

2022 Re-Enrolment

It's time to re-enroll and secure your child/ren's place for
2022 at MJCC!!

WHAT TO DO

To complete re-enrolment, you will need to do the following by Wednesday 22nd December 2021:

- **Register your online enrolment through SmartCentral** - checking over ALL details and make any changes if required as we need update to date and important information kept on file for your child/ren
- **Have your 2021 account paid** - up to your recent statement

HOW TO DO IT

- **SmartCentral Link** - we will send you a re-enrol email via SmartCentral (please check your junk mail just in case)
- **SmartCentral Re-enrolment Guide** - follow the guide that we've attached, on how to complete the online form
- **Settle any outstanding account** - if required

NOTE: enrolment documents don't need to be completed again as we already have them on file

IMPORTANT INFO MUST READ

- We cannot provide care for any child/ren that hasn't enrolled for 2022. It's extremely important that you complete this process as we roster and meet the legal educator : child ratio for how many children are enrolled and booked in. Children will be sent to the school office and parents/caregivers contacted to collect un-enrolled children.
- New siblings will need to be enrolled for the first time if required. Best to fill out the existing child/ren's enrolment and then use the auto copy enrolment function within SmartCentral for the new sibling and change where required.
- CWAs (booking confirmations) will be sent out in the month of January 2022 via SmartCentral. Contact MJCC Management if you have received your CWA by Friday 29th January 2022.
- Please contact MJCC management via email for any enrollment queries and/or issues, mjcarecentre@bigpond.com

Online Re-enrolment Steps

Please follow these steps to complete your child/ren's re-enrolment.

If you can't progress past a step please contact the centre for further help, on 9315 5947 or mjcarecentre@bigpond.com.

Step 1:

- Use Google Chrome Internet browser, as it's the best compatible Internet browser to use with SmartCentral.

Step 2:

- Open the re-enrolment email sent from SmartCentral to re-enrol to MJCC.
- Click on the link that directs you to SmartCentral login page.

Dear Manea,

Thank you for your support of Maroubra Junction Before and After School and Vacation Care Centre. We look forward to our continued relationship with you and your family.

Please update all details for you child's enrolment including your emergency contacts from the pre filled application we have created for you.

To update your pre filled application click [here](#)

Please don't change your client ID or name.

If you would like to see our help link for online registration click [here](#)

It is time to re-enrol

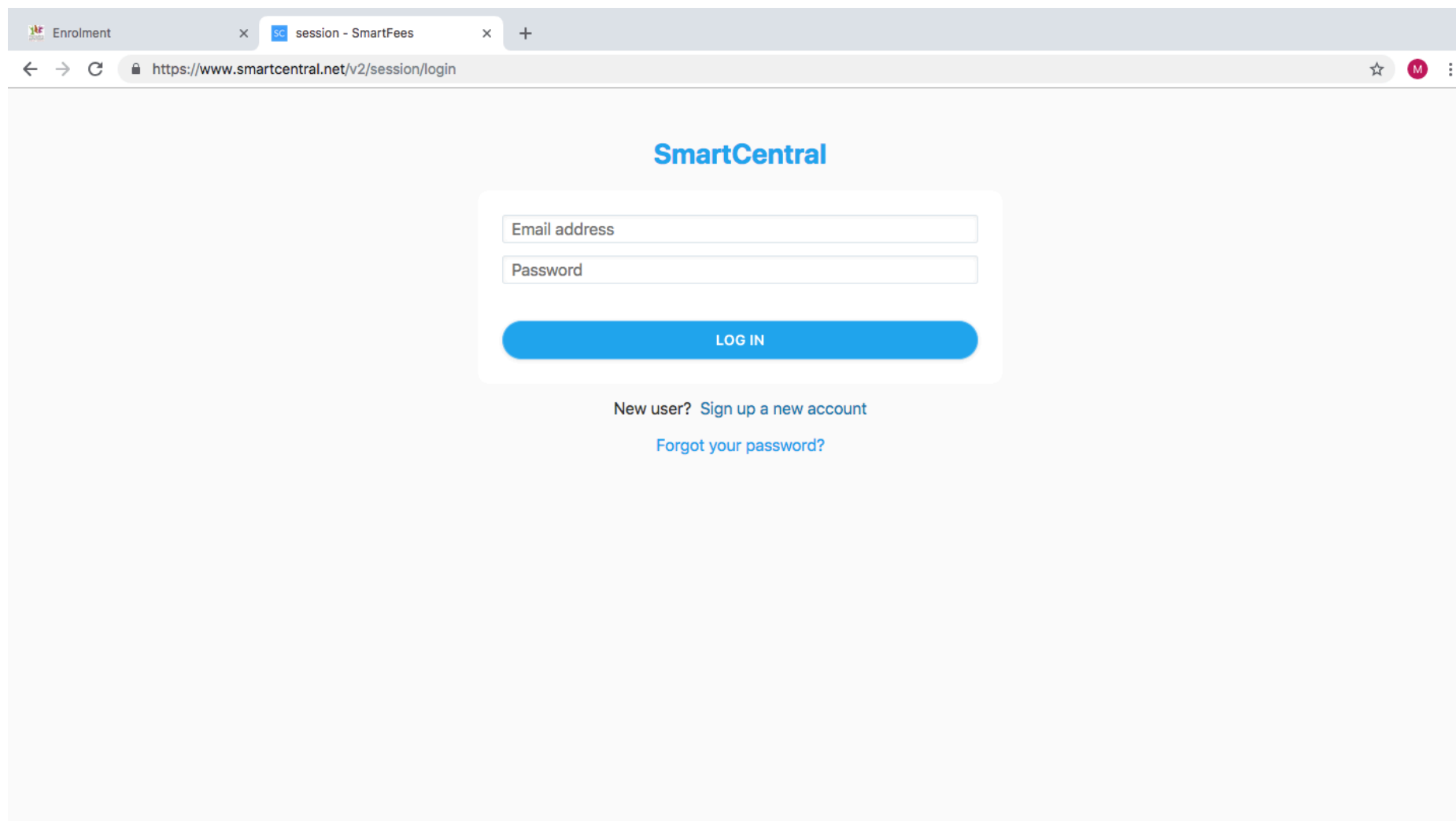
Maroubra Junction BAS and Vacation Care

PO Box 423 , Maroubra, NSW, 2035



Step 3:

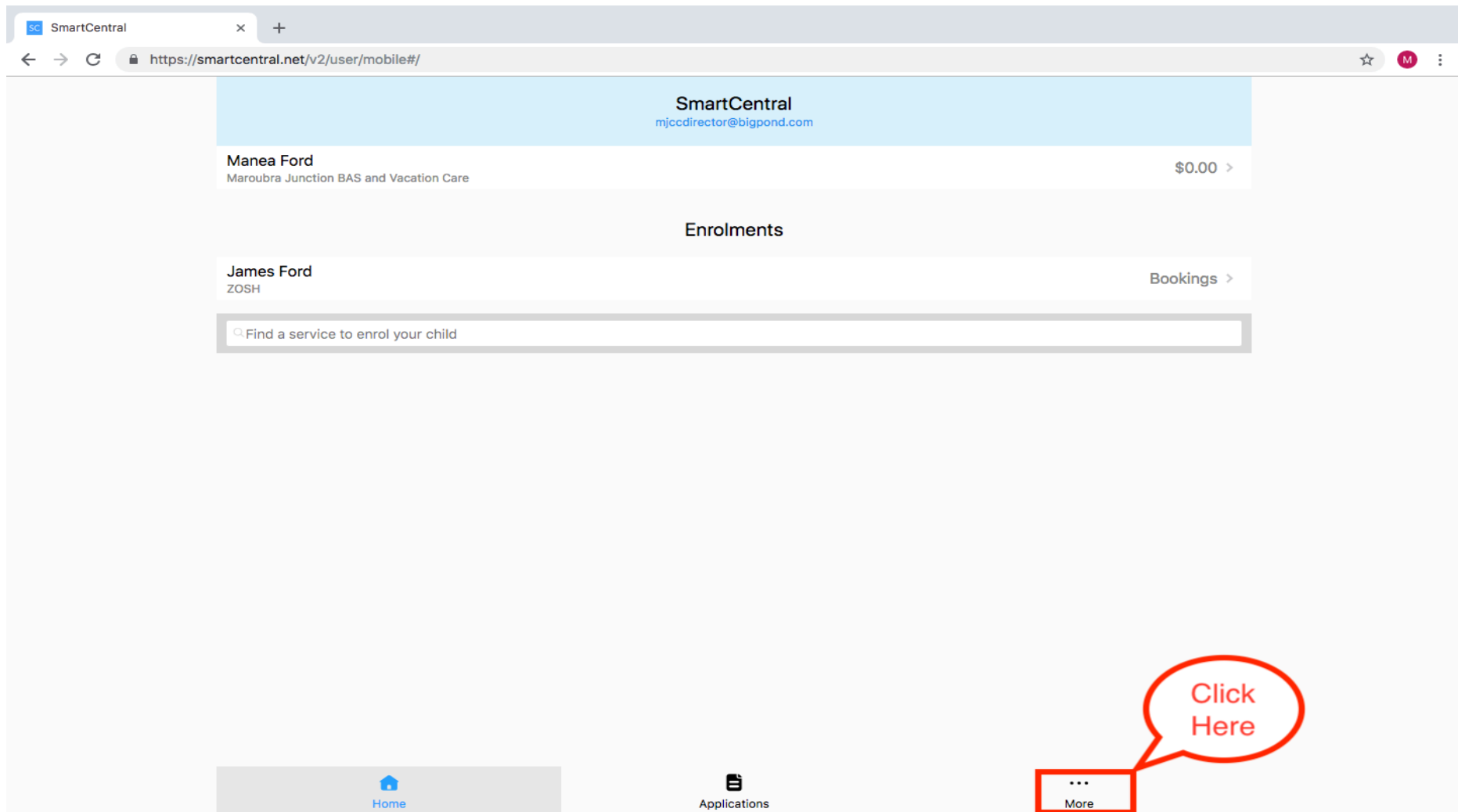
- Log into SmartCentral with your email and password. The password will be your mobile number unless otherwise changed.
- The email is linked to the parent that is registered with Centrelink.



The screenshot shows a web browser window with two tabs: 'Enrolment' and 'session - SmartFees'. The address bar displays 'https://www.smartcentral.net/v2/session/login'. The main content area features the 'SmartCentral' logo at the top. Below the logo is a white login form with two input fields: 'Email address' and 'Password'. A blue 'LOG IN' button is positioned below the fields. At the bottom of the form, there are two links: 'New user? Sign up a new account' and 'Forgot your password?'.

Step 4:

- Once logged in, SmartCentral takes you to their mobile view, you will need to change this to 'Desktop Version' by clicking on the 3 dots at the bottom right-hand corner of the page.



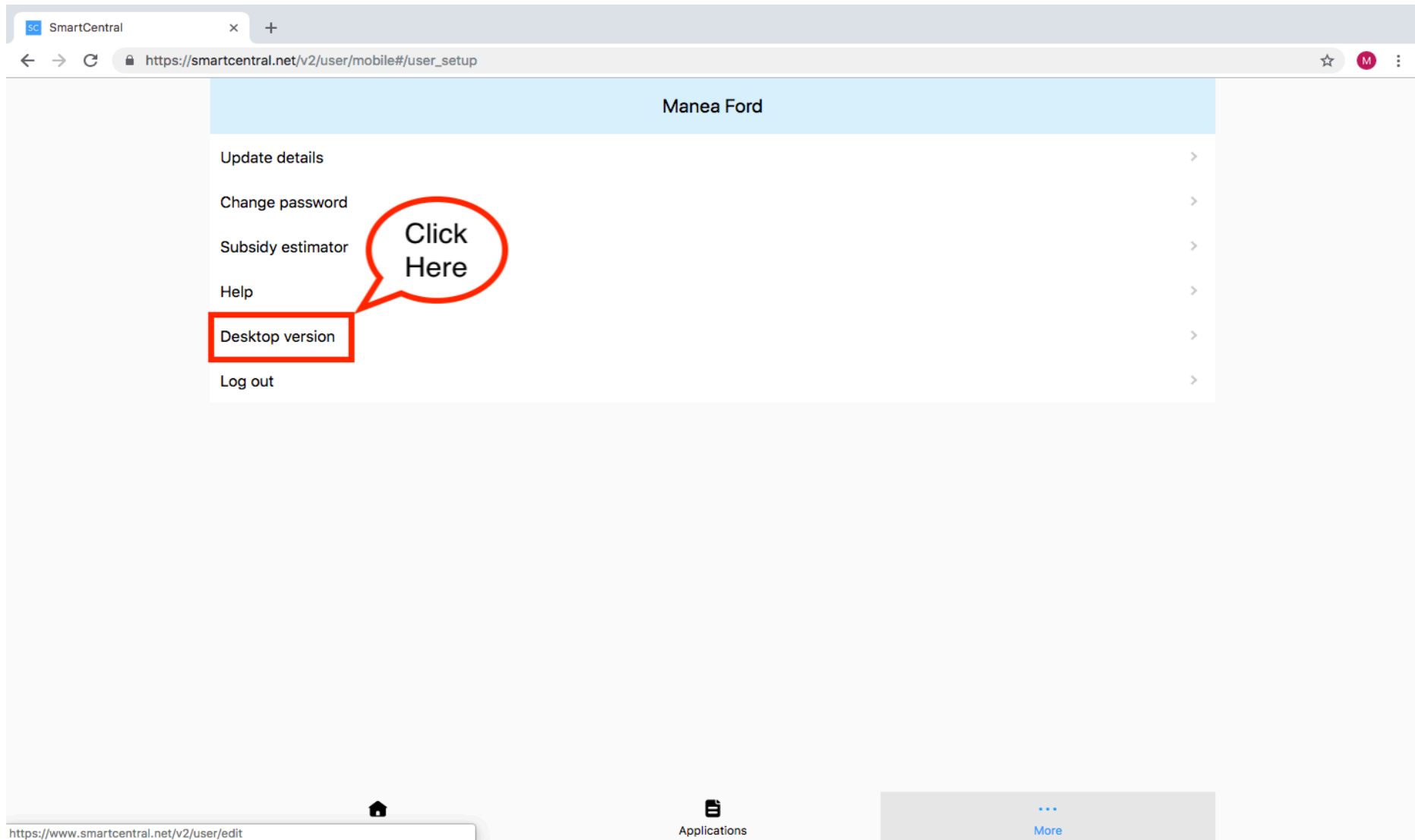
The screenshot shows a mobile browser window with the URL <https://smartcentral.net/v2/user/mobile#/>. The page content includes:

- SmartCentral** header with email mjccdirector@bigpond.com
- User profile for **Manea Ford** at Maroubra Junction BAS and Vacation Care, with a balance of **\$0.00**.
- Enrolments** section for **James Ford** (ZOSH) with a **Bookings** link.
- A search bar with the placeholder text "Find a service to enrol your child".
- A bottom navigation bar with icons for **Home**, **Applications**, and **More**.

A red box highlights the **More** icon in the bottom right corner, with a callout bubble containing the text "Click Here".

Step 5:

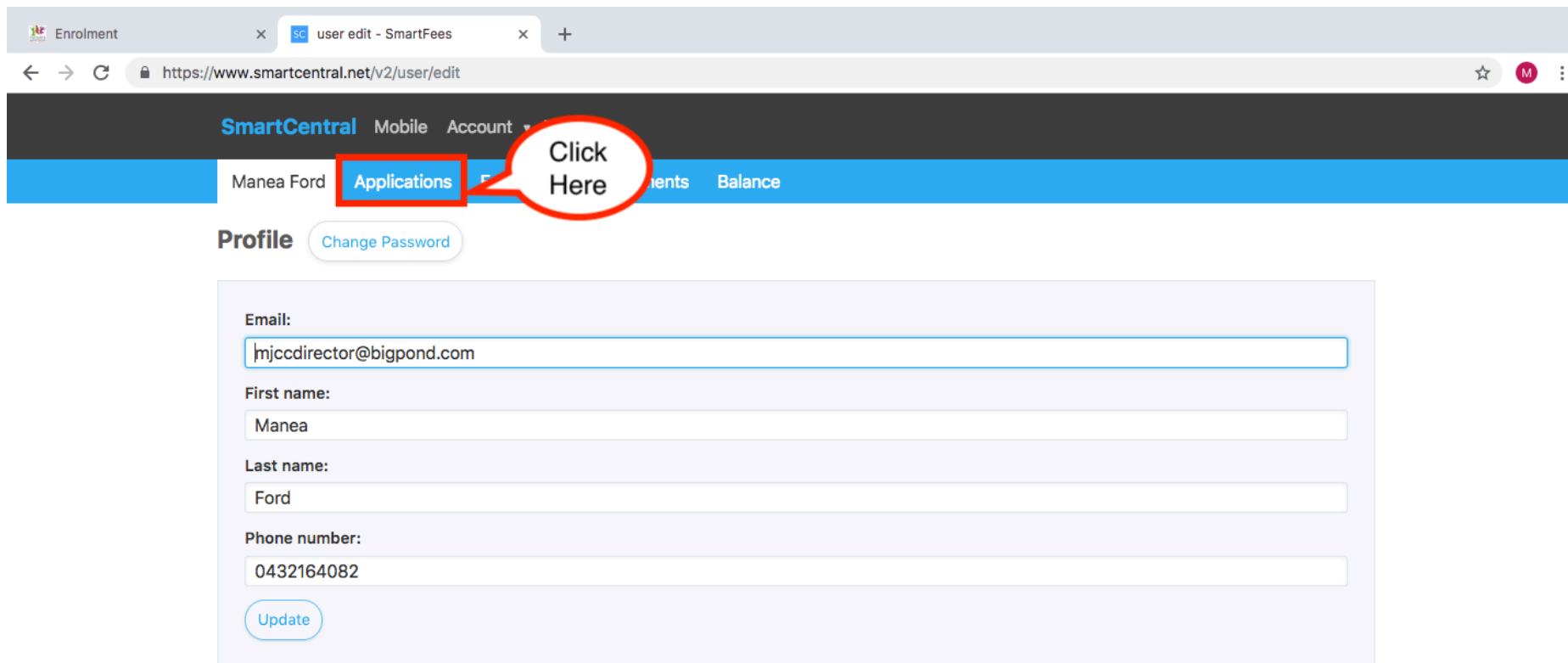
- When the page changes please click desktop version.



The screenshot shows a mobile browser interface for a user named Manea Ford. The browser's address bar displays the URL https://smartcentral.net/v2/user/mobile#/user_setup. Below the browser, a light blue header bar contains the name "Manea Ford". A white menu is open, listing several options: "Update details", "Change password", "Subsidy estimator", "Help", "Desktop version", and "Log out". The "Desktop version" option is highlighted with a red rectangular box. A red speech bubble with the text "Click Here" points to this option. At the bottom of the screen, a navigation bar includes a home icon, an "Applications" icon, and a "More" button with a blue ellipsis icon. The URL <https://www.smartcentral.net/v2/user/edit> is visible at the bottom left.

Step 6:

- From your Profile page, please click on the **APPLICATIONS** page



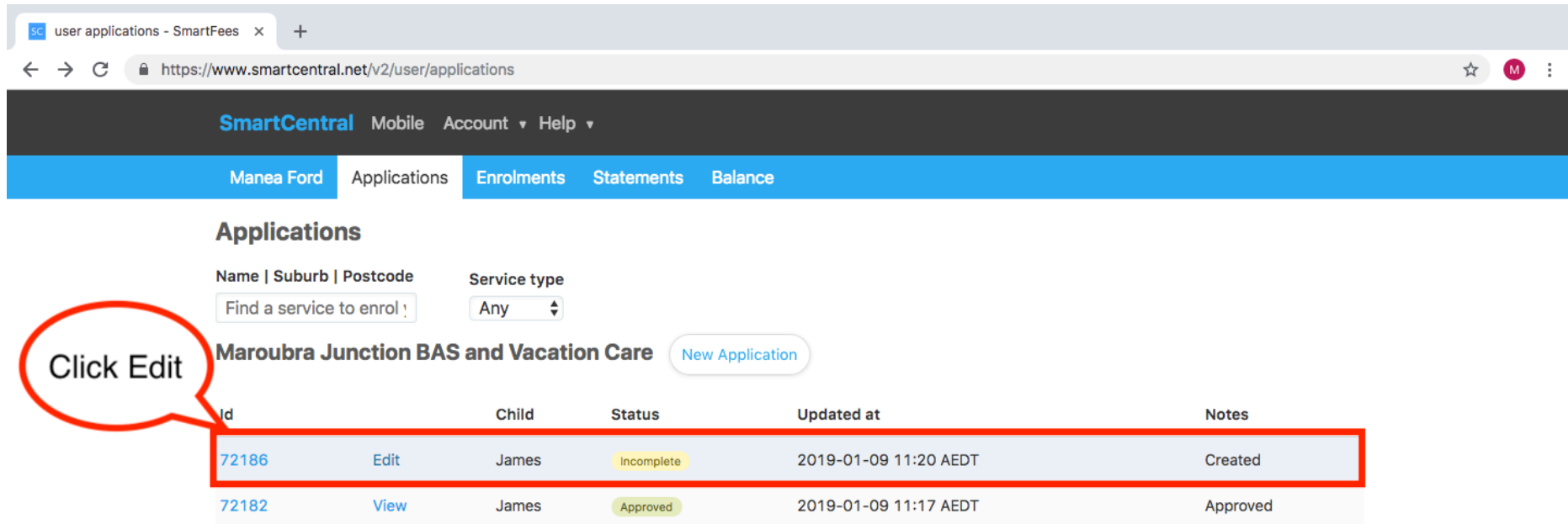
The screenshot shows a web browser window with the URL <https://www.smartcentral.net/v2/user/edit>. The page header includes the SmartCentral logo and navigation links for Mobile and Account. The user's name, Manea Ford, is displayed. The 'Applications' menu item is highlighted with a red box, and a red callout bubble with the text 'Click Here' points to it. Below the header, the 'Profile' section is visible, containing a 'Change Password' button and a form with the following fields:

- Email:
- First name:
- Last name:
- Phone number:

An 'Update' button is located at the bottom of the profile form.

Step 7:

- On the Application page you will have your old enrolment which has been approved under the Status column.
- Please click on the **EDIT** for the incomplete enrolment.



SmartCentral Mobile Account ▾ Help ▾

Manea Ford Applications Enrolments Statements Balance

Applications

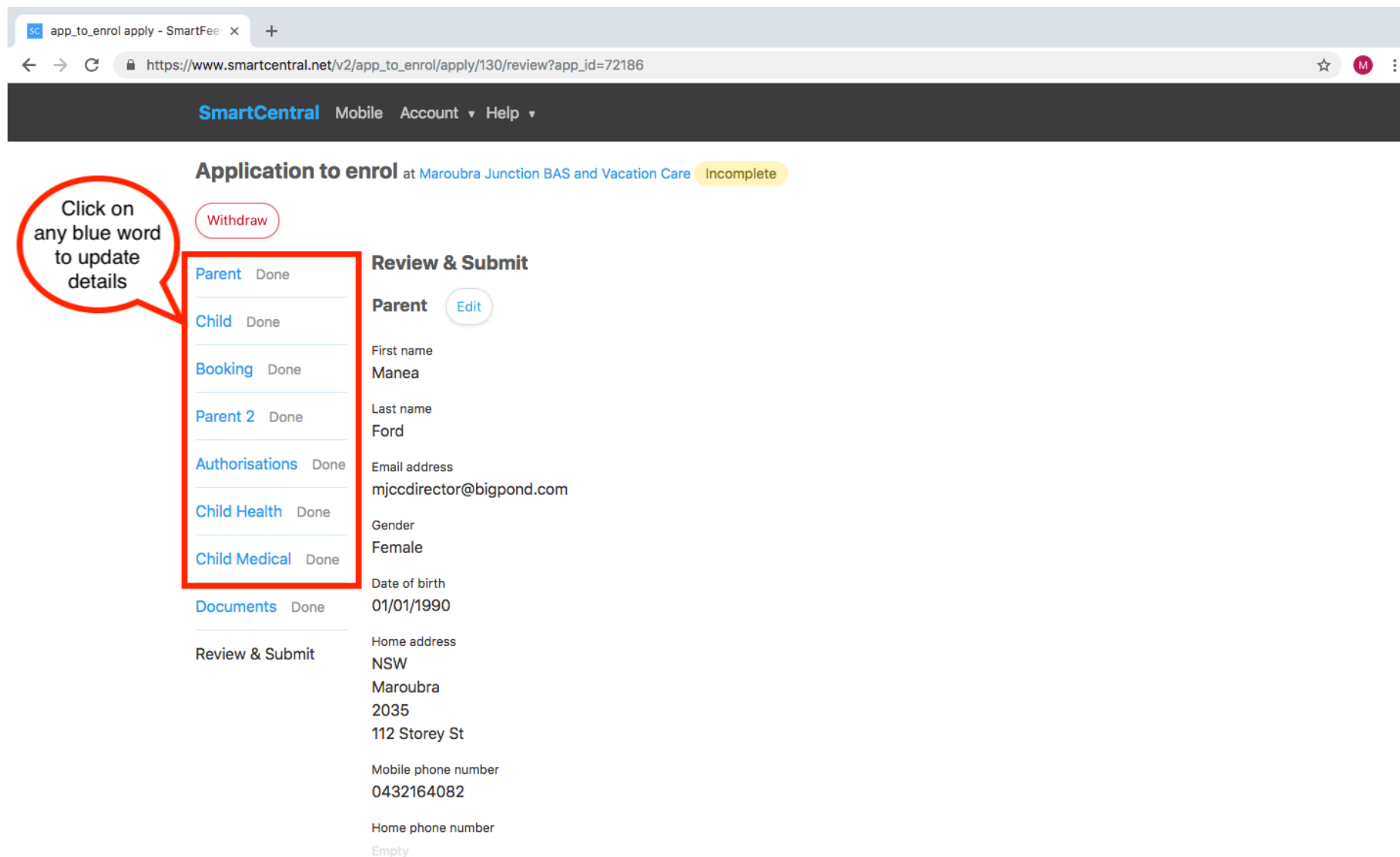
Name | Suburb | Postcode Service type
Find a service to enrol ! Any ▾

Maroubra Junction BAS and Vacation Care [New Application](#)

Id		Child	Status	Updated at	Notes
72186	Edit	James	Incomplete	2019-01-09 11:20 AEDT	Created
72182	View	James	Approved	2019-01-09 11:17 AEDT	Approved

Step 8:

- To edit or update your details select any of blue words listed on the left handside of the page.



app_to_enrol apply - SmartFee x +

https://www.smartcentral.net/v2/app_to_enrol/apply/130/review?app_id=72186

SmartCentral Mobile Account ▾ Help ▾

Application to enrol

at [Maroubra Junction BAS and Vacation Care](#) Incomplete

[Withdraw](#)

Review & Submit

Parent [Edit](#)

First name
Manea

Last name
Ford

Email address
mjccdirector@bigpond.com

Gender
Female

Date of birth
01/01/1990

Home address
NSW
Maroubra
2035
112 Storey St

Mobile phone number
0432164082

Home phone number
Empty

[Parent](#) Done

[Child](#) Done

[Booking](#) Done

[Parent 2](#) Done

[Authorisations](#) Done

[Child Health](#) Done

[Child Medical](#) Done

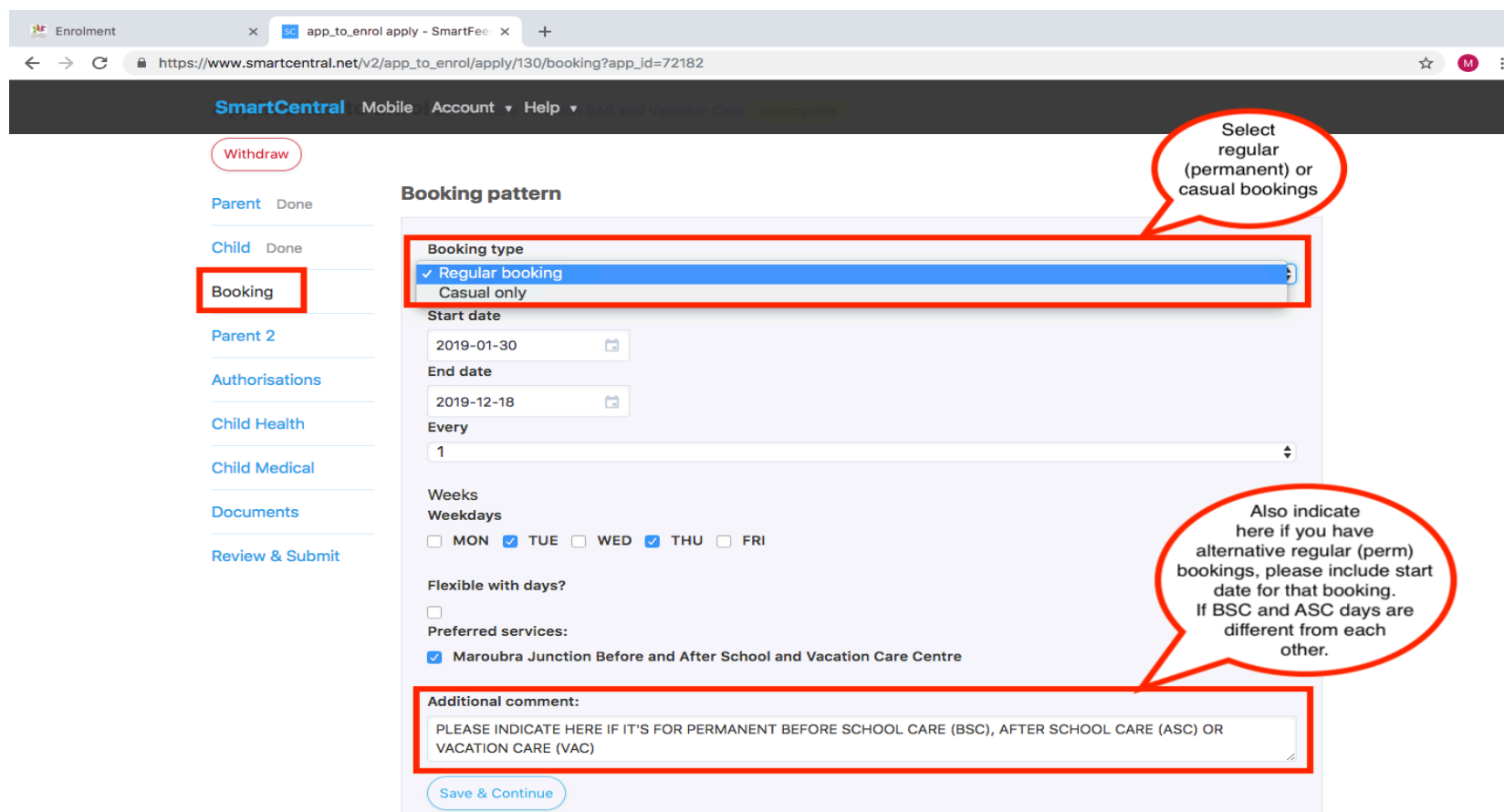
[Documents](#) Done

[Review & Submit](#)

Click on any blue word to update details

Step 9:

- To complete your new 2022 bookings, you will find this section in the list on the left-hand side under **BOOKING**, click there.
- Then select the drop down option for booking type, either regular (permanent) or casual booking.
- Enter your start date, the first day of care for your child/ren will be starting, and the end date, the last day of care for your child/ren.
- Then select the day/s you require for the booking.
- Select Maroubra Junction Before and After School and Vacation Care for preferred services.
- For the additional comment section this is where you list if you only require before school, after school or vacation bookings, if you have an alternative booking arrangements and/or the BSC and ASC days are different from each other, ie BSC for Tuesday/Thursday and ASC for Monday/Wednesday/Friday.



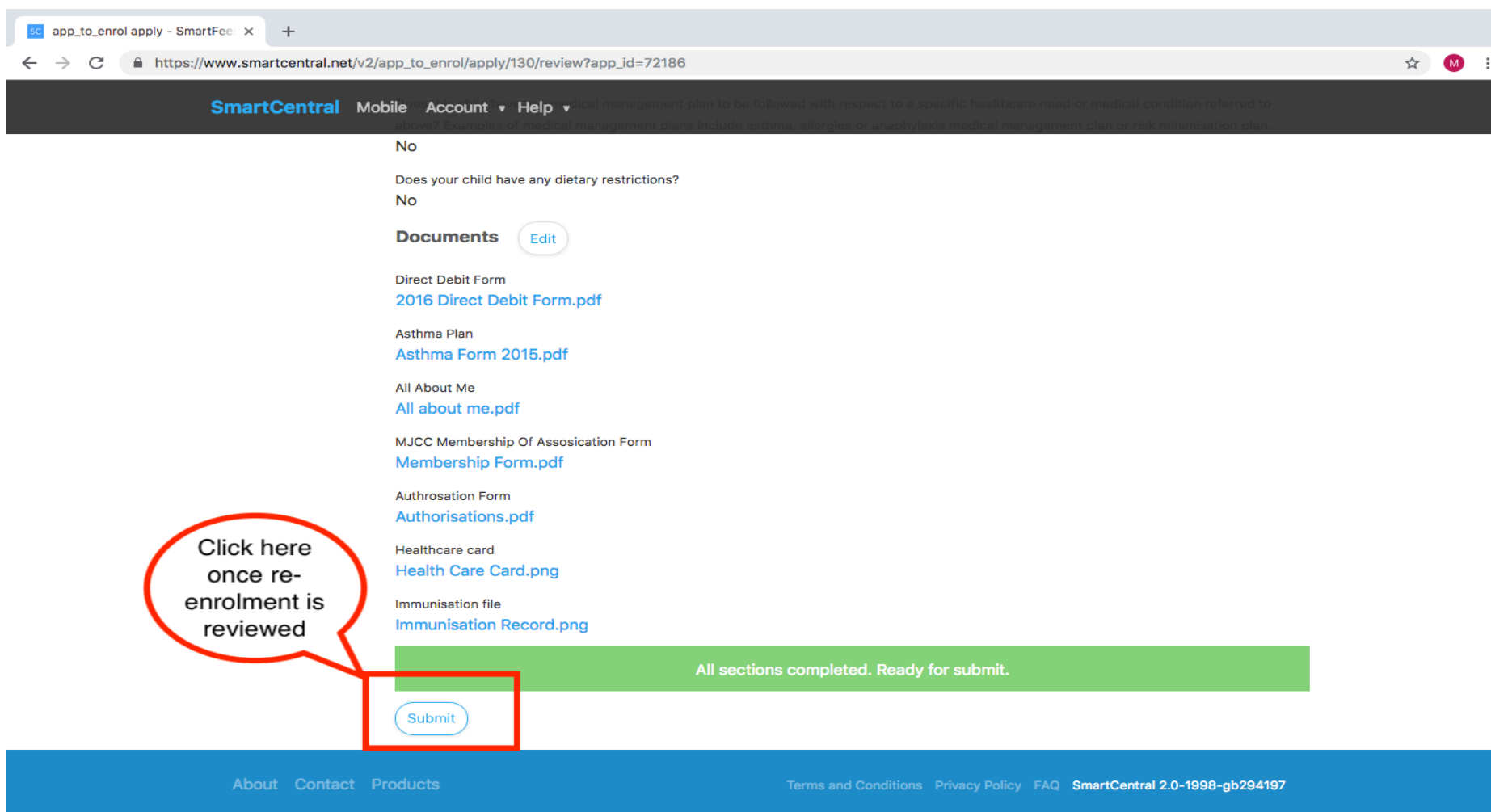
The screenshot shows the 'Booking pattern' form in the SmartCentral system. The 'Booking type' dropdown is set to 'Regular booking'. The start date is 2019-01-30 and the end date is 2019-12-18. The frequency is set to 'Every 1' week. The weekdays selected are TUE and THU. The preferred service is 'Maroubra Junction Before and After School and Vacation Care Centre'. The additional comment field contains the text: 'PLEASE INDICATE HERE IF IT'S FOR PERMANENT BEFORE SCHOOL CARE (BSC), AFTER SCHOOL CARE (ASC) OR VACATION CARE (VAC)'. A 'Save & Continue' button is at the bottom.

Annotations:

- A red box highlights the 'Booking' menu item in the left sidebar.
- A red box highlights the 'Booking type' dropdown menu, with a callout bubble stating: "Select regular (permanent) or casual bookings".
- A red box highlights the 'Additional comment' field, with a callout bubble stating: "Also indicate here if you have alternative regular (perm) bookings, please include start date for that booking. If BSC and ASC days are different from each other."

Step 10:

- Once you've edited or updated your enrolment details you will need to review your details on the REVIEW & SUBMIT page listed on the top left-hand side of the page.
- After checking all your details, make sure we've got the most up to date details, you can click on the SUBMIT button at the end of the application page.
- You do not have to worry about uploaded enrolment documents as we've already got them on file.



app_to_enrol apply - SmartFee x +

https://www.smartcentral.net/v2/app_to_enrol/apply/130/review?app_id=72186

SmartCentral Mobile Account Help

No

Does your child have any dietary restrictions?

No

Documents [Edit](#)

Direct Debit Form
[2016 Direct Debit Form.pdf](#)

Asthma Plan
[Asthma Form 2015.pdf](#)

All About Me
[All about me.pdf](#)

MJCC Membership Of Assocation Form
[Membership Form.pdf](#)

Authrosation Form
[Authorisations.pdf](#)

Healthcare card
[Health Care Card.png](#)

Immunisation file
[Immunisation Record.png](#)

All sections completed. Ready for submit.

[Submit](#)

Click here once re-enrolment is reviewed

About Contact Products

Terms and Conditions Privacy Policy FAQ SmartCentral 2.0-1998-gb294197