

STEP 1 - ENROL IN SERVICE

- Please go to our website: sa.ymca.org.au/oshc and navigate to your Schools OSHC service webpage.
- Navigate to the enrolment section and select the button 'Enrol Online'. You will then be directed to a site-specific enrolment page via our partners website Xplor.
- Complete the enrolment process and submit your application.
- Once completed, the YMCA OSHC Support Team will approve your enrolment. You will receive a welcome email once approved, detailing the enrolment process and payment information.

Please note: accounts will be approved during office hours.

STEP 2 - SET UP YOUR ACCOUNT

- Your welcome email from Xplor will contain a link to set up your account password as well as a link to the *Xplor Home* App. Our preference is for bookings to be made via *Xplor Home*.
- In addition to booking a session, you will be able to confirm your payment details (set up Direct Debit) and account information, including adding other care givers to your account (called Hub Guests).

For more information, check the 'Xplor User Guide' available on our website under the enrol section.

STEP 3 - BOOK A SESSION

We are happy to accept bookings through a number of ways

- For your convenience, our preferred option is via the *Xplor Home* App.
- You can also contact our OSHC Support Team either by calling **8200 2516** or emailing sa.oshc@ymca.org.au

To book a session via the App:

- Navigate to the 'Bookings' tab located at the bottom of the home screen.
- Select the day you would like to use the service, and enter in the session times. For After School Care enter **3:10pm - 6:00pm**. There is a space to provide comments if there's something we need to know, for example, if a pre-approved care giver (Hub Quest) will pick up your child that evening.
- Once saved it will appear in your cart (top right of the App). This allows you to book several days at a time.
- Once all sessions are entered, select request. You will receive a notification once the session times are approved.

