## First up. Let's register:

Complete all these steps via a desktop

- Visit cubbyoosh.com.au

  CLICK HERE
- Type in your full name and email address.
  Select "Register"
- Your account has now been created. An email will be sent to your inbox to complete the registration
- Open email and click on "Complete Registration"
- Create a new password and click "Complete Registration"



## Next. It's time to enrol:

- Sign in using the email address and password you just created
- Next, enter your details. At this point you can add another carer or select

  "Save and Next"
- Now it's time to add your child details. At this point you can also add another child or select "Save"

Once you have completed the carer and child details, you will be taken to your personal dashboard.

Select "Start Enrolment".

Complete the form ensuring you upload all mandatory documentation and complete all mandatory fields



Step 2. E	DIT CONTACT						
Special Contact	Primary Contact ~		Relation *	Select			
First Name *	Sera		Last Name	Smith			
Email*	ssmith@bigpond.com						
Confirm Email *	ssmith@bigpond.com						
You must pro	wide at least 1 contact phone nur	nber *					
Mobile No.			Home No.				
Work No.			Building				
Street Address •			Suburb *				
Stato *			Postcode *				
Do you have relating to yo	a Customer Reference Number ( u being registered for child care b	GRN) issued by	the Governm	ent	O Yes	O No	
Would you like	se a user set up for this contact?	<b>o</b>			® Yes	○ No	
		ADD AN	OTHER CON	ITACT	SAVE	& NEXT	CANCEL

STEP 3. ADD C	THER CHILD										
Tick the box if the	child is unborn										
First Name		La	st Name								
DOB	<b>=</b>	Gr	ender 8	elect	v						
Do you have a Custom you being registered for	O Yes	⊙ No									
Does your child have a annotment?	○ Yes	⊙ No									
Does your child have a	O Yes	○ No									
ADD PRIORITY OF ACCESS											
Additional Information											
Authorisations											
Contact Name	Collection	Emergency	Excursion	Medical	Transport						



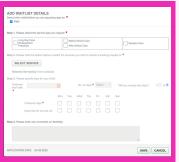
## Last step. Tell us the days you require:

Now that you have Submitted your enrolment, you will be taken back to the dashboard

1 Under Booking Requests, select "New Request"



Enter your request and click "Save"



You will receive an email confirming the status of your booking request within 5 working days







Scan the QR code to Enrol Today!

