

## Online Booking CHECKLIST

This document is meant as a checklist only to assist in collection booking data as it appears on the online booking form. It is not to be used as a booking form.

Sender's Name
Phone
Email
<b>DETAILS</b>
Date of booking
Language
Start time
Finish time
Activity/Location
Location: If it is a home visit: residential address

Did you know that if you add the locations of permanent/regularly used centres to your profile, they will automatically fill the location field.

To add these addresses go to: **My Details** and click on the arrow  of your activity

How many families will be attending this booking:
Preferred gender of the interpreter: <span style="float: right;">Male / Female</span>
Name of the Professional who will be attending the session:
<b>Other requirements:</b> (eg. Instructions on how to access the centre, is the religion of the NESB important to sourcing an interpreter, request an interpreter you have

### HELP DESK

03 9605 3099 and 9605 3018 (business hours)