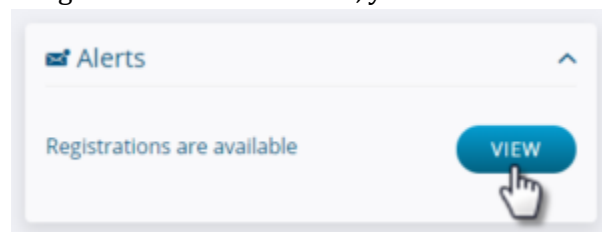


How-To Register a Child if Currently/Previously Enrolled in an Childcare/SAC EmBe Program:

1. As a parent, go to [MyProcare.com](https://www.myprocare.com). Please note this is different than the Procare App.
2. Log in using the email address on file with EmBe.
3. Once you've logged in:
 - a) If registrations are available, you'll see an alert. Choose View.



- b) Choose *Begin Re-registration*.



- c) Choose the first child you want to *register* and select *Next*.



d) Select one or more programs for the child by choosing Register, then Next.

Preschool Mon 8:30 \$25.00
2018-19 School Year Tue AM - Per
Run Dates: 9/4/2018 - Wed 2:30 Child
6/7/2019 Thu Fri PM
Age: 3 - 4 yrs
REGISTER

e) Confirm the emergency contacts and authorized pickup people for the child and add any new ones by choosing *Add relationship* or use the red X to remove one.

REPORTS SCHEDULE ACTIVITY CONTACTS CENTER

Relationships:

Weston Wellington
Uncle

Lives with Emergency Pickup
 NO YES NO

Add relationship

f) Scroll to answer any child-specific questions and choose *Next*. You will see the existing answers (if any) and may make changes as needed.

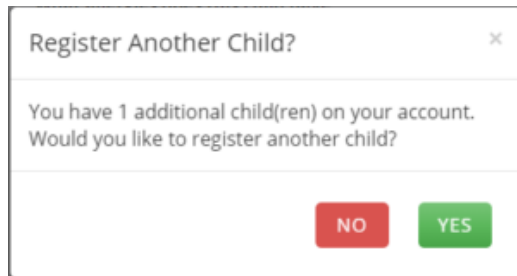
Registration Questions:

What allergies does this child have?

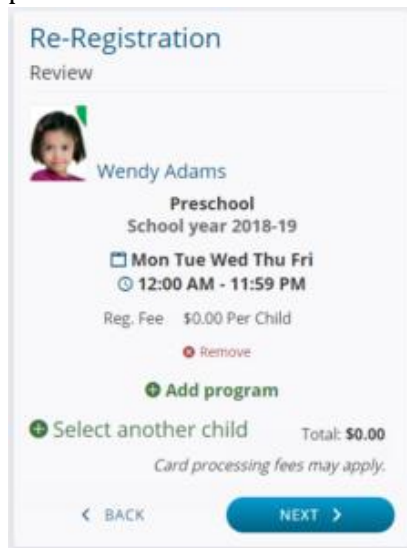
None
 Dairy
 Wheat
 Bee Stings
 Other

< BACK **NEXT** >

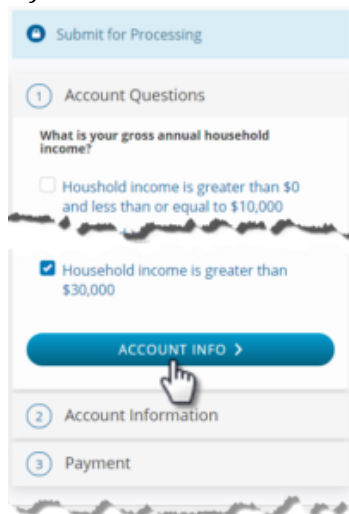
- g) If there is more than one child in the family, you have the option to register another child at the same time. If the child has never been in an EmBe childcare/SAC program before, the enrollment process is different. Please see details at the end of this document.



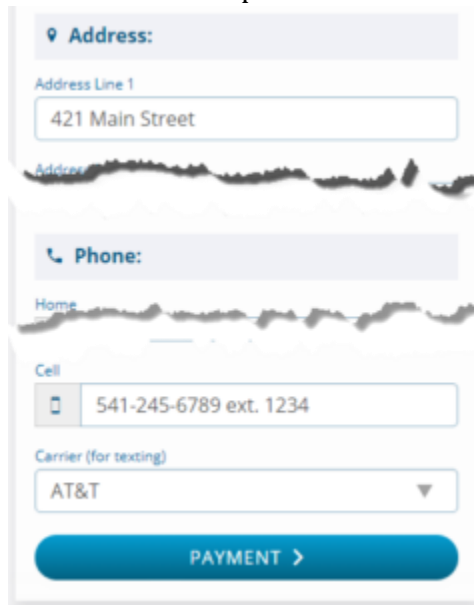
- h) At the *Review* screen, you may add or remove programs or select another child, then press *Next*.



- i) If there are any account-level questions, those will appear next, then choose *Account Info*.



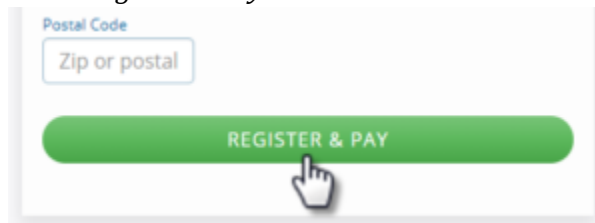
- j) You will have the option to make changes to address or phone number.



The screenshot shows a registration form with the following fields:

- Address:** Address Line 1: 421 Main Street
- Phone:** Home: [blank], Cell: 541-245-6789 ext. 1234
- Carrier (for texting):** AT&T
- Button:** PAYMENT >

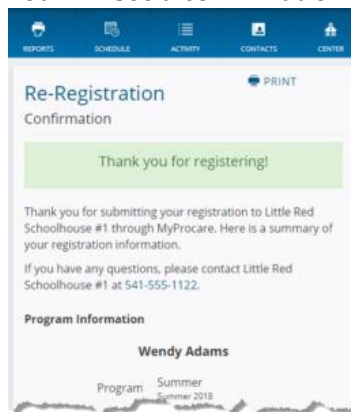
- k) If there is a fee for this program(s) choose *Payment*, enter the card information and select *Register & Pay*.



The screenshot shows a registration form with the following fields:

- Postal Code:** Zip or postal
- Button:** REGISTER & PAY

- l) You will see a confirmation / thank you screen.



The screenshot shows a confirmation screen with the following content:

- Navigation:** REPORTS, SCHEDULE, ACTIVITY, CONTACTS, CENTER
- Section:** Re-Registration Confirmation
- Message:** Thank you for registering!
- Text:** Thank you for submitting your registration to Little Red Schoolhouse #1 through MyProcare. Here is a summary of your registration information. If you have any questions, please contact Little Red Schoolhouse #1 at 541-555-1122.
- Program Information:** Wendy Adams, Program Summer Summer 2018

How-To Register a Child if NEW to EmBe Childcare/SAC Program (e.g. sibling):

1. Fill out the [Inquiry Form](#).
2. An EmBe team member will reach out to confirm enrollment.