How to enrol via the Xap Smile App – 2022 Long Day Care Programs

- 1. Click the following link <u>https://www.xap.rocks/waiting-list?organisationId=b5742bec-6d54-4fad-a8ac-436d664f190b</u>
- 2. The below page will appear, complete all the details and click create account. You will then need to check your emails and set up your account (check your junk folder as well)

CLEME C LINE	Glenelg Shire Council PO Box 152, PORTLAND, VIC, 3305				
	03 5522 2211				
Welcome to our Wait-list					
If you would like to enrol your children at our ce	ntre(s), please complete our Wait List form below.				
We will contact you as soon as a place becomes available.					
Due to our limited number of spaces, and demand, we recommend that you tour our centre at your earliest convenience so that you can meet our team of Educators and start your journey on finding the perfect match for your early learning and childcare needs.					
Let's create an account to get you started					
Guardian First Name *	Guardian Last Name *				
Guardian First Name	Guardian Last Name				
Guardian Date of Birth *					
DD/MM/YYYY					
Email Address *					
Email Address					
Mobile Number *					
Mobile Number					
Child First Name *	Child Last Name *				
Child First Name	Child Last Name				
Child's Date of Birth/Expected Date *					
DD/MM/YYYY					
services Please only select the service in which you would like to be on waitlist.					
Service 1 *					
Select Service	•				
Service 2					
Select Service	· · · · · · · · · · · · · · · · · · ·				
Service 3					
Select Service	v				
Create Account					
By clicking "Create Account" you agree to Xap Terms & Conditions and Privacy Policy					

3. Once you have activated your account, you will need to download Xap. Go to the app store (Apple) or google play store (Samsung) and download the Xap Smile App.



4. Once you have downloaded the app, log in using your email address and password that you just created, you will be taken to this screen. Click on the 3 lines over the right-hand side of the screen which will take you to the below menu screen, once you are here, click on the family tab.



Select the relevant child, and work through each of the tabs.
NOTE – you <u>do not</u> need to complete the Kinder Fee Subsidy Eligibility tab.

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Family Test FamiyKMC		K Profile	
Action(s) Required			
Declaration		EDIT	
Test FamilyKMC		Test ChildKMC Oraft	
Child(ren)	+		
 TC Test ChildKMC		General & cultural info	
On Waitlist		Doctor & insurance info	ľ
Guardian(s)	+	Health & diet info	
TF Test FamiyKMC			~
Nominee(s)		Consents & court order	ľ
+ New Nominee		Kinder Fee Subsidy Eligibility	1
Payment Account(s)	>	Priority Of Access	ľ
CWA Agreement	>	📋 Waitlist Application	
Email History	>		
		Enrolments	=

6. Once you have completed each tab, click on the wait list application and tab and click the edit button (pencil shaped icon) up the top, this will allow you to select your child's days and programs of care. Ensure that you click reoccurring.

NOTE – the date should autofill however if they do not, enter 3 January as the start date and 25 December as the end date, <u>these dates are subject to</u> change and your official start date will be on your offer letter.

7. Once you have completed all the child's information, please do the same for the guardian. This is also where you can add in the second guardian by clicking on the green plus. You can also add your child's nominees.

NOTE – Nominees are people in addition to the guardians who are 18+ years old e.g., Grandparents, Aunts, Uncles etc.

	11:50	📲 4G	
	Family Test FamiyKMC		
	Action(s) Required		
	Declaration Test FamiyKMC	>	
	Child(ren)	+	
	Test ChildKMC On Waitlist		
	Guardian(s)	(+)	
	Test FamiyKMC ∎ B ୯≆		
	Nominee(s)		
\langle	+ New Nominee	>	
	Payment Account(s)	>	
	CWA Agreement	>	
	Email History	>	
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- 8. Please also ensure that you complete the declaration which is circulated in the above image.
- 9. Your process is now complete.