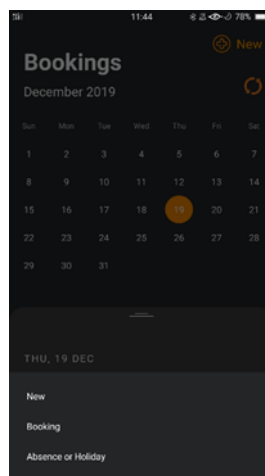


How to notify of Absence in Xplor Home App

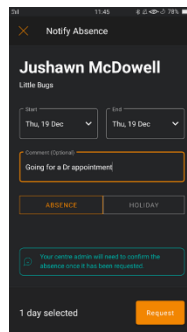
1. In Xplor home app, Select BOOKINGS tab
Select NEW



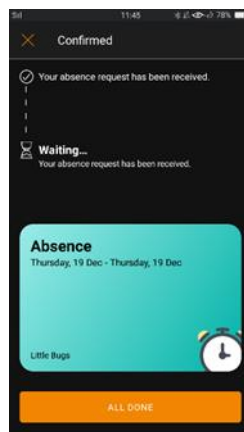
3. Select absence or holiday



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



5. The service will confirm the absence- you will get confirmation of absence

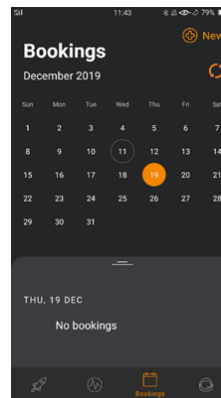


How to request a casual booking in Xplor Home App

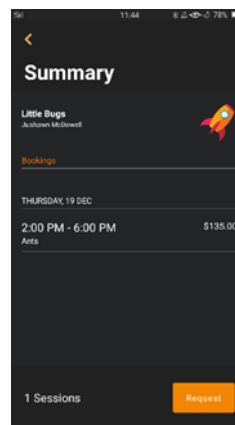
1. In Xplor home app, Select BOOKINGS tab



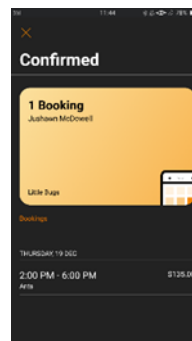
2. Select NEW and select the date you are requesting



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'

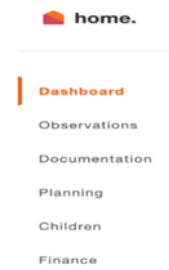


5. If the service has a place, they will confirm the place. This will appear in your Xplor home app notifications. You will need to check this as once the place has been confirmed you will be charged for the place.



How to set up Direct Debit in Xplor Home App

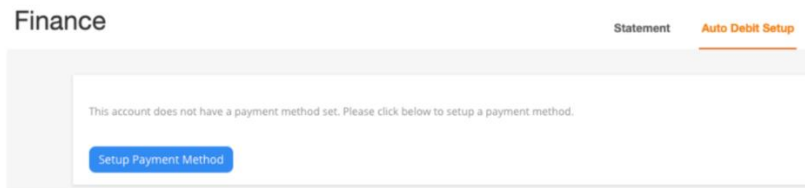
1. Select Finance



2. Select Auto Debit Setup tab

The screenshot shows the 'Finance' page with the 'Auto Debit Setup' tab selected. The form is titled 'Earth XPlay Create Account' and contains several input fields: First Name (John), Middle Name, Last Name (Approved), Email (john@example.com), Phone, Address 1, Address 2, Country, State, Suburb, and Postcode. Below the form, there is a section for terms and conditions with a checkbox labeled 'I agree to the terms and conditions'.

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

The screenshot shows the 'Credit card details' form. It includes input fields for 'Name on card', 'Card number', and 'Valid to' (MM / YYYY). Below the form is a radio button and a checkbox for 'I confirm that I have authority over this credit card, and that it can be operated severally.' Below the checkbox is a blue button labeled 'Add details'.