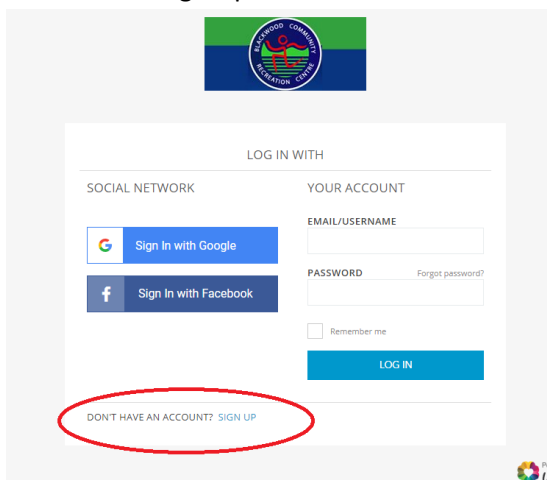


## How to enrol in Vacfun using our online booking system

### Logging In for New Users

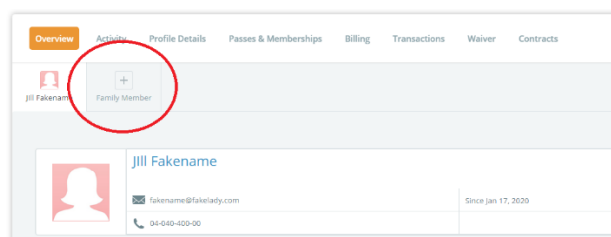
1. Head to the online portal: <https://www.wellnessliving.com/login/blackwoodreccentre>
2. Click on the 'Sign Up' Button



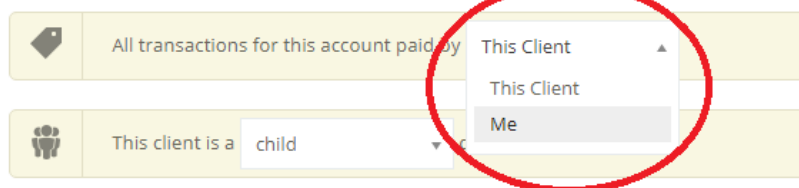
3. Enter in your information and you will be sent an email by our Online System to set up a password
4. Once completed you can log into the system and make a booking.

### Adding your Child to your Profile

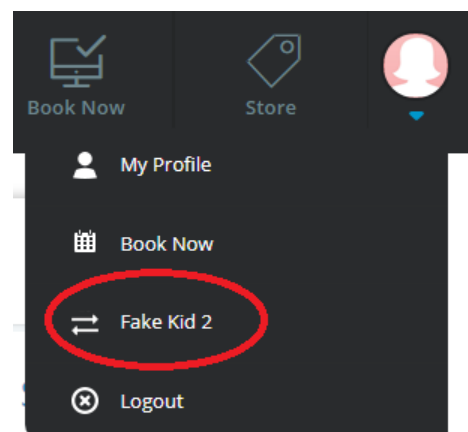
1. Click on "My Profile"
2. Client the "+ Family Member"
3. Fill in the Profile with your child's details. Please make sure you change the all transactions to be paid by "Me" (as in you as the parent).



### Create profile



4. Once finished hit the "Create Account" button
5. Once completed click on the Button in the top right of the header and press on your child's name to be able to make bookings for them.

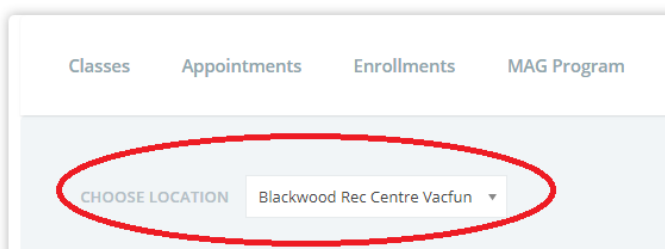
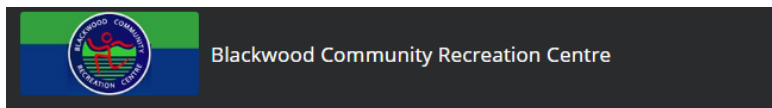


## Booking in for a Workshop or Full Day of Vac Fun

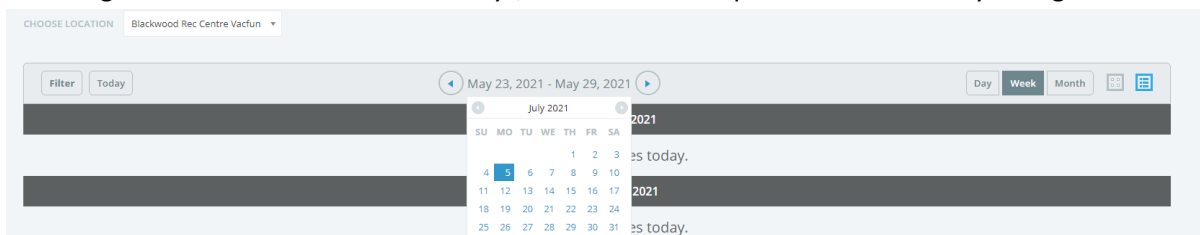
1. Once on your child's profile, click on the 'Book Now' button on the top toolbar
2. Select the "Vacfun" heading in the group of headers



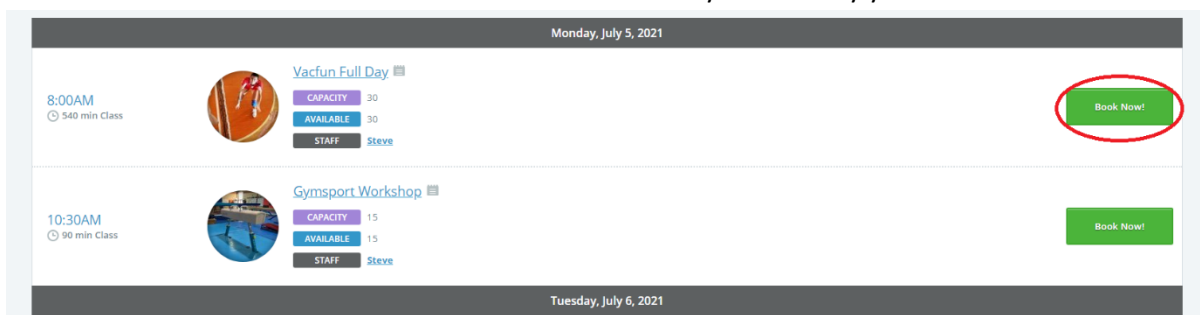
3. Make sure you choose the location as the "Blackwood Rec Centre Vacfun"



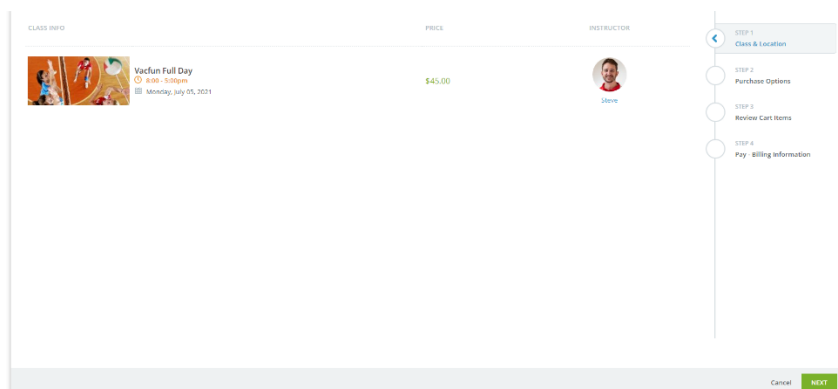
4. To change the Vacfun dates in the holidays, click on the date provided to manually change



5. Alternatively, click on the dates and manually select the date you would like to attend
6. Scroll down and click on the "Book Now" button for the day and activity you want to attend.



7. Click 'Complete'
8. From Here you will be taken through a prompt screen to pay for the sessions.



### **Paying for your Vacfun sessions**

1. Click the "Next Button"
2. Pick the purchase option that works for your chosen activity (Either Full Day Vac Fun or Workshop Ticket) then click "Next"
3. If the Subtotal is correct then press "Next"
4. Enter in your card details to finalise the payment and the booking

### **Booking Multiple Days**

Press the "Book Now" button on the top Header and repeat the steps providing in Booking in for a Workshop or Full Day of Vac Fun.

### **Please Note:**

If you are wanting to enrol multiple children or booking in multiple days, please call us so we can apply any discounts on 8278 8833 and can take your booking over the phone.