

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		Term/Week	Start	Edit Week	Child	Sess'n	Mon	Tue	Wed	Thu	Fri
<input checked="" type="radio"/> All	<input type="radio"/> AM	<input type="radio"/> PM	<input checked="" type="radio"/> All	<input type="radio"/> ISABEL	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

Child		Monday	Tuesday	Wednesday	Thursday	Friday
ISABEL	AM	Permanent	Permanent	Permanent	Permanent	+Permanent
		Cancel	Cancel	Cancel	Cancel	+Casual
		Away	Away	Away	Away	
ISABEL	PM	Permanent	Permanent	Permanent	Permanent	Permanent
		Cancel	Cancel	Cancel	Cancel	Cancel
		Away	Away	Away	Away	Away

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