



OSHClub Enrolment Assistance Guide

This guide will assist you in completing your online enrolment.

NOTE: Please fill out all required fields. (Required fields are marked by this symbol  once you have completed these fields, these will change to a green tick )

1. Log In as Existing User / Create New User

1.1. If you have already created an iParentPortal account, Log In as Existing User, otherwise Create New User.



1.2. If creating a new user you will need to enter the details as below –

Tip: Ensure this user account is the same as the parent that has been assessed for Child Care Subsidy.

Please enter your details.

First Name is empty.

First Name:

Last Name:

Email:

Create

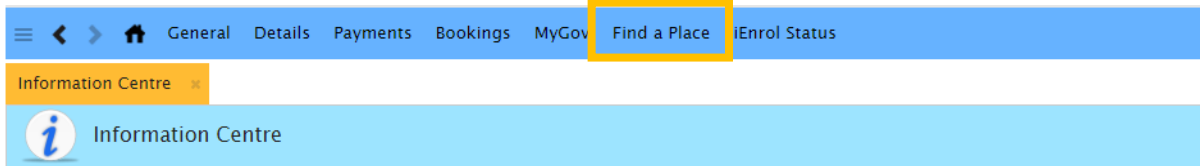
[Log in as existing user](#)

You will then receive a confirmation email. Please click on the link provided to confirm your email address and complete the process.



2. Find a Place

2.1. To enrol your child/ren to a new OSHClub service select **Find a Place** from the top menu



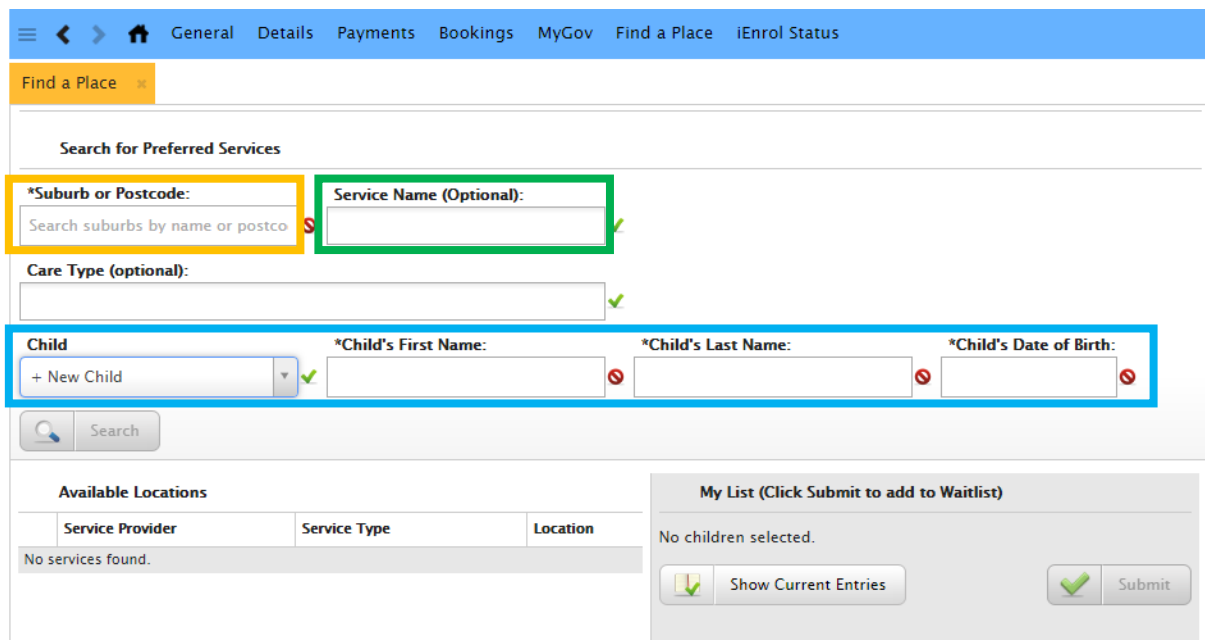
Information Centre

Information Centre

2.2. Search for your Service

If you do not know the Service name (generally the same as the School name):
Slowly type in your postcode or suburb name and select from the drop-down list

If you do know the Service Name (generally the same as the School name):
Slowly type the name in to the Service Name field and select from the drop-down list



Search for Preferred Services

*Suburb or Postcode: Search suburbs by name or postco

Service Name (Optional):

Care Type (optional):

Child: + New Child

*Child's First Name:

*Child's Last Name:

*Child's Date of Birth:

Search

Service Provider	Service Type	Location
No services found.		

My List (Click Submit to add to Waitlist)

No children selected.

Show Current Entries Submit

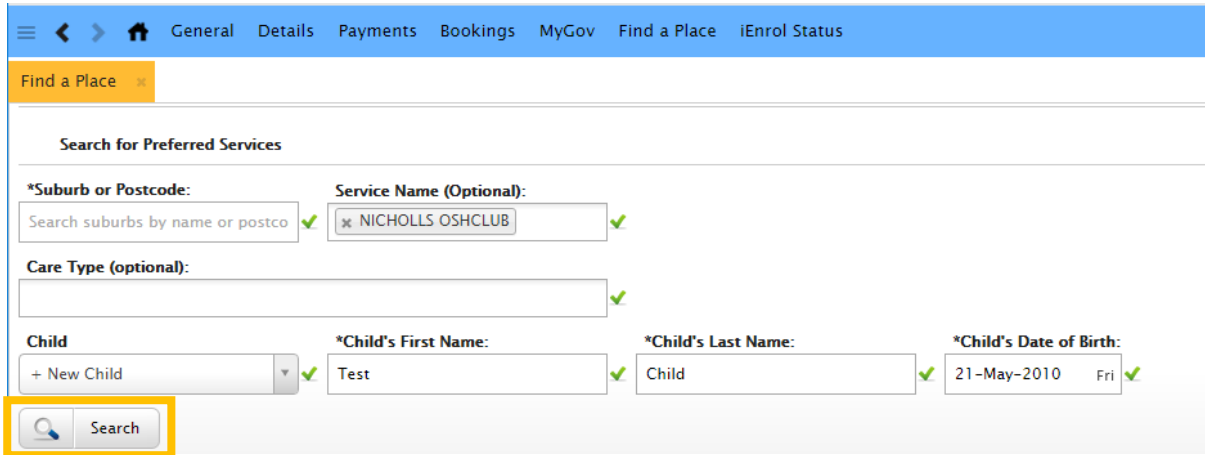
If your **child is linked** to another Service you can select their name from the drop down list

If your **child is not linked** leave the selection as **+New Child** and enter the Child's First Name, Last Name and Date of Birth

Tip: Please make sure you enter your child's date of birth correctly to avoid any delay in receiving Child Care Subsidy.



2.3. Completing the above steps will allow you to select Search



Find a Place

Search for Preferred Services

*Suburb or Postcode: Search suburbs by name or postco ✓

Service Name (Optional): NICHOLLS OSHCLUB ✓

Care Type (optional): ✓

Child: + New Child ✓

*Child's First Name: Test ✓

*Child's Last Name: Child ✓

*Child's Date of Birth: 21-May-2010 Fri ✓

Search

2.4. Select the Service you wish your child to attend, then scroll to the bottom of the Available Locations list and select Add to My List

Available Locations			
Service Provider	Service Type	Location	
<input checked="" type="checkbox"/> NICHOLLS OSHCLUB http://www.oshclub.com.au	OSHC	NICHOLLS Unknown	
<input type="checkbox"/> ADAM ROAD OSHCLUB http://www.oshclub.com.au	OSHC	South Bunbury Unknown	
<input type="checkbox"/> ALBANY RISE PRIMARY SCHOOL OSHCLUB http://www.oshclub.com.au	OSHC	Camberwell Unknown	
<input type="checkbox"/> ALPHINGTON PRIMARY SCHOOL OSHCLUB http://www.oshclub.com.au	OSHC	Camberwell Unknown	
<input type="checkbox"/> BALDIVIS OSHCLUB http://www.oshclub.com.au	OSHC	BALDIVIS Unknown	
<input type="checkbox"/> BANYULE OSHCLUB http://www.oshclub.com.au	OSHC	Rosanna Unknown	
<input type="checkbox"/> BARKER COLLEGE OSHCLUB http://www.oshclub.com.au	OSHC	Camberwell Unknown	
<input type="checkbox"/> BAYSWATER NORTH OSHCLUB http://www.oshclub.com.au	OSHC	Bayswater North Unknown	
<input type="checkbox"/> BEACONSFIELD OSHCLUB http://www.oshclub.com.au	OSHC	Beaconsfield Unknown	
<input type="checkbox"/> BEACONSFIELD UPPER OSHCLUB http://www.oshclub.com.au	OSHC	Beaconsfield Upper Unknown	

Add to My List

My List (Click Submit to add to Waitlist)

No children selected.

Show Current Entries Submit

2.5. Your selected Service will appear under My List on the right-hand side showing your Child's Name and DOB. Select Submit.

Available Locations			
Service Provider	Service Type	Location	
No services found.			

My List (Click Submit to add to Waitlist)

Service Provider	Child's Name	Child's DOB	Action
NICHOLLS OSHCLUB (OSHC)	Test Child	21-May-2010	Remove


Show Current Entries **Submit**



3. Finalise Waiting List Entries

3.1. After selecting **Submit** this will load a form for you to complete to register your interest in attending the Service.

Please note: This is **not** your enrolment form. Your enrolment form will load after submitting your Waiting List Entry.



Finalise Waiting List Entries

Guardian Details

<p>First Name: John ✓</p> <p>Email: john.smith@gmail.com ✓</p> <p>Gender: Select a Gender ✓</p> <p>Guardian CRN (from Centrelink): <input type="text"/> ✓</p> <p>Guardian Work Status: <input type="text"/> ✓ <small>(sole or both parents/guardians)</small></p> <p>How did you hear about us? <input type="text"/> ✓</p>	<p>Last Name: Smith ✓</p> <p>*Phone (Mobile Preferred): <input type="text"/> ✗</p> <p>Do you or your child identify as: <input type="text"/> ✗</p> <p>Other Guardian Work Status: <input type="text"/> ✓ <small>(sole or both parents/guardians)</small></p>
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Address Details

<p>Address Line 1: <input type="text"/> ✗</p> <p>Country: Australia ✓</p>	<p>Address Line 2: <input type="text"/> ✓</p> <p>Suburb: Search for Suburb ✗</p> <p>Postcode: <input type="text"/> ✗</p> <p>State: <input type="text"/> ✗</p>
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Slowly type your Suburb in and select from the drop-down list that will load. This will auto-fill your Postcode and State. You will need to manually enter your Street Address in **Address Line 1**.



Priority of Access – Childcare only:
3 Info

Before School After School Vacation

NICHOLLS OSHCLUB

***Program:**
Before School Care (04-Feb-2019 to 19-Dec-2019)

Book at a later date

***Booking Start Date:**
03-Jun-2019 Mon

***Booking End Date:**
19-Dec-2019 Thu

Days:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

Waitlisted Services:
[NICHOLLS OSHCLUB \(OSHC\)](#)

I acknowledge/agree that:

- I have provided correct information and agree to notify NICHOLLS OSHCLUB if my circumstances change.
- I understand that the information I have provided will be used for the purposes of being considered for a place at NICHOLLS OSHCLUB.
- I give permission for my details to be provided to NICHOLLS OSHCLUB for the purpose of enrolment.
- I understand that NICHOLLS OSHCLUB regards my information as confidential and has policies in place to ensure the protection of this information.
- I understand that this data may be used for statistical purposes.
- I am the legal guardian of the child and have authority to provide the information contained in this form.
- By completing this waiting list application it does not guarantee nor confirm placement for my child at NICHOLLS OSHCLUB.

I acknowledge that I have read and understand the information above.

Cancel Submit

Leave **Priority of Access** as 3

Select the required care type/s by selecting the relevant tab and ticking the box next to the Service name

From the Program drop down list, select the session type you would like to book into - Before School Care, After School Care or Vacation Care

For casual bookings or to book at a later date:
Select the Book at a later date checkbox and continue to the terms and conditions.

To book recurring sessions:
Select the time frame and the days you require each week. Repeat these steps for Before School, After School and Vacation Care as required.

After reading the **terms and conditions** tick the checkbox and **Submit** your Waiting List Entry.

3.2. After submitting your Waitlist Entry, the next step is to fill out the OSHClub Enrolment Form.

