





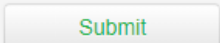


Online Enrolment in an Early Years Service

1. Create an account.

<https://www.qkenhanced.com.au/webui/Account/Embeddable/?databaseId=9751>

Go to the link above, and follow the prompts to create an account, you will be sent an email to confirm your account, which will take you to your family's account page.

2. Begin entering your family information
 - i.  to create emergency contacts, and people who will have authority to collect your child from the service.
 - ii.  to create accounts for children who will attend the service.
3. After adding a child, you will then need to 
 - i. In this section you will add detailed information about your child.
 - ii. Please ensure you answer every question with an asterisk to ensure the enrolment form can be submitted successfully.
 - iii. Upload any documents that are requested in the enrolment form, the Birth Certificate and Immunisation History Statement are mandatory documents.
 - iv. Don't worry if you are unable to select a service on this page, we can add this later when creating a booking request.
 - v. Once all the information is complete, please save and close this page.
4. You can now select  at the bottom of the page, completing all information regarding the booking you would like for your child. This includes the service location, the service type, the days you are requesting and a start date.
5. Once you have submitted this booking request you will hear from us shortly.
 - i. You will receive a booking request from us for you to accept.
 - ii. Before you can confirm this booking, the enrolment for your child will need to be finalised. This can be done by going into the child's enrolment form, verifying all details are correct and then select 
 - iii. You can then go back to the offer and confirm the booking.

Your child will now be enrolled.