

# How to enter a child's booked hours into Hubworks

These instructions are for a permanent change.

Go to the child's tab. Click open the child that requires the schedule to be entered

**Step 1:** Click on the schedule tab

**Step 8:**

If the schedule is other than weekly. Use the drop down menu and select from the options

**Step 2:**

Click on the calendar tab and select the week commencing.

**Step 3:**

Click on the day or days that has been agreed on. It will be a yellow box

**Step 4:**

Add the times agreed on. In 24hr time.

**Step 5**

If the day needs to be removed or you make a mistake press the delete button.

**Step 6:**

If you need to apply a different rate other than the std/non std. Use the drop down menu to find the fee.

**Step 7**

Once you have entered all the times. Press SAVE

Schedule from: 24/10/2014, To: No further schedules  
Editing Schedule From: 9/02/2015

Repeat: Weekly

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12 am							
1 am							
2 am							
3 am							
4 am							
5 am							
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							
12 pm							

Monday Hours 1

Start Time: 06:00 End Time: 18:00

Educator: None Fee: [dropdown]

Delete Save

After you've added the hours and pressed save. Click on the NOTES tab. This is where you will upload the booking agreement form if it's under 500KB. If it's over 500KB you'll need to write in the agreed days and times. Please ensure that all parties can see this by clicking all the circles green. Press save once the note is completed. Booking agreements are to be filed in a confidential manner within your service. E.g. filing cabinet.