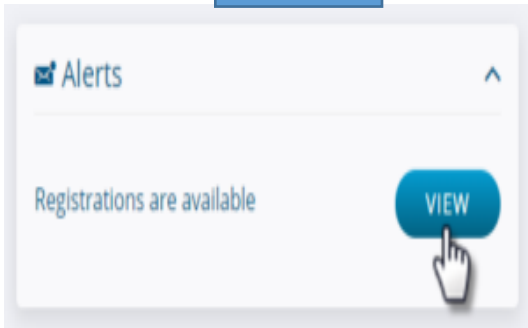


How Parents Re-register Children

Parents log into their *MyProcare* account to re-register and choose programs for their children.

1. Go to MyProcare.com and log in using the email address on file with the center.
2. Once logged in:
 - a. If registrations are available, you'll see an alert. Click *View*. Click *Begin Re-registration*



- b. Select the first child you want to register and click *Next*.



- c. Click on the Register button under the program the child will attend.

Program	Days	Times	Reg. Fee
Vacation Station School Year 2018-2019 Run Dates: 5/18/2018 - 5/16/2019 Age: Open to all	Mon Tue Wed Thu Fri	6:30 AM - 6:00 PM	None

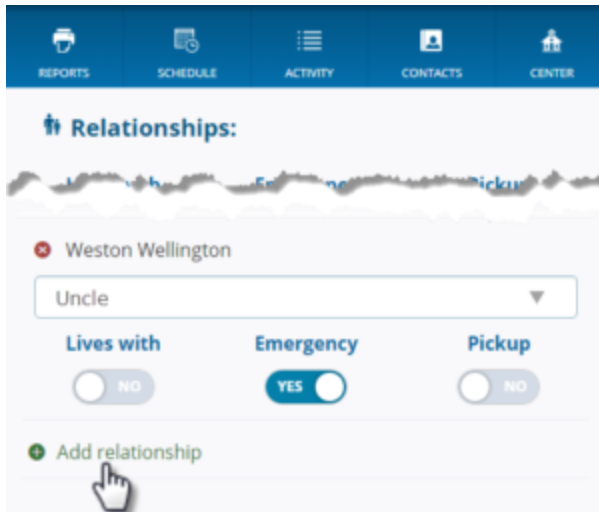
REGISTER

- d. Click on Review Child Information



- e.

- f. Confirm the emergency contacts and authorized pickups. If adding a contact or authorized pickup click on add a relationship. To remove a contact or authorized pickup click on the red X next to the name.

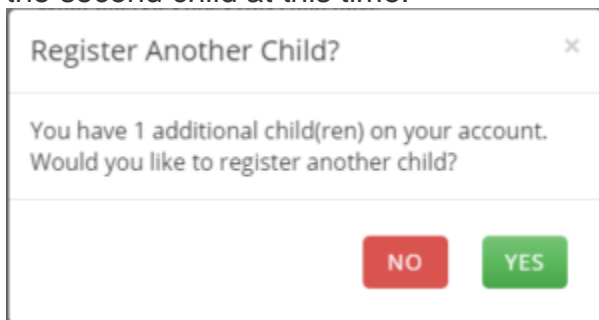


- g. Answer any child-specific questions before proceeding to the next section. Click next.



h.

- i. If you have more than one child in your Procure account, you will be prompted to register the second child at this time.



j. Answer all account-level questions, those will appear next, then choose *Account Info*.

1 Account Questions

Upon completion of your child's registration a supply/activity fee invoice will be emailed to you. Initial below. *

k. Please review and make any changes to the address or phone numbers where applicable. Click payment.

Address:

Address Line 1
421 Main Street

Phone:

Home

Cell
541-245-6789 ext. 1234

Carrier (for texting)
AT&T

PAYMENT >

l. Please note the Activity/Supply fee will be added to your Procare account after the Vacation Station Administrative Assistant has processed your child's enrollment.

Postal Code
Zip or postal

REGISTER & PAY

Hint: If there is no fee, simply choose *Submit*.

m. The parent will see a confirmation / thank you screen.

