

Marking your child absent using the MFL App



**Narnia
Early Learning**
FOR THE WHOLE OF LIFE

If you have downloaded the My Family Lounge App on your Apple device (the app is supported on older Android phones) you can mark your child absent.

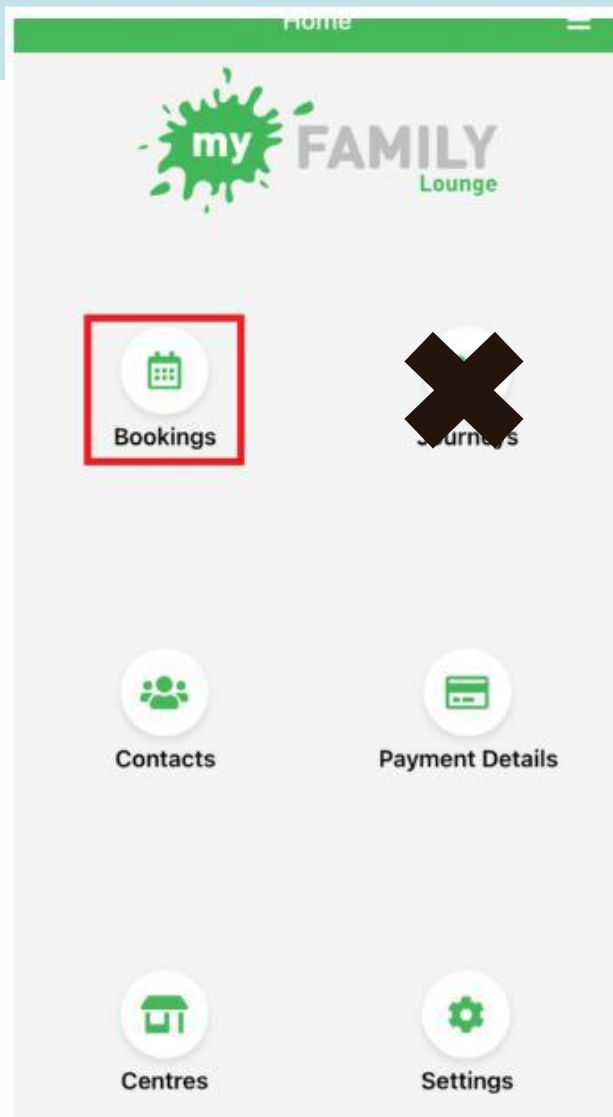
You can only mark your child absent when logging in to the My Family Lounge App (not available when signing into your account online). If you are not able to install the My Family Lounge App on your device you can advise the Service that your child is going to be absent by emailing narnia.admin@spcc.nsw.edu.au.

1. Log into the My Family Lounge App using your normal username and password.
2. Click on **Bookings**
3. Select the Main Service (this applies if your child attends more than 1 service)
4. Then 'Select Room' (this is the room your child is enrolled in eg. Lucy's Room)
5. Click on your child's permanent booking day (permanent bookings are indicated in blue)

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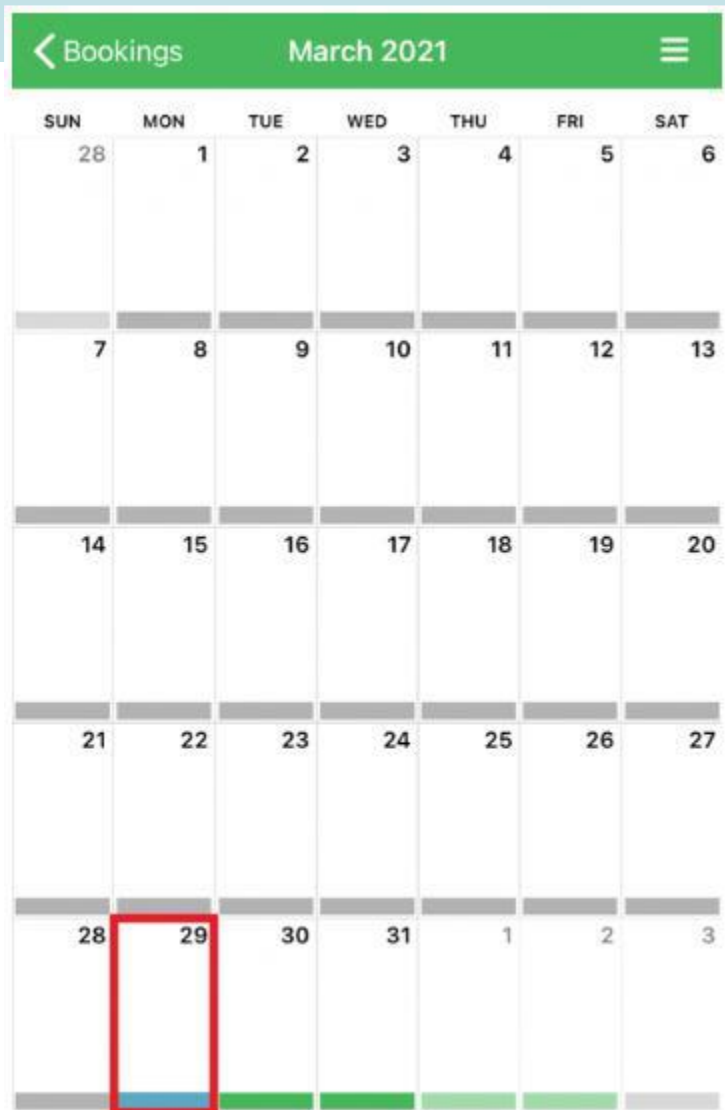
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6. Check the details of the day and click "Mark as Absent". Your child will now be marked as absent.
7. A pop-up will display advising the day has been successfully marked as absent. Click OK
8. There is no confirmation, but the selected day will change from permanent booking (blue) to absent (orange) if you have done this correctly.