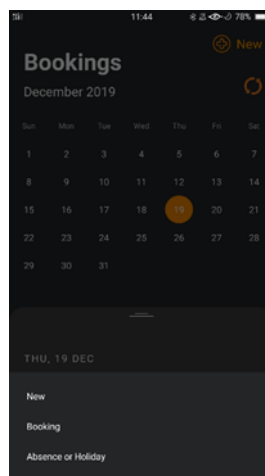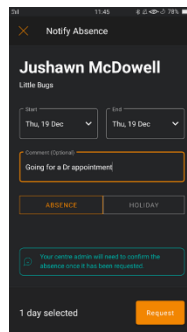**How to notify of Absence in Xplor Home App**

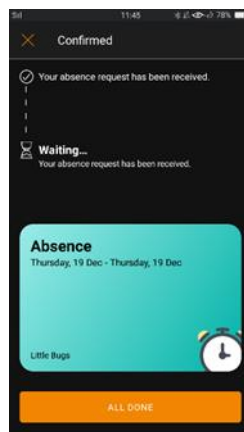1.   In Xplor home app, Select BOOKINGS tab
Select NEW

3. Select absence or holiday

4. Enter the details (date, reason, absence or holiday)

5. The service will confirm the absence- you will get confirmation of absence
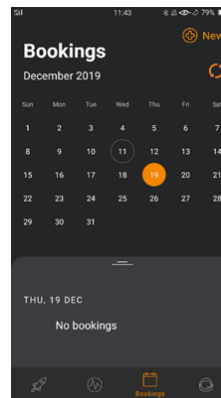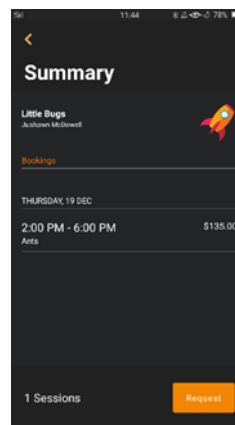
How to request a casual booking in Xplor Home App

1. In Xplor home app, Select BOOKINGS tab

2. Select NEW and select the date you are requesting

3. The summary screen will appear The summary screen will display the name of the child, the sessions being booked at their price, time and room. If these are incorrect, click the back

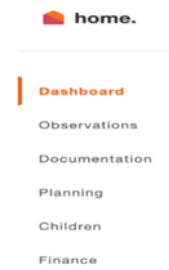4. Once happy with the selections, click 'Request'

5. If the service has a place, they will confirm the place. This will appear in your Xplor home app notifications. You will need to check this as once the place has been confirmed you will be charged for the place.
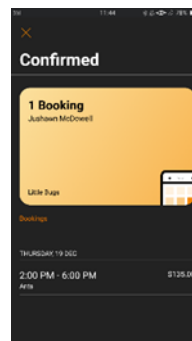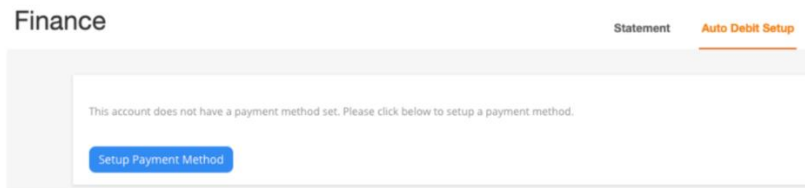
How to set up Direct Debit in Xplor Home App

1. Select Finance

2. Select Auto Debit Setup tab

3. Click on Setup Payment Method

4. Select either Credit Card of Bank Account

5. Enter your details, tick the authorisation check box, then the Add Details button