

#### Step 1

Use your device camera to scan the QR Code below.



Viewing these instructions on your device and can't scan the QR code.

Not a problem, simply click on the code above and you'll be redirected tot the install guide.

## Step 2

1:17 4

4 Camera

Follow the guide to install the app to your device.

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Spike Childcare

To sign in to your childcare provider

Install App

Continue

#### Step 3

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Tap the share button and then tap 'Add to Home Screen'.



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Step 4 Tap on the app to get started.









# OSHC Spike Parent App Signing In

### Step 5

Your username is your email address and your password is your PIN.



## Step 6

If you don't know your PIN, or your PIN is not working click on 'reset your password'.



## Step 7

Once signed in you'll be directed to the 'Home' page.





# OSHC Spike Parent App Bookings and Cancellations

### Step 8

Your child's current bookings are displayed in blue and available bookings are in green.



## Step 9

To make a booking simply click accept and confirm.

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#### Step 10

You can also **cancel bookings** by selecting the session and simply click cancel and confirm.

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## OSHC Spike Parent App **Messages and Fees**

#### Step 11

All messages, activities and alerts are displayed in the Messages menu..



## Step 12

You'll be able to read the OSHC Newsletter.

## Step 13

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Messages

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Fees

Photos of your child's learning will also be sent through here.



#### Step 14

Push Notifications are currently unavailable,

keep checking the app to stay up to date.

All tax invoices, child care fees, CCS payments and receipts are displayed in the Fees menu.

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Pay	ments and fees	
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Please note: only the account holder can access the parent app.