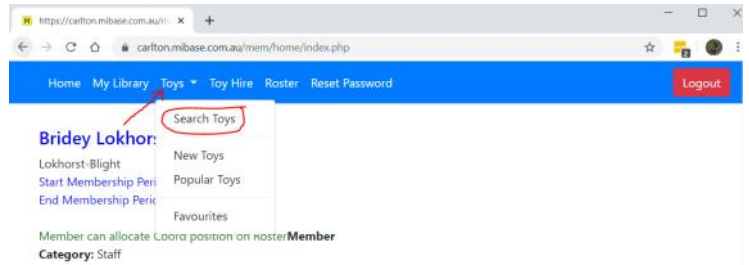


Putting a toy on hold: here's how

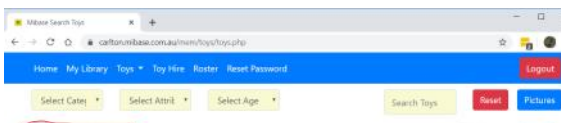
Login to your member portal at toylibraryname.mibase.com.au/mem/login.php

1

In the menu at the top of the page, click **Toys** causing the dropdown menu to appear. Select **Search Toys**



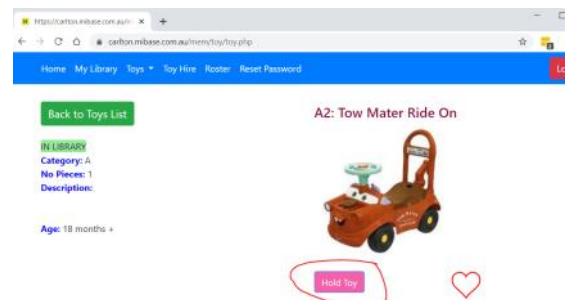
2



In the toys page, search for the toy you want. You can search by age, category or a keyword. When you find a toy you want, click the row containing the toy you wish to select. My selection will be A2, Tow Mater so I will click that line.

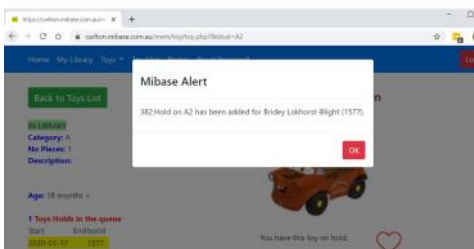
3

No	Id	Cat	Toy name	Manufacturer	Age	Pieces	Due
A1	1	A	Scramble Bug	Funtastic	2+ years	1	24-04-2020
A2	2	A	Tow Mater Ride On		18 months +	1	
A3	3	A	Crawl Through Tunnel		6months+	1	
A4	4	A	Glide Balance Bike	Eurotrike	2+ years	1	
A5	5	A	Rabo Trike 1	trabo	3+ years	1	22-02-2020
A6	6	A	Rabo Trike 2	trabo	4+ years	1	
A7	7	A	Rocking Horse	Little Tikas	1+ years	1	24-04-2020
A9	9	A	All Terrain Vehicle	Little Tikas	1+ years	1	24-04-2020
A10	10	A	Cappy Coaster	Step 2	1+ years	1	24-04-2020
A18	18	A	yellow slide		1+ years	2	24-04-2020
A21	21	A	Balance Board	Gongee	3+ years	1	



4

Clicking the A2 line has taken me to the desired toy page. Click **Hold Toy** button.



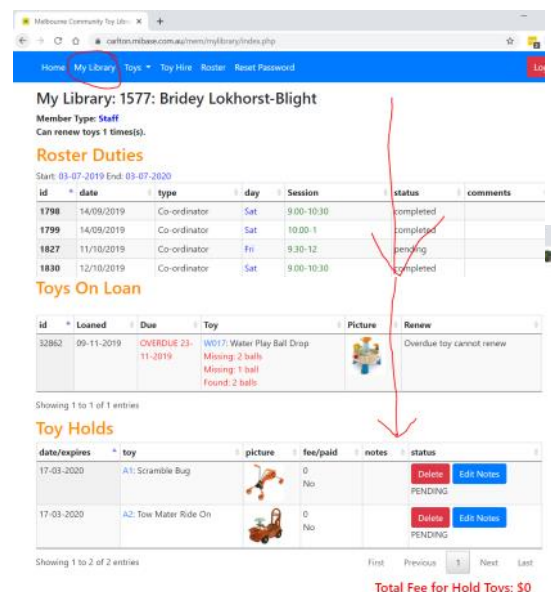
A confirmation alert will pop up. Click **OK**

5

Click **My Library** in the top menu. Scroll down the page.

6

Scroll down to **Toy Holds** at the bottom of the page to check that you have succeeded in placing a hold on your toy.



7

Total Fee for Hold Toys: \$0