# Kids Biz OSHC - OWNA Guide



#### **CHECK ATTENDANCE & MARK ABSENCE**

## **OWNA App**

NOTE: Absences can only be marked via the OWNA App. Marking absences is not available through the OWNA portal.

 Go to your home page in the OWNA App and click the "+" sign at the bottom of your screen.

≡		ASC Juniors 🗸		÷ 30% •
Q Search Posts				
		Charlotte Dale		
	Res	ponsible Person on	Duty	
UV Alert: Sun [Moderate]	protection 11:	:30am to 12:50pm, U	IV Index predict	ed to reach 3
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3. Select child from drop-down menu at the top of the page (green section).

2. A pop-up menu will appear. Select "Child(ren) Attendances" from the pop-up menu.



4. Your booked attendances will be listed at the bottom of the screen. Scroll through the list to the absent date and swipe the date (right to left). Click the red "**Mark Non Attendance**".

<		С	hild1 KidsE	Biz •		≈ 30% <b>•</b>
Upcoming	Attendances	5 💌				
<		A	ugust - 202	24		>
М	т	W	Т	F	S	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
ASC Senio	ors					2024-08-02
Casual Bo	ooking					Friday
Session: 15	5:00-18:00					

<		C	hild1 KidsE	Biz •		<ul> <li>         30% ■     </li> <li> <b>1</b> </li> </ul>
Upcoming	Attendances	5 💌				
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29	30	31	1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
				203	24-08-02	
Friday Swipe right to left					Mark Non Attendance	

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#### **CHECK ATTENDANCE & MARK ABSENCE**

 Add your signature and a note (optional) to the pop-up box, then click "OK".
 Your child has now been marked absent.

Mark Non Attendance Child1 KidsBiz (2024-08-02)	
Signature	×
Reason/Comment if any	