

## Jabiru Moorooka OSHC Enrolment

### Two Helpful Guides



The Jabiru Crew are excited to become Moorooka State School's Outside School Hours Care (OSHC) provider. We're delighted to welcome your family and look forward to commencing care from **9 March 2026**.

We understand that some of you have encountered some difficulties with the enrolment process. To assist you, we've attached two helpful guides that step you through the process.

- As a first step, we recommend updating your provider to **Jabiru** in XAP. The attached guide titled "*Switching Services in XAP*" explains how to do this.
- If you continue to experience any issues or have questions along the way, please don't hesitate to contact us.

You can reach us via email at **office@jabiru.org.au** or by phone on **(07) 3269 0044 (Option 3)** — we're here to help.

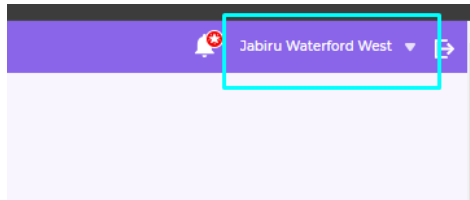
Kind Regards,

The Jabiru Crew.

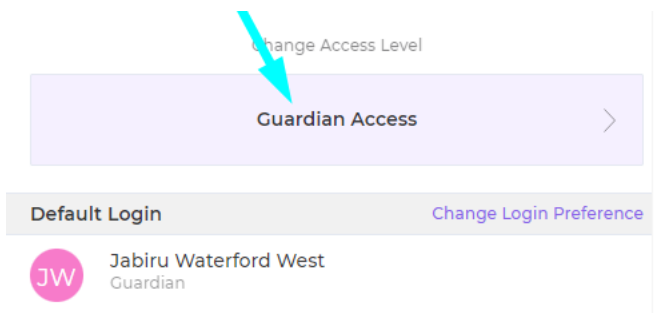


## Switching Services in XAP For the Xap Website

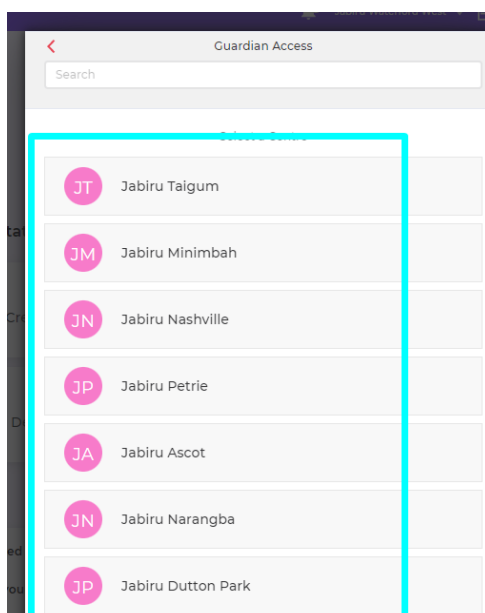
1. In your Xap login through the website, go to the section showing which service you are logged in at.



2. Click on the drop down arrow and you will see an option for Guardian Access.

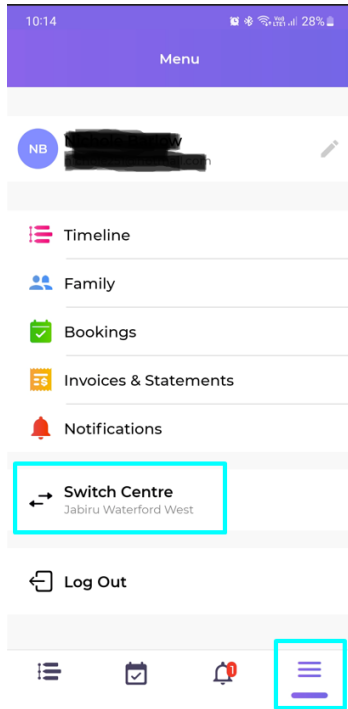


3. You will see a list of all services connected to your details through your Xap account. Chose the service you need to log into.

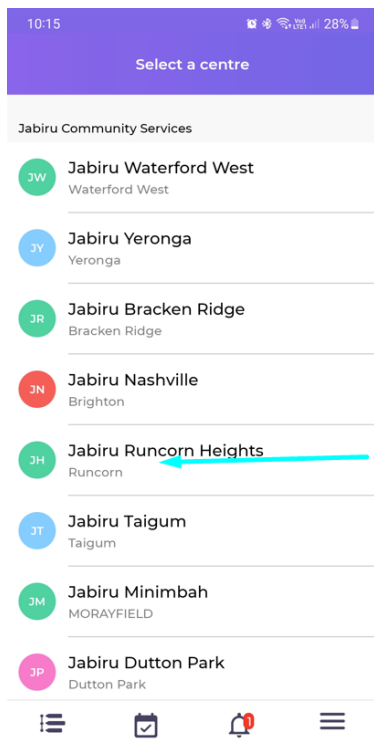


## For the Xap Smile app

1. In the Xap Smile app chose the Menu on the bottom right hand of the screen



2. Now select the service you wish to log into

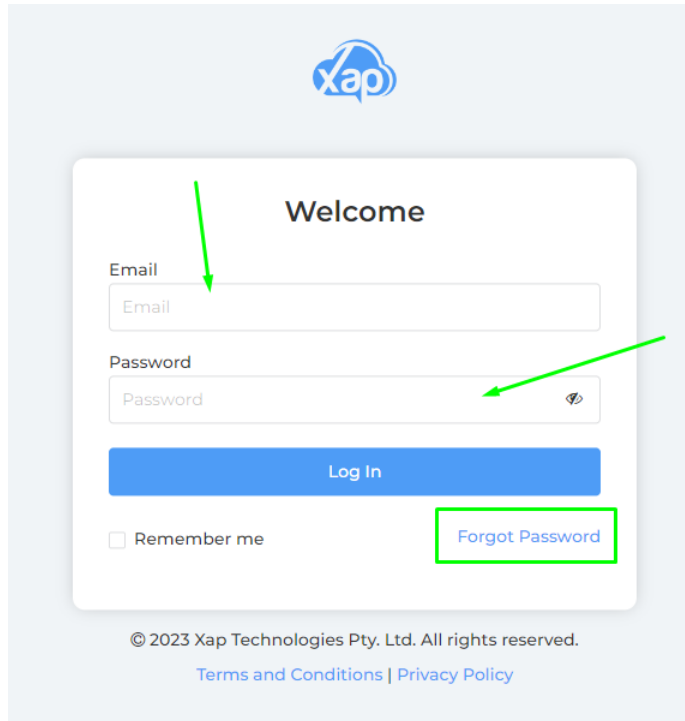


# Edit & Complete Enrolment Forms

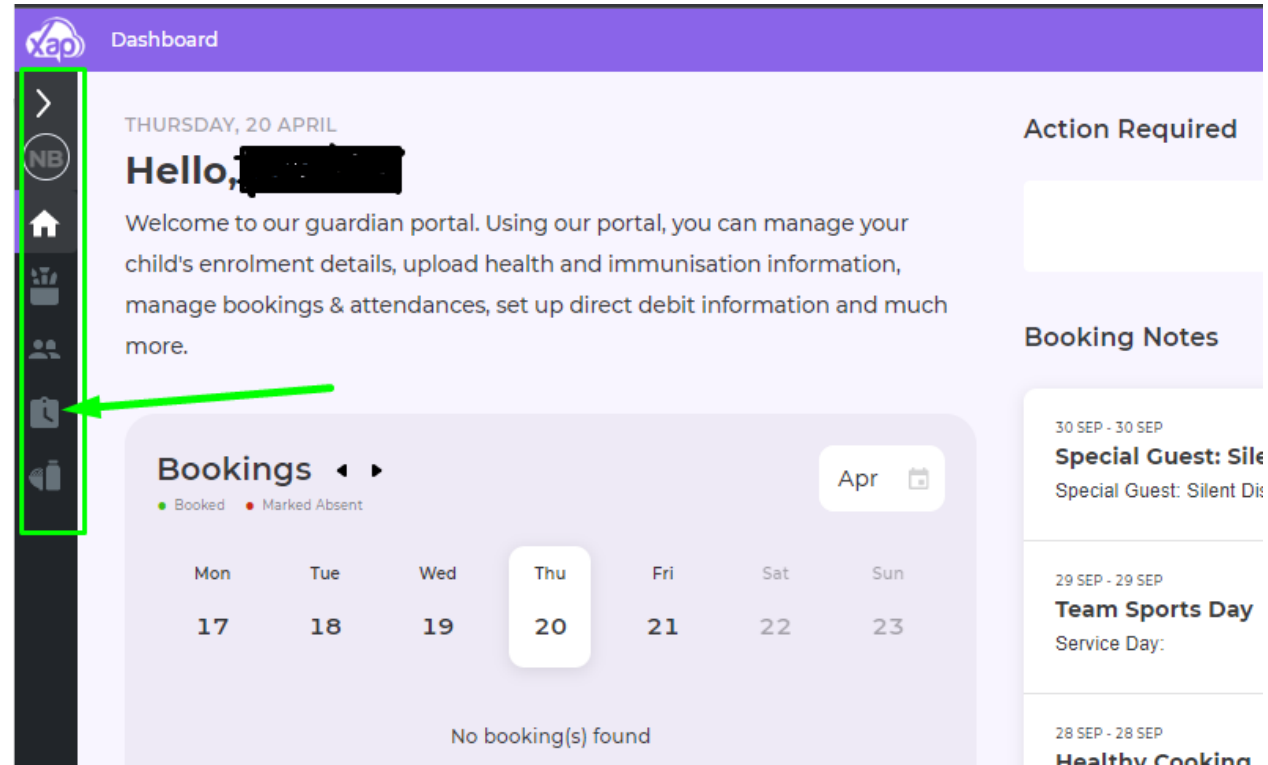
1. Go to [xap.rocks](https://xap.rocks) and use your email address and password that you have created from your Account Activation email from Xap.

If no email has been received you can use the Forgot Password button or contact our Office Support team to send a password reset email.

2. When logged into your Parent Portal account, navigate to the Waitlist & Tours page by clicking on the below Icon.



The image shows the Xap login page. At the top is the Xap logo. Below it is a 'Welcome' heading. There are two input fields: 'Email' and 'Password'. A green arrow points to the 'Email' field. Below the 'Password' field is a 'Log In' button. At the bottom left is a checkbox labeled 'Remember me'. At the bottom right is a link labeled 'Forgot Password' which is highlighted with a green box. At the very bottom, there is a copyright notice: '© 2023 Xap Technologies Pty. Ltd. All rights reserved.' and links for 'Terms and Conditions' and 'Privacy Policy'.



The image shows the Xap Parent Portal Dashboard. At the top is a purple header with the Xap logo and the word 'Dashboard'. Below the header is a sidebar with a green box around the navigation icons. A green arrow points to the 'Waitlist & Tours' icon (a calendar with a person). The main content area shows the date 'THURSDAY, 20 APRIL' and a greeting 'Hello, [redacted]'. Below the greeting is a welcome message: 'Welcome to our guardian portal. Using our portal, you can manage your child's enrolment details, upload health and immunisation information, manage bookings & attendances, set up direct debit information and much more.' There is a 'Bookings' section with a calendar view for April. The calendar shows dates from Monday 17 to Sunday 23. Below the calendar, it says 'No booking(s) found'. On the right side of the dashboard, there are sections for 'Action Required', 'Booking Notes', and a list of upcoming events: '30 SEP - 30 SEP Special Guest: Sil...', '29 SEP - 29 SEP Team Sports Day Service Day:', and '28 SEP - 28 SEP Healthv Cookinga'.

## Edit & Complete Enrolment Forms

3. In the Waitlist & Tours screen you will be able to see your child's details and that your request is in Draft.

Click on the Edit Enrolment button.

The screenshot shows the 'Waitlist & Tours' interface. At the top, there's a navigation bar with 'Home > Waitlist & Tours'. Below it, a sidebar contains icons for home, waitlist, tours, and users. The main content area displays a child's details: 'Test Child' with a date '01 Jan 2017' and a status 'Draft' (indicated by a green tick icon). A green box highlights the 'Test Child' label and the 'Draft' status. A green arrow points from the 'Draft' status to the 'Edit Enrolment' button. Below the child's details, there's a message: 'Please complete the enrolment form to secure places. Due to the regulation, we need you to complete your child's detailed enrolment form before enrolling your child in our centre(s). Please complete all the actions in the enrolment form and submit the application.' The location is 'Jabiru Waterford West' with the address '3-15 John Street, Waterford West QLD 4133'. At the bottom, there are two sections: 'Requested Day/Program' showing 'No days/programs requested' and 'Offered Days/Program' which is currently empty.

4. When the page appears on the right hand side of the screen it will display the Title of each part of the enrolment forms.

Pages that are complete will show a green tick.

Your enrolment forms will not show to our Office support team as complete until each page has a green tick besides with all required fields information entered.

The screenshot shows the 'Edit - Waiting List' screen. It displays a list of sections for the enrolment form, each with a corresponding green tick indicating completion. The sections are: Guardian 1, Guardian 2, Guardian 3, Guardian 4, Guardian 5, Guardian 6, Guardian 7, Nominee 1, Child Information, Days/Programs, Direct Debit Authority, and Declaration. A green box highlights the 'Child Information' and 'Days/Programs' sections, and another green box highlights the 'Direct Debit Authority' and 'Declaration' sections. A green arrow points from the 'Guardian 1' section to the 'Child Information' section.

5. Once all pages have the green tick press the Save button at the bottom of the Declaration page.

The screenshot shows the 'Declaration' page. At the top, there's a navigation bar with 'Direct Debit Authority' and 'Declaration', both with green ticks. The main content area is empty. At the bottom, there are two buttons: 'Back' and 'Save'. A green arrow points from the 'Save' button to the right.

## Edit & Complete Enrolment Forms

6. On the Days/Program page is where you can nominate which program and days you require for your child.

Casual can be selected and this will enable us to enrol your child with no permanent days into the centre and casual bookings can be requested by you through the Parent Portal.

7. Select the program needed, the start date for your child (end date is automatically entered by system for the current year) and click on the days required.

You can tick the boxes to advise if you are flexible with the days or can accept less days, this way if only a couple of requested days are available this can be offered to you.

Click on the Add New Program box to add another program such as Before School Care and repeat this process

10. To add more children to your Xap account, press the Green plus button in the right hand corner of the Waitlist & Tours page.

9. Click on the below buttons that are showing as purple and then enter the information for your next child for enrolment.

The enrolment forms for any additional children added to the account will need to be completed as per Steps 4 & 5

**Edit - Waiting List**

Guardian 1  
Guardian 2  
Guardian 3  
Guardian 4  
Guardian 5  
Guardian 6  
Guardian 7  
Nominee 1 ✓  
Child Information  
**Days/Programs**  
Direct Debit Authority ✓  
Declaration ✓

**Days/Programs**

**JW Jabiru Waterford West**  
3-15 John Street, Waterford West QLD 4133  
waterfordwest@jabiru.org.au  
04 0854 2846

Booking Type \*  
**Permanent** Casual

Select the Program you want to enrol \*  
After School Care

Booking Start Date \* 24/04/2023  
Booking End Date \* 10/12/2023

Select Preferred Days (Minimum 1 days required) \* ☐ Weekdays  
Mon Tue **Wed** Thu Fri Sat Sun

☐ I am flexible with days  
☐ I can accept less days

**Add New Program**

**Days/Programs**

**JW Jabiru Waterford West**  
3-15 John Street, Waterford West QLD 4133  
waterfordwest@jabiru.org.au  
04 0854 2846

Booking Type \*  
**Permanent** Casual

Select the Program you want to enrol \*  
After School Care

Booking Start Date \* 24/04/2023  
Booking End Date \* 10/12/2023

Select Preferred Days (Minimum 1 days required) \* ☐ Weekdays  
Mon Tue **Wed** Thu Fri Sat Sun

☐ I am flexible with days  
☐ I can accept less days

**Add New Program**

Jabiru Waterford West

+

**Add - Wait-list Application**

New/Existing Service \*  
New Service Existing Service

Service  
Jabiru Waterford West

New/Existing Family \*  
New Family Existing Family

Family  
AA Barlow (Nic) TEST

Child Information  
New/Existing Child \*  
New Child Existing Child

First Name \* Second  
Last Name \* Child  
Date of Birth \* 01/01/2016



CRN

## Edit & Complete Enrolment Forms

6. When all pages of the enrolments forms for each child are complete with green ticks of every section, your application will now show as Active on our Waitlist

**Edit - Waiting List**

Guardian 1	✓
Guardian 2	✓
Guardian 3	✓
Guardian 4	✓
Guardian 5	✓
Guardian 6	✓
Guardian 7	✓
Nominee 1	✓
Child Information	✓
Days/Programs	✓
Direct Debit Authority	✓
Declaration	✓

**TH** 15 Dec 2015 Active  

**Jabiru Waterford West**  
3-15 John Street, Waterford West QLD 4133

Requested Booking Type

Casual Bookings

Offers

No

An offered places email will be sent to your nominated email address when sessions are confirmed for your child and we are able to complete the enrolment process into the service.

If you are requesting care at a new Jabiru service, the above process will be actioned closer to the operating start date that has been provided in the flyer to your school.