



## **NEW! Child Care Profile**

**Enter your child's information ONCE into our system and it is securely saved. It will automatically populate for any other program registrations. You just need to review the information and update any changes.**

### **Simplified Registration Process**

1. Log into your account.
2. Click on your child's name and complete all the necessary information. Any field that is filled in will be added and securely saved to your child's account. This information will then pre-populate anytime you need to sign your child up for programming.
3. Save changes.
4. To register for any program, please click in the middle of the page and select "new registration." Programs will populate and you can now select the child care program for registration. Please complete this information and save changes.
5. Once completed, your child's profile will be saved. This new upgrade will now eliminate you having to reenter all this information when registering for multiple child care programs.
6. Your child is now registered. If you need to edit your child's information at any time just log into your account and select your child.
7. Please make appropriate changes and save.

If you have any questions please contact us for assistance.

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