

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

1. Click the following link
<https://www.xap.rocks/waiting-list?organisationId=b5742bec-6d54-4fad-a8ac-436d664f190b>
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)



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 centre(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 Date of Birth *

Email Address *

Mobile Number *

Child First Name *

Child Last Name *

Child's Date of Birth/Expected Date *

services
Please only select the service in which you would like to be on waitlist.

Service 1 *

Service 2

Service 3

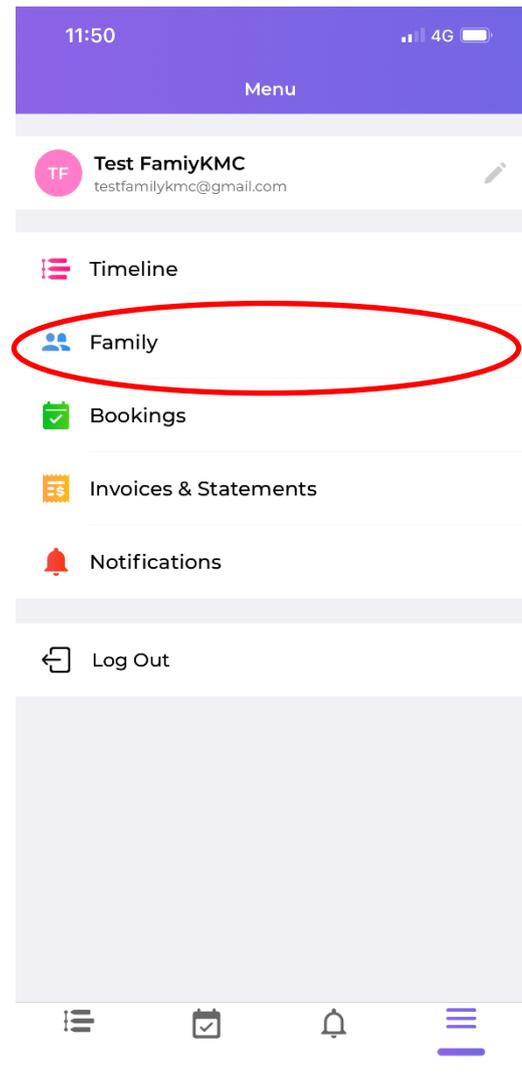
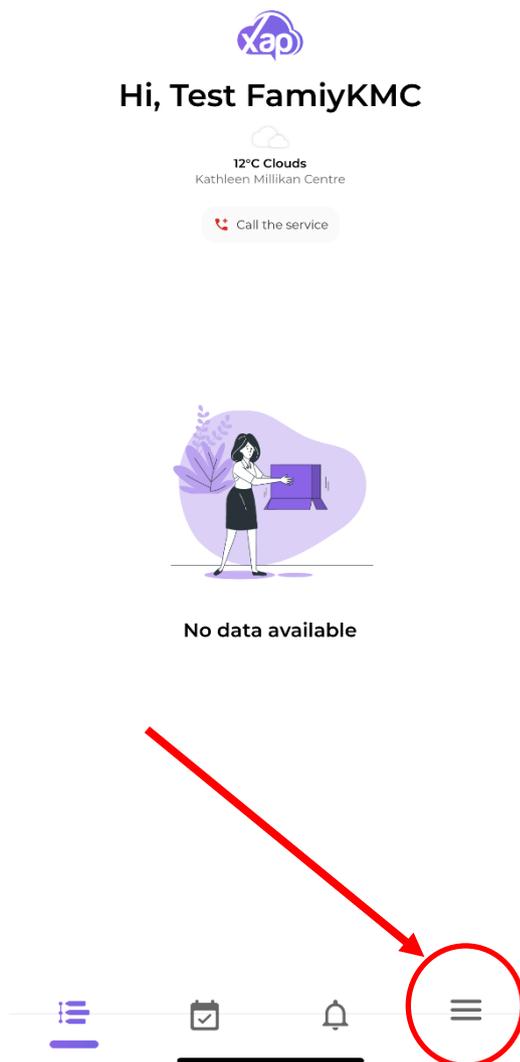
Create Account

By clicking "Create Account" you agree to Xap [Terms & Conditions](#) and [Privacy Policy](#)

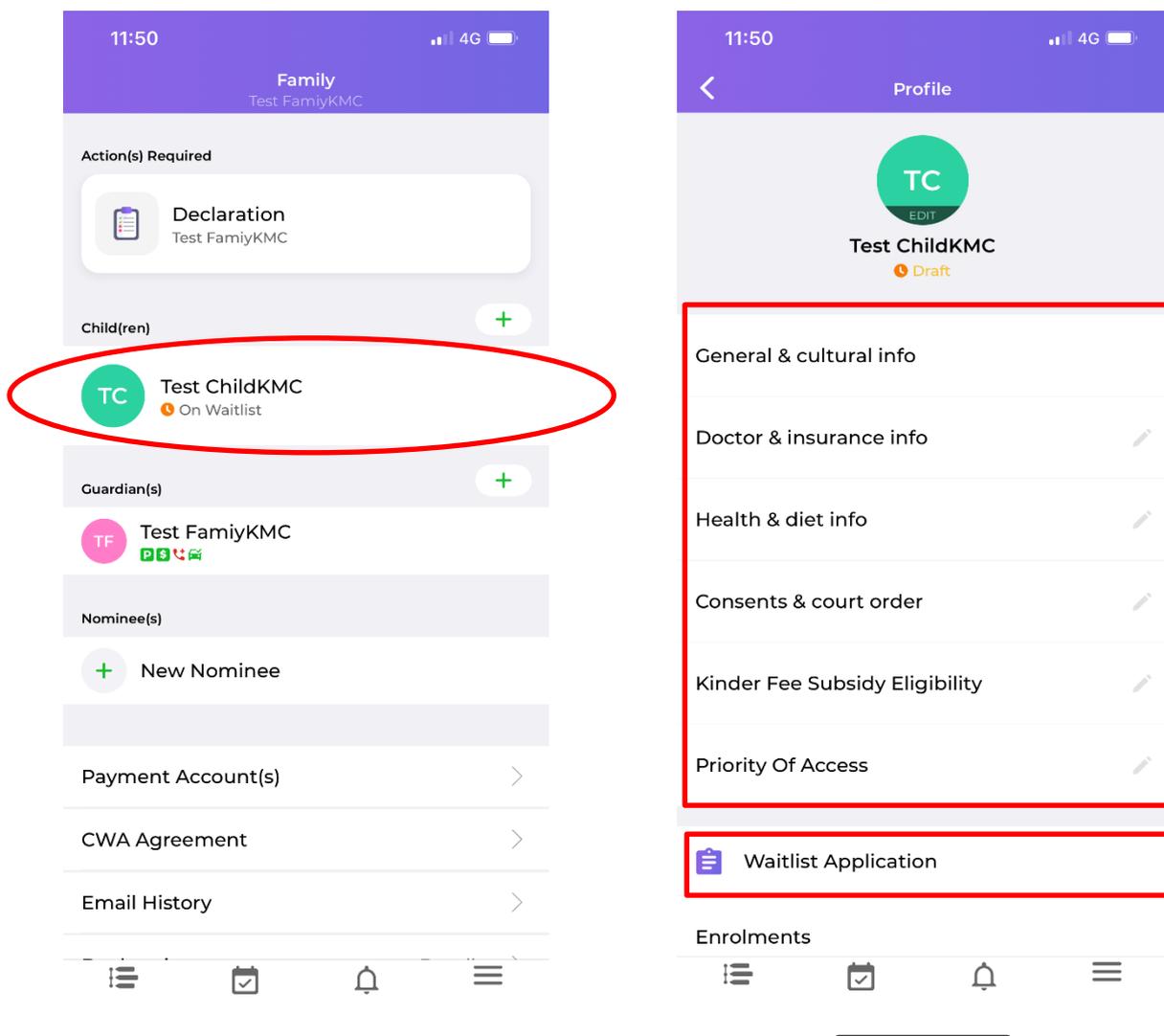
3. Once you have activated your account, you will need to download Xap. Go to the app store (Apple) or google play store (Samsung) and download the Xap Smile App.



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.



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

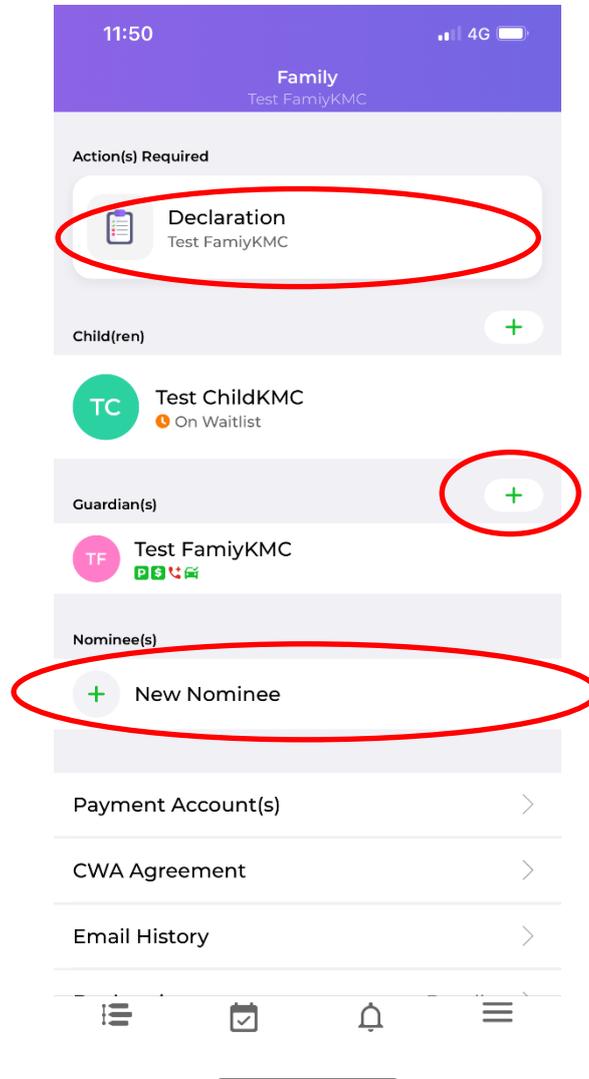


6. Once you have completed each tab, click on the wait list application and tab and click the edit button (pencil shaped icon) up the top, this will allow you to select your child's days and programs of care. Ensure that you click reoccurring.

NOTE – the date should autofill however if they do not, enter 3 January as the start date and 25 December as the end date, these dates are subject to 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.



8. Please also ensure that you complete the declaration which is circled in the above image.
9. Your process is now complete.