SETTING UP YOUR NEW ACCOUNT

Thank you for signing up for Hinton Kids for Success! If you have *any* issues as you sign up, please give us a call at 780-865-6036 and we will be happy to help you through the process.

1. Visit https://www.hinton.ca/624/Hinton-Kids-For-Success

   Register Online for Childcare with the Hinton Kids for Success Program!

   Already have an iCare account? Login here Login | iCare Childcare Management Software (icaresoftware.com)

   Need to create an iCare account?

   Follow the link here https://icarenextgen.icaresoftware.com/Gateway/Gateway/SelfSignup?src=OTQ4OQ==&cnm=SGludG9uIEtpZHMgZm9yIFN1Y2Nlc3M=

   a. Self Registration (icaresoftware.com)

2. Enter your email address in the popup window and click "Submit"

   Hinton Kids for Success

   Self Registration

   Email

   Submit

3. Go to your email account and log in

   Hinton Kids for Success

   Self Registration

   Email

   Submit

   You are registered as a parent at Hinton Kids for Success. Check your email for instructions to log in and enter your family data.

4. Open the email titled "Registration Invitation" from iCare Software

5. Click the "Log in" button in the email

6. iCare will open up; set and confirm your new password

7. iCare will bring you to the sign in page; enter your email address and new password.
   NOTE: Remember the password is case sensitive

Please enter your email Id and password to log in.

example@hinton.ca

Password is case sensitive

••••••••

→] Login

Forgot Password?

Password has been changed successfully.

8. Follow the prompts to set up your family information

Welcome to iCare

To get started do the following starting on the next page:

Step 1   Enter one or more children

Step 2   Fill your information

Step 3   Enter additional contacts.

Step 4   Enroll your children in programs or classes

Continue

9. After filling in each section, click "save" in the top right corner. You will enter your child's information, and then your parent information.
*NOTE: For Site, select **Hinton Kids for Success***
*For Age-Based Room, select **Summer Camp***

| Children | Contacts | Registration Data | Program/Class Enrollment |

PERSONAL

Last Name *

First Name *

Birth Date *   05/03/2021
1 Year

Gender *   Male

ENROLLMENT

Site *   Hinton Kids for Success (1)   ⬅

Age-Based Room *   Summer Camp   ⬅

Start Date *   05/03/2022

Save

10. Once you complete your child and parent information, it will bring you to your new profile. Scroll down and complete the "Allergies" and "Other" sections by clicking the grey + sign beside the text

    a. *Note – Allergy1 is a required section – if you child has no allergies please state "none known"*
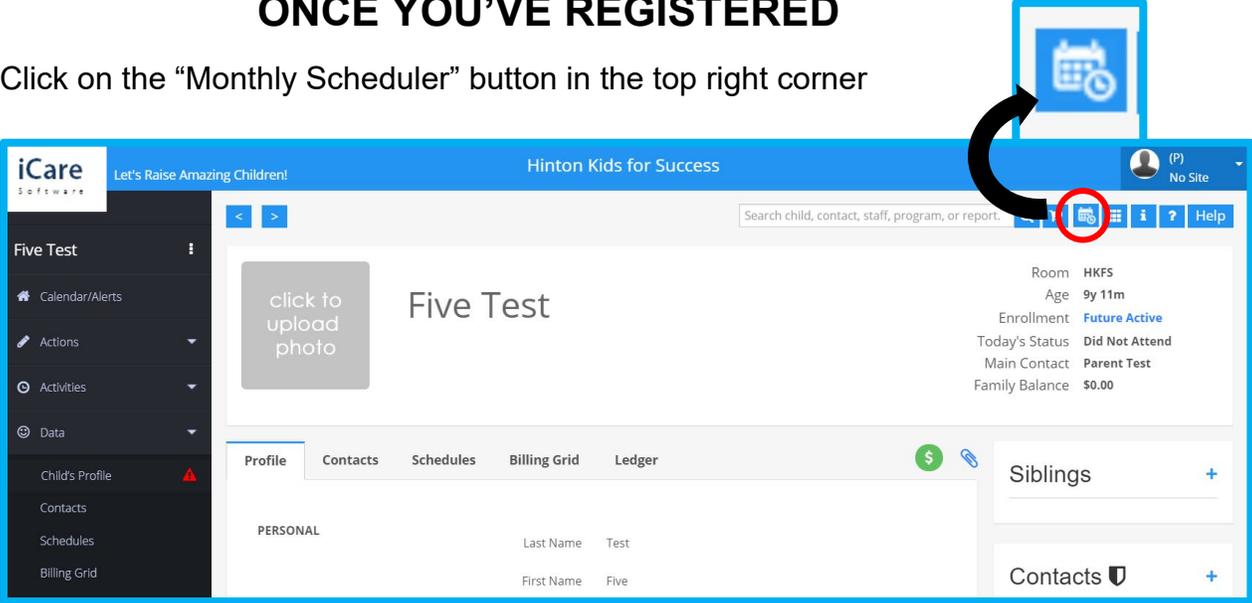

Note: AHCnumber is a required section

11. All registration documents are electronic. You are able to complete each form online under the "Electronic Documents" section. Each form must be completed for each child in your care.
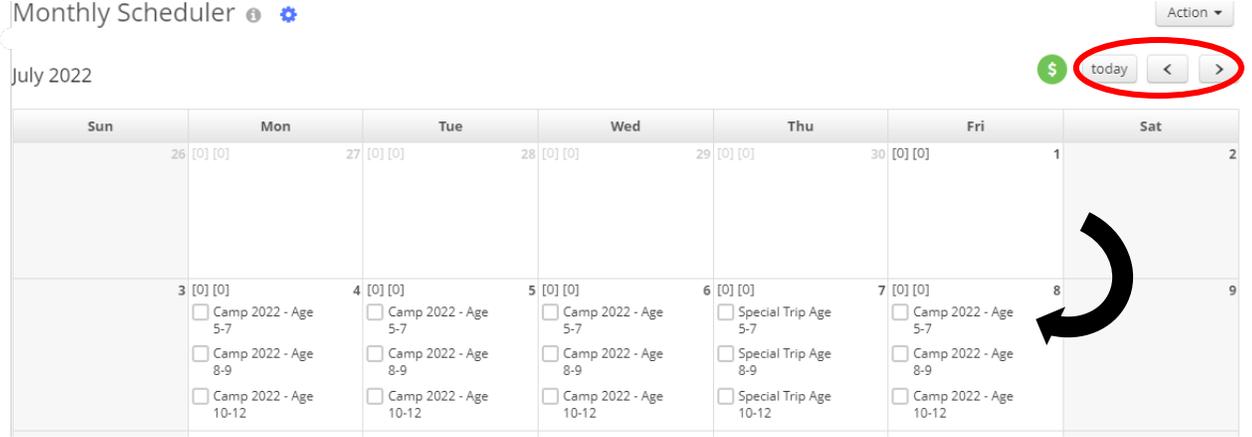
ONCE YOU'VE REGISTERED

1. Click on the "Monthly Scheduler" button in the top right corner

2. Go to the month of care you want to register for using the arrows on the right
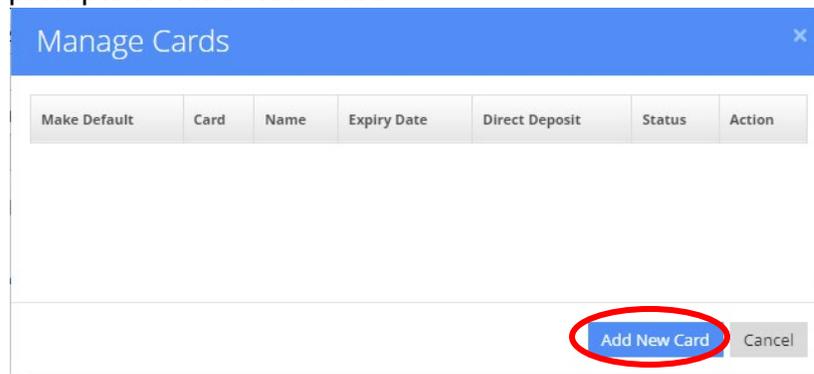
   NOTE – Select which group your child will be in based on their age

3. Select the days you would like to register for by clicking the required days.

4. Once you select your days for that month, scroll to the bottom and click "Save Changes & Confirm"

5. A popup will come up summarizing your total. If you agree, click "Confirm"

6. Your child has been registered! Complete this same process for each month of Discovery Camp!

7. Payment can be made by cash or cheque in the FCSS office or online via credit card through iCare (applicable fees will be added)

8. To pay via credit card, simply go to your child's profile and click the green circle with the dollar sign

9. If you need to add a card, please click "Manage cards"

10. Follow the prompts to "Add New Card"

11. Once your card has been added, it will be saved on your file. Follow the prompts provided to pay via credit card

That's it! You've successfully registered, scheduled and paid (if applicable) for your child's amazing summer experience! We can't wait to have them here!