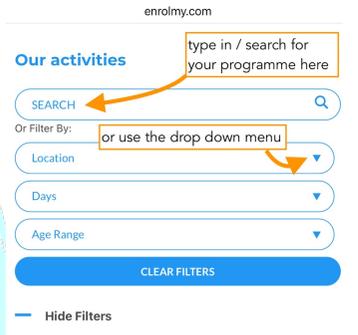
Make sure that you take the time to **CHECK/REVIEW** the days you have booked are correct.

Once you're happy with the day/s you've chosen:

- Agree to the T&C's
- Then Click "Next: Add Attendees" and follow the prompts.

**Next: Add Attendees**

**OR - Step 1**  
Use the filter arrows or search function to find for your venue - Or scroll to find your venue



**OR - Step 2**  
Click on the correct tile: eg. **VENUE / TERM / HOLIDAY / EARLY CLOSE / TEACHER ONLY DAY**



**TO ADD A DAY TO AN EXISTING BOOKING:**

- Do this as a normal booking.
- If you're just adding one day, choose **CASUAL**. You will be able to add a specific date (eg. Monday 11 Feb) rather than if you tick "Monday" in the Regular tab, which will book all the Mondays in the term.
- Booking cut-off is 4pm the day before.
- Children can be Express Booked on the day if there is space (a \$5 surcharge is applicable for this service).