

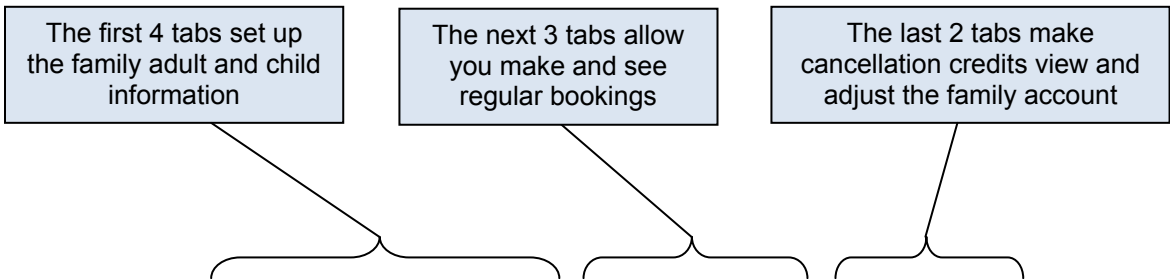
# FAMILY CENTRE

The Family Centre is used to enter family details and to work with an individual family accounts.



Go > Home > Family Details > Family Centre >

The Family Centre has 9 tabs.



Family Heads

Last Name	First Name	Title	Address
Ant	Melissa	Miss	1 The Hill
Anteater	Peter	Mr	4 Hillside Drive
Badger	Roxy	Mrs	1 River Dale
Barracuda	Louise	Mrs	54 Deep Blue Drive
Bear	Susan	Mrs	15 River Dale
Beetle	Alice	Mrs	8 Woodside
Bison	Felicity	Mrs	7 Prairie Lane
Chipmunk	Dale	Mr	22 Prairie Drive
Cod	Tracey	Mrs	109 Main Street
Coral	Sandra	Dr	Rocky Bottom
Cougar	Catherine	Miss	30 The Links
Coypu	Mary	Mrs	17 Bankside
Dingo	Dee	Mrs	Old Kennel
Dolphin	Catherine	Mrs	99 Seaview Lane
Doormouse	Amanda	Mrs	150 Main Street
Ferret	Fiona	Mrs	92 Leafy Lane
Firefly	Clare	Mrs	Treetop Villa
Fish	Phillip	Mr	70 Deep Blue Drive
Fox	Alison	Mrs	16 Hillside
Gecko	Jasmine	Ms	2 Shady Grove
Goose	Rebecca	Mrs	The Pond
Haddock	Sarah	Mrs	Dun Fishin
Halibut	Phillipa	Mrs	Captain's Lodge
Hammerhead	Julie	Mrs	10 Deep Blue Drive
Hedgehog	Harriet	Mrs	87 Leafy Lane
Heron	Carole	Dr	Keepers Lodge
Kangaroo	Katherine	Ms	Outback Cottage
Kingfisher	Calvin	Mr	4 Riverside
Leonard	Till	Mrs	7 Prairie Drive

Family Children

Last Name	First Name	Date Of Birth
Ant	Adam	15 Aug 2007
Ant	Peter	09 May 2010

Trusted Friends / Family Members

FH	Last Name	First Name	Title	PR	Priority	Relationship	Lives With	Address
*	Ant	Melissa	Miss	Y	1	Parent	Y	1 The Hill
	Haddock	Jessica	Miss	N			N	Dun Fishin

The Family Centre tabs access many of the program's key account management functions.

Families	Child Details	Child Additional Details	Billing Details	Regular Bookings	Calendar	Timeline	Cancellation Credits	Family Account
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The tab functions are listed below. For ease of use, the functions are described in separate mini guides.

TAB	FUNCTION	MINI GUIDE
Families	Join adults and children to make a family.	Entering Family Details
Child Details	Enter the child's primary details.	Entering Family Details
Child Additional Details	Enter even more child details!	Entering Family Details
Billing Details	Set up alternative bill payers for the family.	Entering Family Details
Regular Bookings	Set up regular bookings for each child in the family.	Quick Bookings
Calendar	View the family children's attendances, service and free entitlement use. Make bookings for the family. Cancel bookings for the family.	Children's Calendar & Timelines Quick Bookings Cancellations, Credits & Refunds
Timeline	View bookings on the daily timeline. See staffing and capacity information.	Children's Calendar & Timelines
Cancellation Credits	Apply account credits for cancelled bookings. (Snow days, etc.) Undo cancellations.	Cancellations, Credits & Refunds
Family Account	View account items, invoices and reminders for the family. Make account holder charges and credits. (Late payment fees, etc.)	View A Family's Account

Many of these functions are available in the **Go > Home > Family Accounts >** section if you need to work with several families at once. Please read the mini-guides.

**End**