Caring FOR YOU
NURSING AGENCY

Booking Online

To place a booking via our Client Portal please log in with your provided username and password. https://c4unursing.com/login

If you are unsure of your login credentials, please contact **hello@caringforyou.net.au** who will email you these details and arrange for a personal portal presentation from your dedicated Client Care Consultant if required. There are video tutorials on the portal to guide you through if needed.

Once you log in, select the 'New Booking' option on the home page tool bar.

You will be required to enter the following details into our booking system:

- Shift Day & Date
- Shift Type (AM, PM, ND)
- Shift start time
- Shift end time
- Qualification of Member required
- Ordered by (Your name)
- Booking Notes (e.g. RN in charge / 1:1 special)

Once entered, select the "Confirm Shift' option at the bottom of the screen.

Our system will confirm that your shift has been succesfully created.

To view your booking request and the progress of the shift, select the "Current Booking" option from the menu on the tool bar.

One a suitable staff member is secured, we will contact you to confirm the details and book the shift. You will be able to see the details of the booked Member on the portal.

Our Allocations Team will begin to work on securing you a suitable staff member as requested and provide regular updates on the progress of your request.

Our Member will arrive on site ready to commence the booked shift.