

**Step 1**  
Use the filter arrows or search function to find for your venue - Or scroll to find your venue

**Step 2**  
Click on the correct tile: eg. VENUE / TERM / HOLIDAY / EARLY CLOSE / TEACHER ONLY DAY

**Step 3**  
Read the IMPORTANT INFORMATION & T&C's

**Step 4**  
Scroll down to find Booking Options - **REGULAR or CASUAL**  
(details of what each option means is below)

Choose **REGULAR/RECURRING** to book through the term (this will book all Monday's - or whatever days you tick - in the Term from the next Monday)

**Step 5**  
Click/Tick the days you need:  
- under **REGULAR/RECURRING** - clicking "Monday" will book all the Monday's for the term  
- under **CASUAL** you can book a specific day/date

**Step 6**  
**BEFORE CONFIRMING YOUR BOOKING**  
Make sure that you take the time to **CHECK/REVIEW** the days you have booked are correct.

Once you're happy with the day/s you've chosen:  
 Agree to the T&C's  
Then  
Click "Next: Add Attendees" and follow the prompts.

**TO ADD A DAY TO AN EXISTING BOOKING:**

- Do this as a normal booking.
- If you're just adding one day, choose **CASUAL**.
- Booking cut-off is 8pm the night before.
- Children can be Express Booked on the day if there is space (a \$5 surcharge is applicable for this service).