

Update all enrolment information for yourself and your children

1. Navigate to hubhello.com and login to the Hubworks Parent Portal using your individual username and password

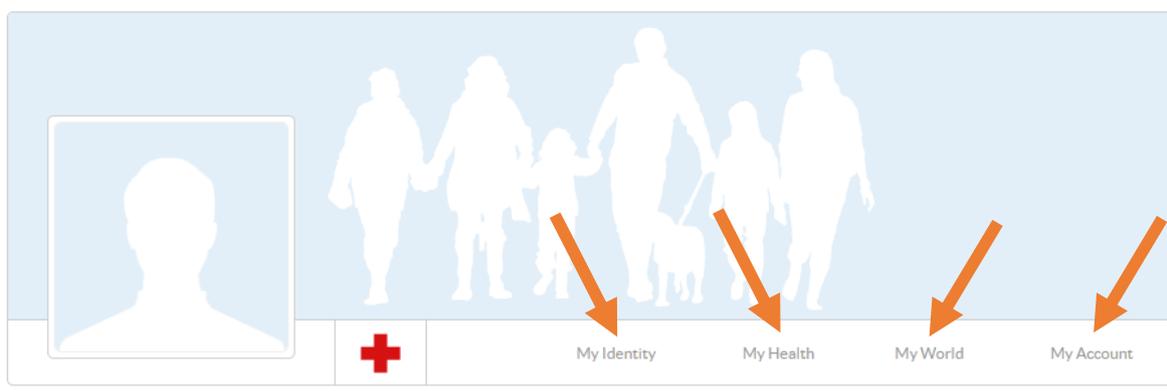


2. In the top right corner, click on the profile picture to drop down the menu and select 'Profile'

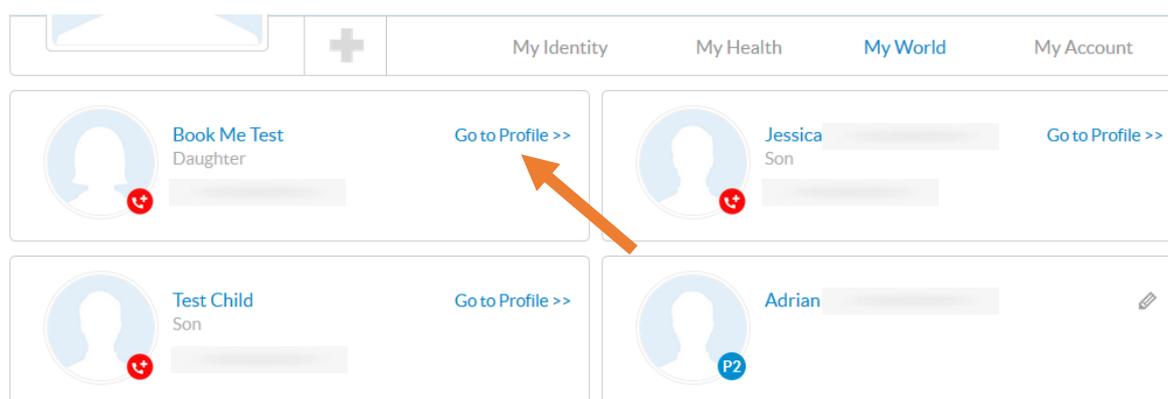


3. From the profile page, review and update the enrolment information for yourself;

- 'My identity' – access this to review and update all of your information and contact details
- 'My Health' – access this to update the system with your Medicare details
- 'My world' – access this to view the children linked to your account. Please refer to **step 4** for additional information
- 'My account' – access this to change your login details for the parent portal. The individual conditions of enrolment are listed here and must be reviewed and accept for each child



4. From 'My World' you can update the information for your children. To update the information for an individual click on 'Go To Profile'.



5. From a child's profile page, the enrolment information can be reviewed and updated;

- 'My identity' – access this to review and update your child's name, address, cultural background, etc
- 'My Health' – access this to update the system with your child's Medicare details, medical details and authorisations and doctor details.

If you would like to update your child's dietary requirements, select the 'additional information' button to display the drop down options and select 'Dietary requirements/restrictions'

- 'My world' – access this to view the parents and emergency contacts listed for your child. The update any information for an individual, click on the picture of the pencil  next to the person's name and update accordingly. While in edit mode, you can remove a person, by clicking 'Remove person'  [Remove Person](#) at the bottom of the page.

Please note: Parent 2 can only be removed, if a court order removing the individual's parental responsibility is provided.

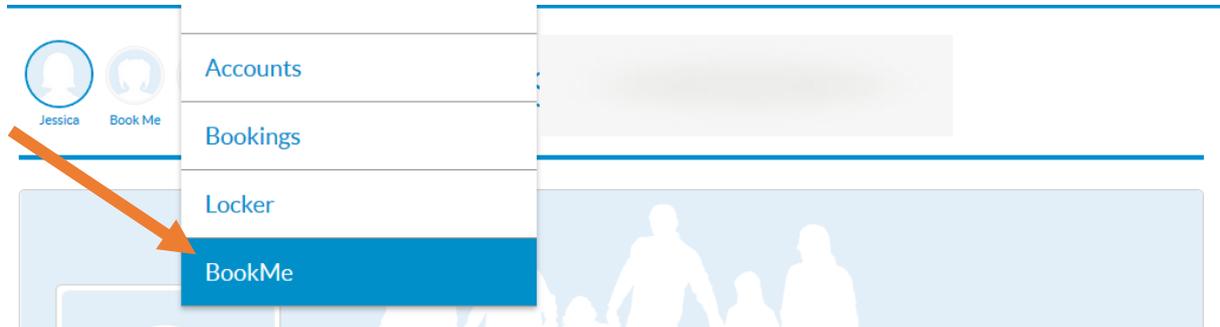
- 'My welfare' – access this to review and update the custody arrangements for your child.

6. Return to your profile page by clicking on the profile picture in the top right corner and selecting 'Profile'. Navigate to 'My World' and repeat the review and update of information for all individuals listed (parent 2 and all children).

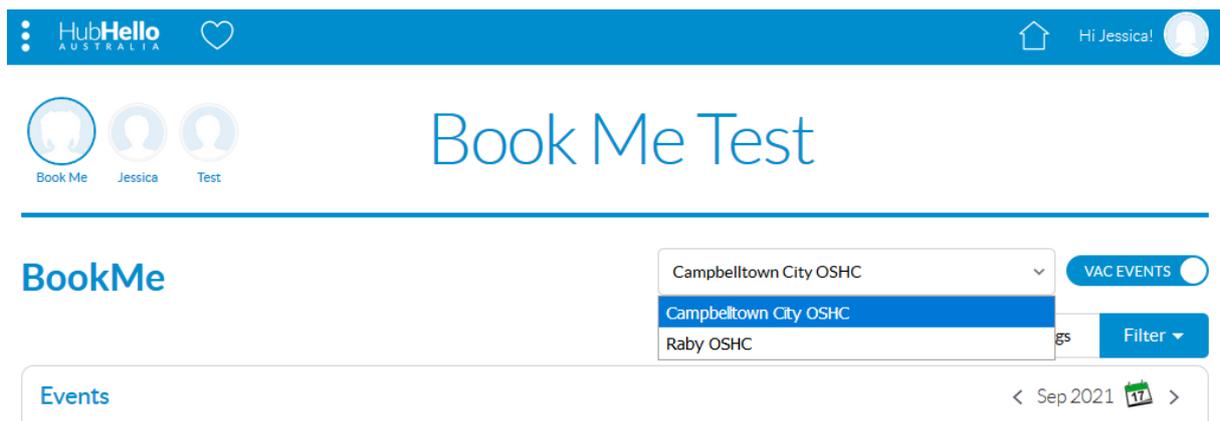
Create your School Holiday Care booking request

Once the enrolment information for yourself, parent 2 and your children has been reviewed and updated accordingly, you can access the Book Me function to submit a booking request for School Holiday Care.

1. At the top of the page, click on the heart to drop down the menu and select 'BookMe'



2. Select the child you are requesting the booking for and then drop down the menu and select the service you are wanting to enrol in



3. The calendar will update with the available programmed activities for the selected service

BookMe Campbelltown City OSHC VAC EVENTS

Available Bookings Filter

Events < Sep 2021 17 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20 06:30am - 06:30pm Minecraft vs Roblox	21 06:30am - 06:30pm Jumping Castle - Incursion	22 06:30am - 06:30pm Minute To Win It	23 06:30am - 06:30pm Giant Games - Incursion	24 06:30am - 06:30pm School of Wizardry	25	26
27 06:30am - 06:30pm Plaster Paint	28 06:30am - 06:30pm Hungry Hippo Inflatables - Incursion	29 06:30am - 06:30pm Escape Room - Incursion	30 06:30am - 06:30pm Giant Mug Cake Creations	01 06:30am - 06:30pm World Smile Day	02	03

4. Using the calendar, you can select the day you are wanting to request and a detailed description will appear. If you want to request, select the 'Participate' button

Please note: A minimum of one business days' notice is required for all bookings.

Events < Sep 2021 17 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	01	02	03	04	05 06:30am - 06:30pm Test booking
06	07	08	09	10	<div data-bbox="938 1720 1372 2063"> <p>Test booking ×</p> <p>September 5 2021, 06:30am - 06:30pm</p> <p>Enjoy a day filled with fun and laughter, as we dress in our favourite book characters and have a disco.</p> <p>Fee: \$60</p> <p>(02) 4645 4443 fecs@campbelltown.nsw.gov.au</p> <p>Participate</p> </div>	
13	14	15	16	17		

5. Once the day has been added, a pop up will appear at the bottom of the screen and from here you can add another child to the same day if needed

Please note: All children will appear (including non-school aged children), please ensure only children currently enrolled in and attending primary school are booked into School Holiday Care.



6. Repeat step 4 to add all days you are requesting to book and then click the 'Checkout' button.



7. The checkout page will provide a summary of your booking request and an estimation of fees, based on your current Child Care Subsidy eligibility.

Please review the 'Conditions of enrolment' by clicking the hyperlinks. The 'Conditions of enrolment' will need to be accepted before continuing.

Confirm Bookings

CONTINUE BOOKING >>

Book in: Book Me Test Click to add another child

Campbelltown City OSHC

EVENT DETAILS	FEE
<p>Minecraft vs Roblox Monday Sep 20 2021, 06:30am - 06:30pm</p>	\$60 ×
<p>Jumping Castle - Incursion Tuesday Sep 21 2021, 06:30am - 06:30pm</p>	\$64 ×
<p>Minute To Win It Wednesday Sep 22 2021, 06:30am - 06:30pm</p>	\$60 ×

TERMS AND CONDITIONS

I agree to the following terms and conditions of booking:
Please accept the terms and conditions before continuing.
 [Conditions of enrolment](#)

\$184

TOTAL AMOUNT DUE

Total Fee	\$184.00
Estimated Subsidies	
CCS	(\$0.00)
ACCS	(\$0.00)
Fee Payable	\$184.00

CONFIRM BOOKINGS

CANCEL

8. Once the 'Conditions of enrolments' have been agreed to, select the 'Confirm bookings' button.

Confirm Bookings

CONTINUE BOOKING >>

Book in: Book Me Test Click to add another child

Campbelltown City OSHC

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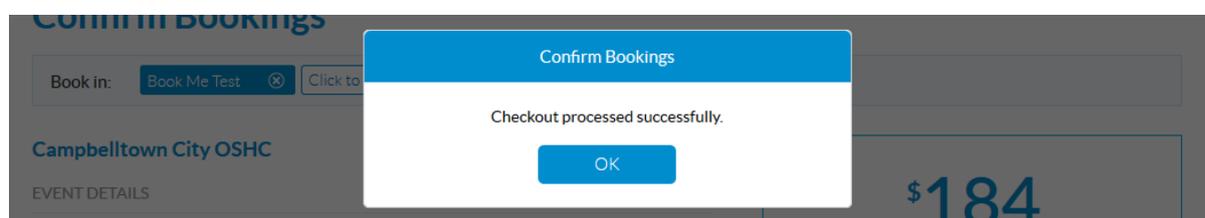
TOTAL AMOUNT DUE

Total Fee	\$184.00
Estimated Subsidies	
CCS	(\$0.00)
ACCS	(\$0.00)
Fee Payable	\$184.00

CONFIRM BOOKINGS

CANCEL

9. Once processed, a confirmation will appear on screen and you will receive a confirmation email.



Please note: The confirmation email is automatically generated from our system and although it identifies that your booking is confirmed, this is not the case. Once you finalise your booking, the administration team will review your request and be in contact to confirm if any other details are required and confirm your payment options. Your booking will not be secured until the additional information is provided (if required) and a payment authorisation is received. The team will provide a final confirmation email from fecs@campbelltown.nsw.gov.au once everything is finalised.