

## How to Mark a Child as Away

Login to the NWOOSH Parent Portal - <https://www.becklynweb.com.au/normanhurstwest/>. (Use the same login as you use on the touchscreen at OOSH to log your children in and out of the centre.)

Select Calendar Bookings under the Parents menu in the top left.



Select Edit Week for the week(s) you wish to mark children as Away.

Sessions				Children					
<input checked="" type="radio"/> All <input type="radio"/> AM <input type="radio"/> PM				<input checked="" type="radio"/> All <input type="radio"/> ISABEL					
Term/Week	Start	Edit Week	Child	Sess'n	Mon	Tue	Wed	Thu	Fri
Term 1-Wk 9	23/03/2020		ISABEL	AM	Permanent	Permanent	Permanent	Permanent	
				PM	Permanent	Permanent	Permanent	Permanent	Permanent
Term 1-Wk 10	30/03/2020			AM	Permanent	Permanent	Permanent	Permanent	
				PM	Permanent	Permanent	Permanent	Permanent	Permanent
Term 1-Wk 11	06/04/2020			AM	Permanent	Permanent	Permanent	Permanent	Closed
				PM	Permanent	Permanent	Permanent	Permanent	Closed

Bookings for Term 1 Week 10 Week Starting 30/03/2020						
Child		Monday	Tuesday	Wednesday	Thursday	Friday
ISABEL	AM	Permanent	Permanent	Permanent	Permanent	
		Cancel	Cancel	Cancel	Cancel	+Permanent
		Away	Away	Away	Away	+Casual
		Transfer	Transfer	Transfer	Transfer	
ISABEL	PM	Permanent	Permanent	Permanent	Permanent	Permanent
		Cancel	Cancel	Cancel	Cancel	Cancel
		Away	Away	Away	Away	Away
		Transfer	Transfer	Transfer	Transfer	Transfer
Save & Exit						

Select Away for each of the sessions your child will not be attending. Then hit Save & Exit.