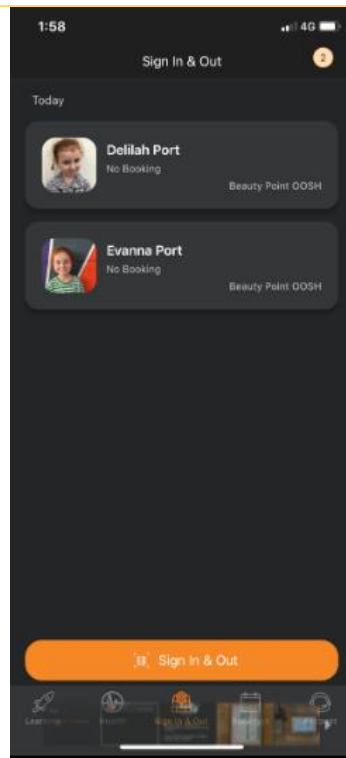
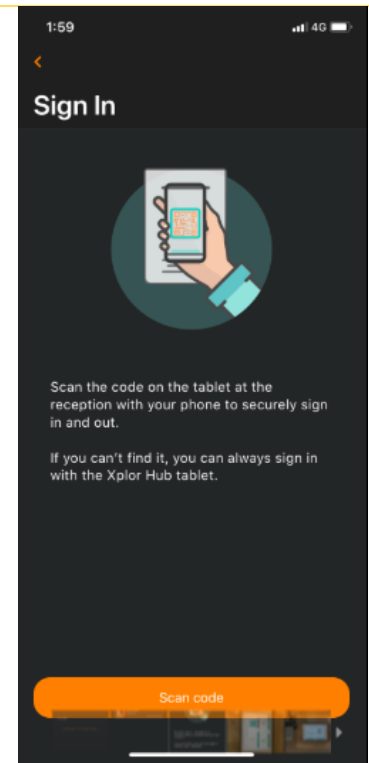


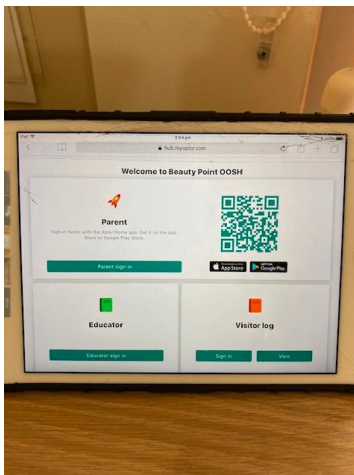
When logging in for the first time, you will need to input your email address and password. If you have forgotten your email address or password, you can reset either using the links in orange text.



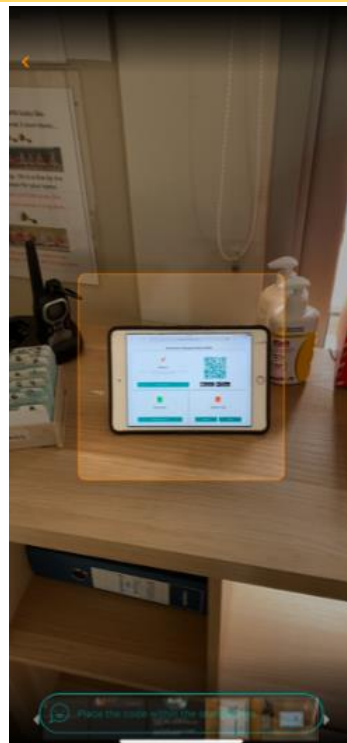
After logging in, this screen will appear. It shows all of the children who are linked to your parent account that currently attend the service. Tap the orange 'Sign In & Out' button to sign your children in or out.



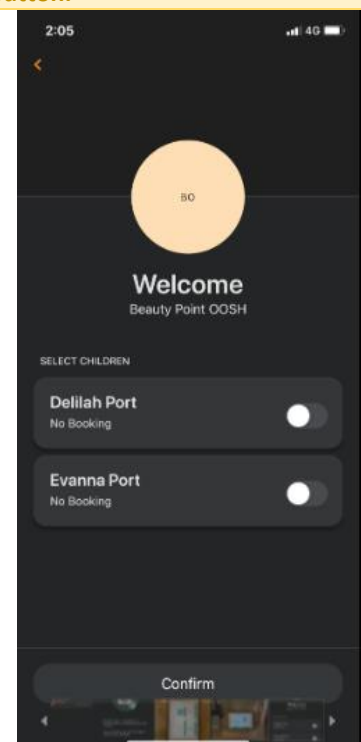
A pop up may appear on this screen that asks you to allow the Xplor Home app permission to access your camera. This is needed in order to scan the QR Code that is used for signing in or out. When ready, tap the orange 'Scan Code' button.



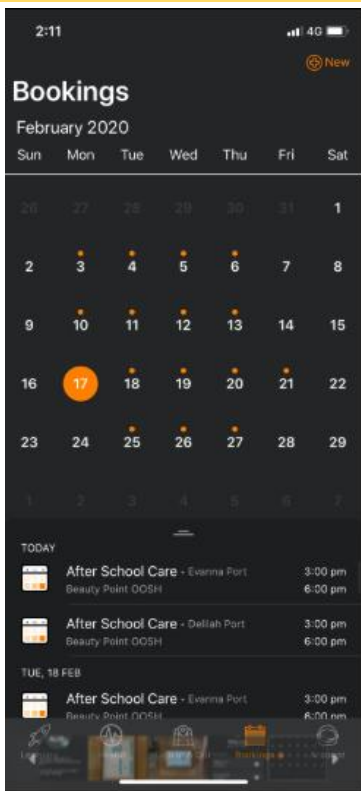
This is the 'Xplor Hub' located in the hall. It is an iPad that sits on the desk, located in the corner of the hall closest to the door. This is where you can access the QR code for signing in and out.



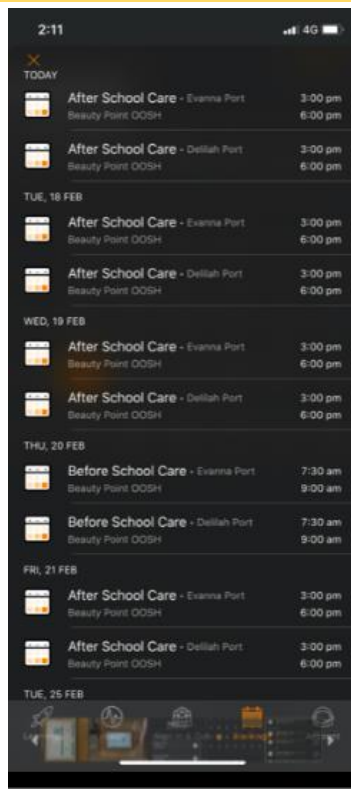
Simply align the camera of your phone with the Xplor Hub in the hall, focusing the orange square on your phone screen with the QR code on the hub.



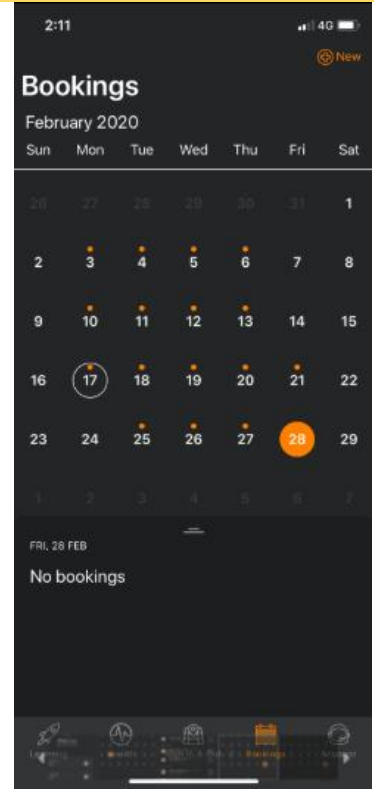
Select which of your children you would like to sign in or out by tapping the white circle to the right of their name. This screen will show if your child is booked in, or not booked in. You can still sign your child in for a casual session even if they are not booked in.



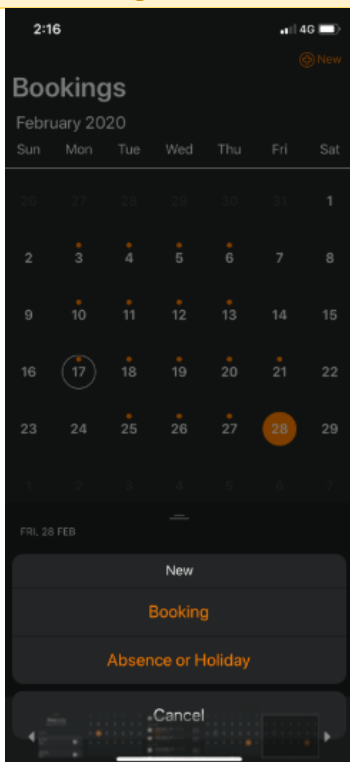
Tap on the 'Bookings' tab at the bottom of the screen. All days with orange dots are days that have bookings. Tap on each date to view the bookings.



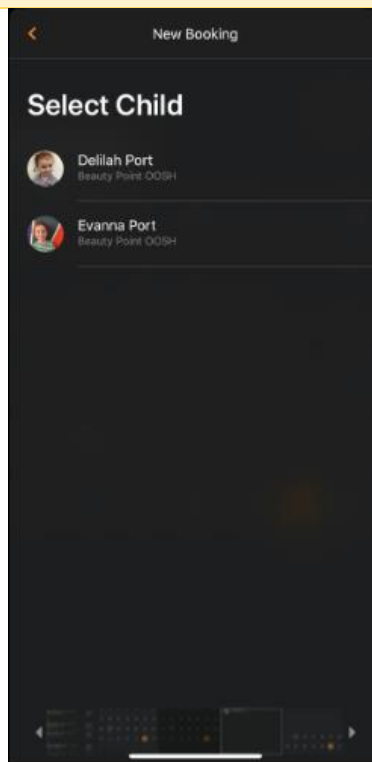
You can also scroll the screen upwards to view a summary of all bookings over the week.



To make a casual or Vacation Care booking, tap on the date you would like to book. Next, tap on the 'New' button in the top right hand corner, in orange text.



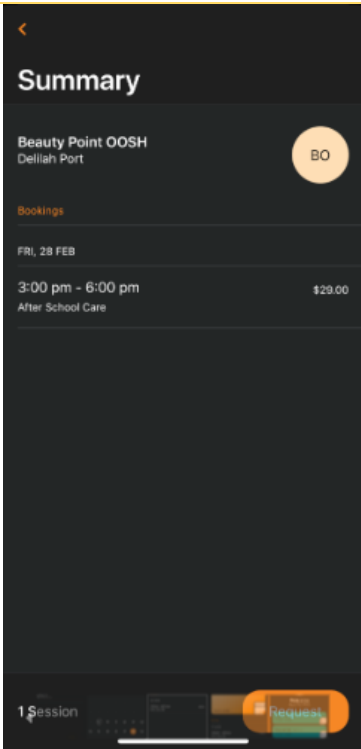
This will appear. Tap on 'Booking'.



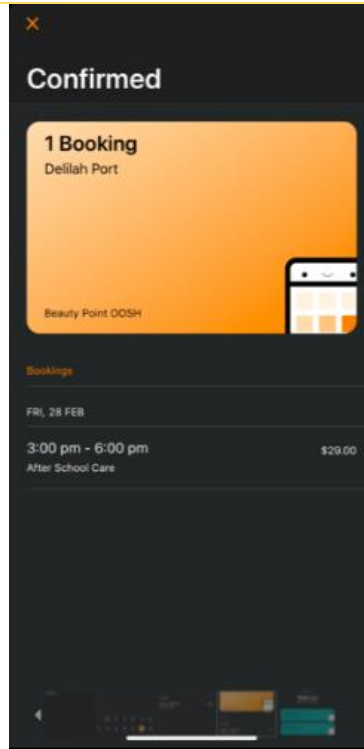
Next, select which child you would like to book in. You can only select one child at a time.



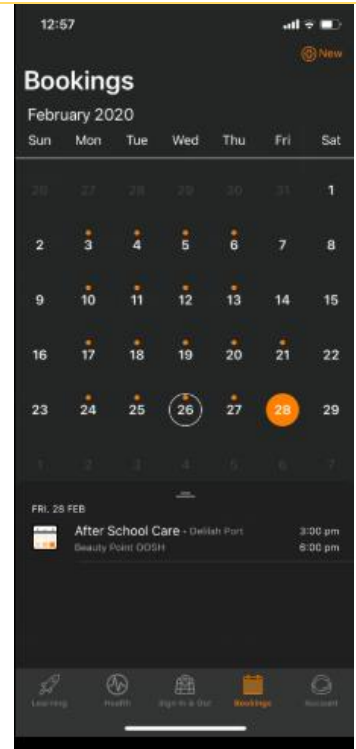
Select which session you would like to book. It will appear in the top right hand corner of the screen as an 'item' in the 'shopping basket' – similar to online shopping. Tap on the 'shopping basket' to complete the booking.



Tap on the orange 'Request' button to confirm the booking.



This screen will appear as a confirmation, outlining the date, session booked, and session fee.



The booking will now appear as an orange dot on the calendar, and will automatically be added to the Master Roll of the Xplor software at the service. You do not need to email the service.

Repeat this process for siblings, or additional dates.