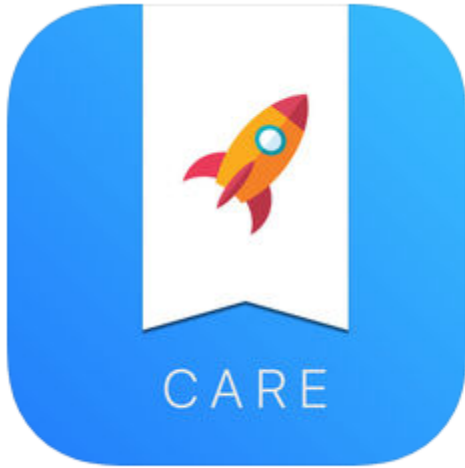


# Download the Xplor App for bookings and notifications.



**Xplor | Care** 4+

Connecting Families

Xplor

#31 in Education

★★★★☆ 4.2, 202 Ratings

Free

## Download the Xplor app:

Once you have set up your account via the welcome email, the next steps are to download the latest version of the Xplor app on your smartphone.

[Apple App Store](#)

[Google Play Store](#)

# Mobile Bookings

These steps explain how to 'Make a Booking' from the Xplor App.



Mobile bookings allow parents to view the available bookings for a service on a given day on the Xplor app and instantly book a session.

Log into the app on your device.

## Create Booking

1. Touch or slide the menu bar located on the top left

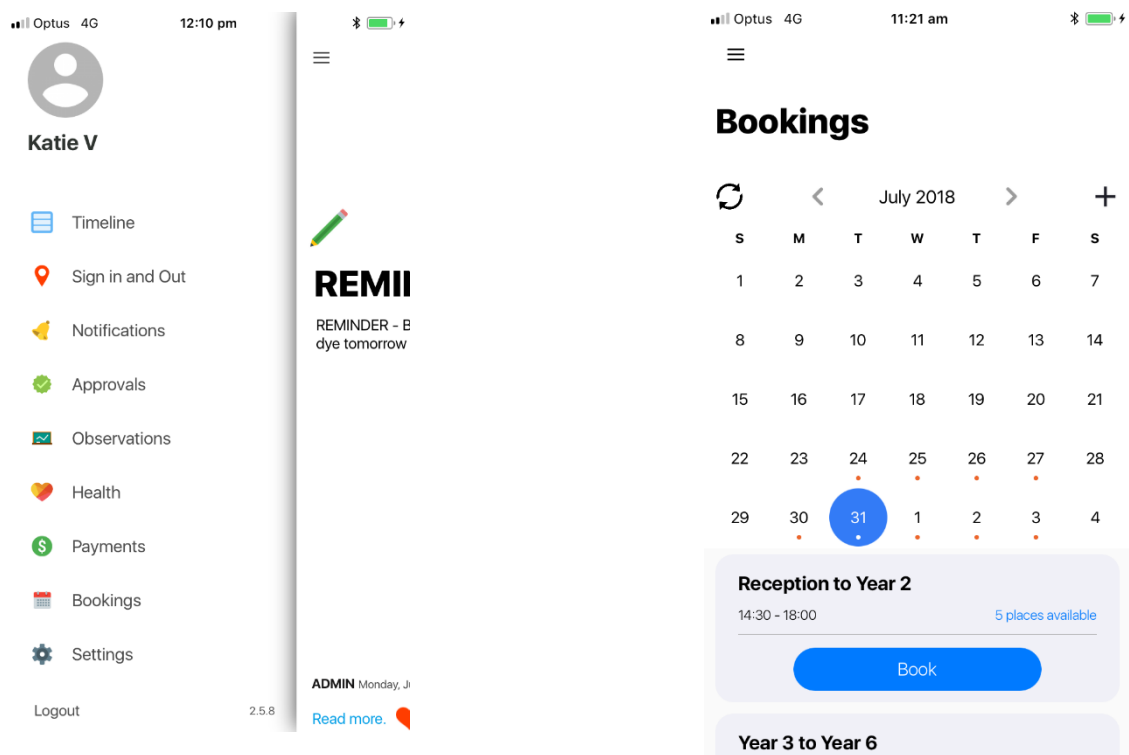
2. Select Bookings

If you have multiple children in care, tap the child whose bookings you would like to view.

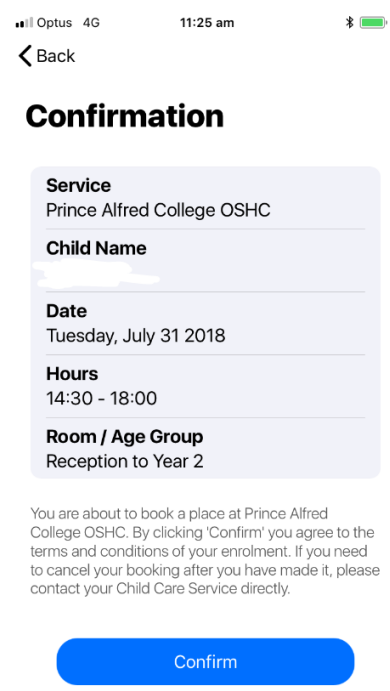
3. Select a date to view space availability (Only rooms with spaces available will be viewable)

4. Select Book and you be able to see all the booking details information

5. Once confirming the booking, you will see the booking in your calendar instantly.



Clicking the 'Book' button will direct you to a confirmation screen, and once confirming the booking, you will see the booking on their calendar instantly.



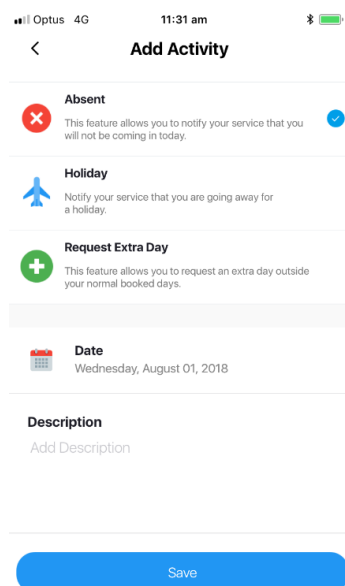
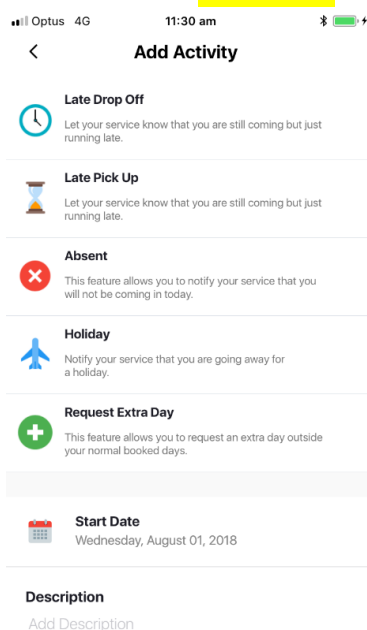
## Check on Bookings or make us aware of an absence.

Tap the day of the month to check if a booking exists for that day.

If a booking exists, the child's picture and room name will be displayed below the calendar.

Tap on the '+' button at the top right to notify of an absence.

Select Absent and **save.**



# Xplor for computer desktop:

Alternatively, you can also access Xplor on the desktop at <https://web.myxplor.com/>.

These steps explain how to 'Request a Booking' from the Xplor Website

*App is functionally preferred by most parents of Xplor.*

## Forgotten your login password?

If you have forgotten your password, contact the support desk and we can easily reset it for you!

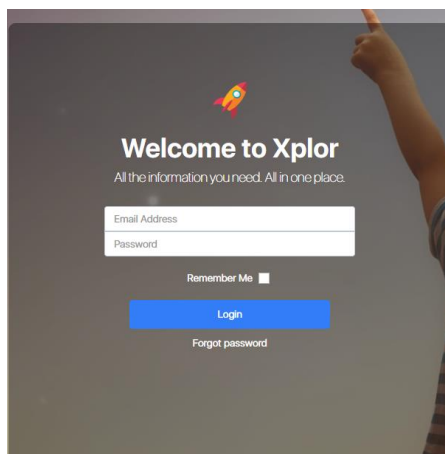
## Support contact details

Email: [support@myxplor.com](mailto:support@myxplor.com)

On the Xplor parent log in, you will have full access to view your child's bookings at the centre. You can **request** for additional days or notify the service of an absence or late pickup.

**Note:** Adding a booking event doesn't automatically approve this request on your child's roll book. The service will need to amend the booking before it is updated.

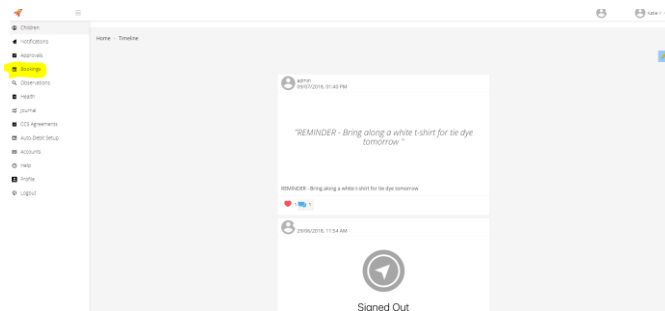
Xplor on the desktop at <https://web.myxplor.com/>. Log in.



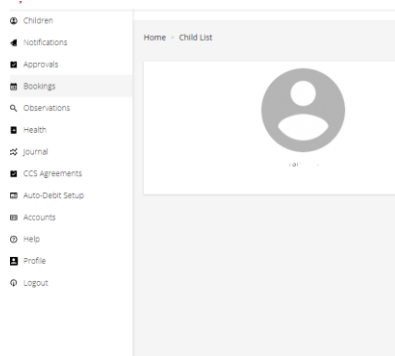
Once logged in –

Select Bookings on the left side to request an additional booking or cancel a booking.

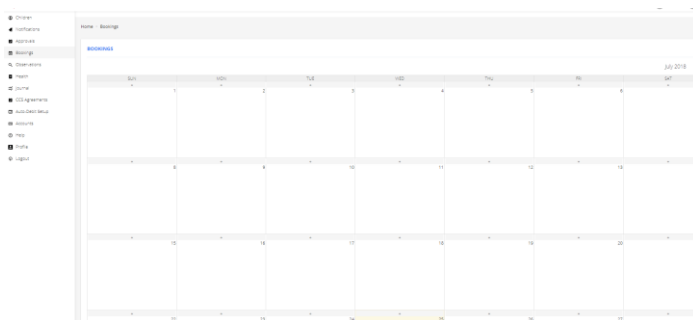
***(bookings can only be booked and confirmed instantly via the app – website is a request only service)***



Then select the child the booking is in relation to.



Use the calendar to select the day you would like to request.



Once selected the day on the appropriate month click and add activity then save.

**(THIS DOES NOT CONFIRM THE ACTION – CONFIRMS REQUEST SENT)**

Add Activity

- Late Drop Off
- Late Pick Up
- Absent
- Holiday
- Request Extra Day

Date  
24/07/18

Description

You will need to await confirmation from OSHC via email to confirm this additional booking or cancelation. If you don't receive a confirmation, please follow up via email or phone before the date or session the booking is in relation to.

OSHC Email: [oshc@pac.edu.au](mailto:oshc@pac.edu.au)

OSHC Phone: 8334 1268