

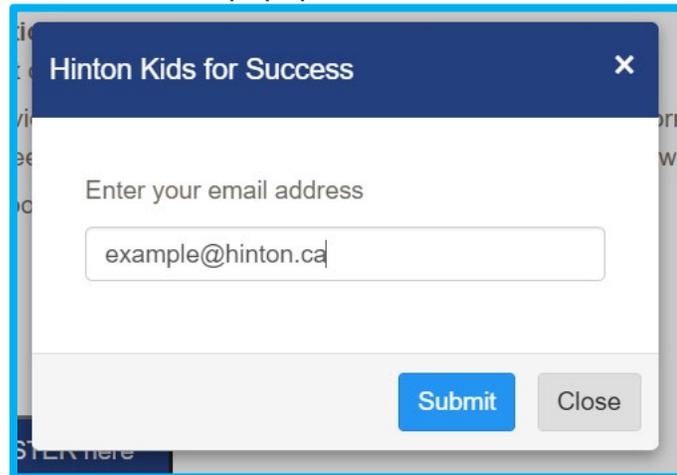
SETTING UP YOUR NEW ACCOUNT

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.

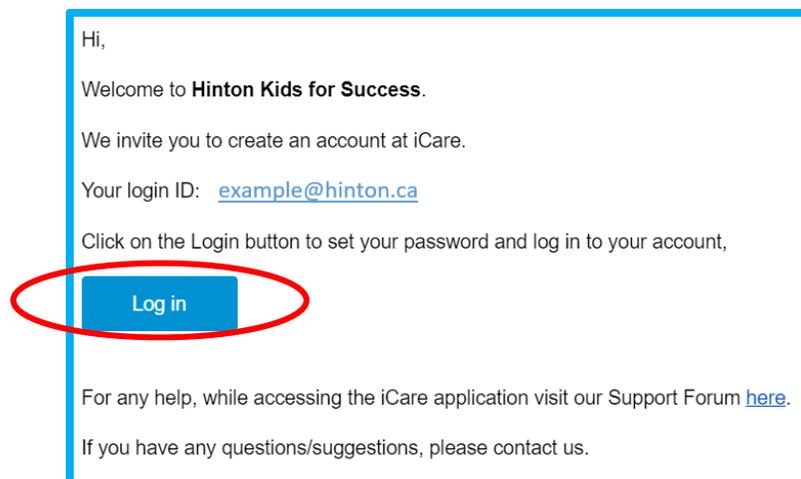
1. Visit <https://www.hinton.ca/624/Hinton-Kids-For-Success>
2. Scroll to the bottom of the page and click the “Parents REGISTER here” button



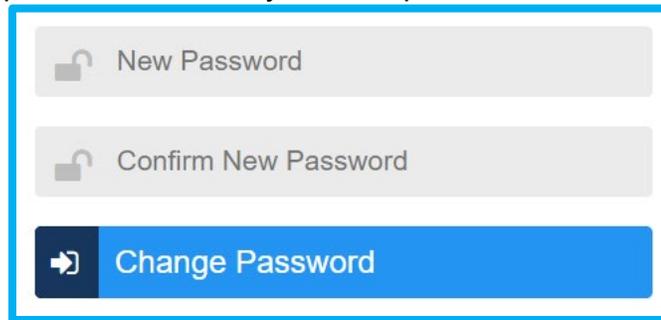
3. Enter your email address in the popup window and click “Submit”



4. Go to your email account and log in
5. Open the email titled “Registration Invitation” from iCare Software
6. Click the “Log in” button in the email



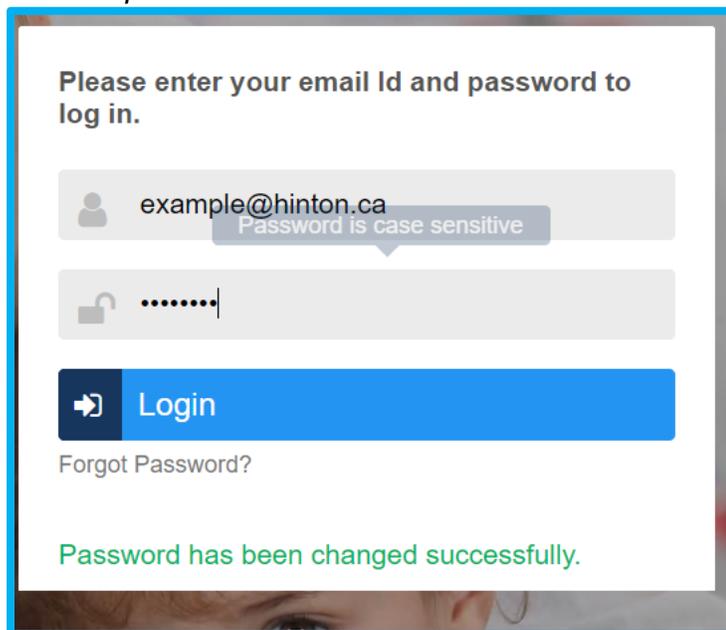
7. iCare will open up; set and confirm your new password



A screenshot of a web form for changing a password. It features three input fields: 'New Password', 'Confirm New Password', and a blue 'Change Password' button with a right-pointing arrow icon.

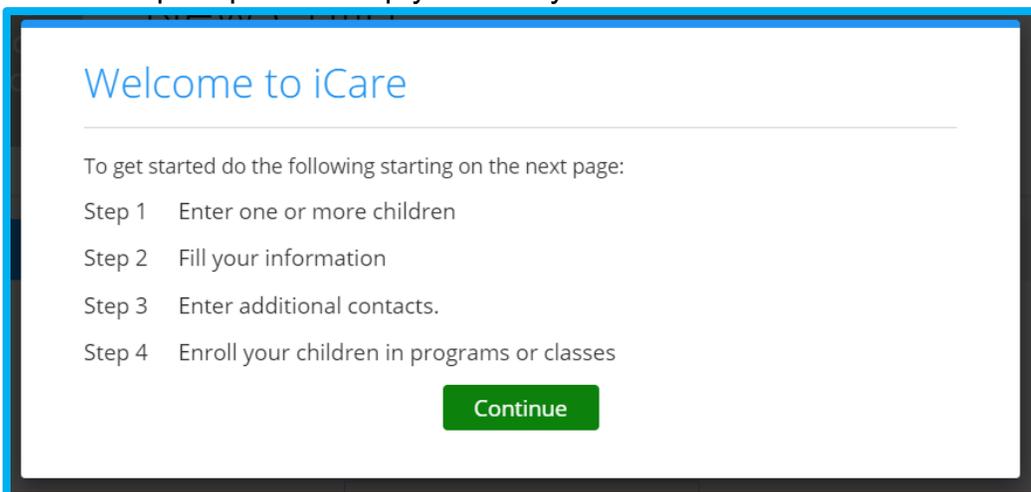
8. iCare will bring you to the sign in page; enter your email address and new password.

NOTE: Remember the password is case sensitive



A screenshot of the iCare login page. The heading reads 'Please enter your email Id and password to log in.' Below this are two input fields: the first contains 'example@hinton.ca' and has a tooltip that says 'Password is case sensitive'; the second is a password field with masked characters. A blue 'Login' button with a right-pointing arrow icon is positioned below the fields. Underneath the button is a link for 'Forgot Password?'. At the bottom of the form, a green message states 'Password has been changed successfully.'

9. Follow the prompts to set up your family information



A screenshot of the 'Welcome to iCare' page. The title 'Welcome to iCare' is displayed in blue. Below the title, a horizontal line separates it from the instructions: 'To get started do the following starting on the next page:'. A list of four steps follows: 'Step 1 Enter one or more children', 'Step 2 Fill your information', 'Step 3 Enter additional contacts.', and 'Step 4 Enroll your children in programs or classes'. At the bottom center of the page is a green 'Continue' button.

10. 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 Age-Based Room, select HKFS

The screenshot shows a web form titled "Registration Data" under the "Children" tab. The form is organized into two main sections: "PERSONAL" and "ENROLLMENT".

- PERSONAL Section:**
 - Last Name * (Text input field)
 - First Name * (Text input field)
 - Birth Date * (Date picker with mm/dd/yyyy format)
 - Gender * (Dropdown menu with "Male" selected)
- ENROLLMENT Section:**
 - Site * (Dropdown menu with "Select site" selected)
 - Age-Based Room * (Dropdown menu with "Not-specified" selected)
 - Start Date * (Date picker with mm/dd/yyyy format)

A green "Save" button is located in the top right corner of the form area and is circled in red.

11. 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

The screenshot shows the "ALLERGIES" section of a profile. It features three rows for "Allergy1", "Allergy2", and "Allergy3", each with a dropdown menu containing a hyphen (-). Below the allergies section, there is a section for "OTHER" with a grey plus sign (+) circled in red, and a section for "PERMISSIONS" with a grey plus sign (+).

12. If you have Adobe PDF on your computer, scroll down to electronic documents.

The screenshot shows the "ELECTRONIC DOCUMENTS" section. It lists three documents with their completion status and action buttons:

- Family Profile:** Complete (green text). Buttons: "Download blank form" and "Upload Filled Form".
- Emergency Release:** Incomplete (red text). Buttons: "Download blank form" and "Upload Filled Form".
- Bug Spray and Sunscreen:** Incomplete (red text). Buttons: "Download blank form" and "Upload Filled Form".

- Click “Download Blank Form” and open the PDF through your computer’s file explorer.
- Fill out the required information and “Save” the document onto your computer.
- In iCare, click “Upload Filled Forms” and select the completed form from your computer’s file explorer.
- Complete these steps for each form

NOTE: This step can be completed in-office; if you are struggling with these forms, just skip this step.

REGISTERING YOUR CHILD FOR CARE

- Click on the “Monthly Scheduler” button in the top right corner

The screenshot shows the iCare software interface for a child named 'Five Test'. The top navigation bar includes the iCare logo, the slogan 'Let's Raise Amazing Children!', the user name 'Hinton Kids for Success', and a search bar. On the right side of the top bar, there are several icons, including a calendar icon which is circled in red. A blue box with an arrow points from the text 'Click on the “Monthly Scheduler” button in the top right corner' to this icon. The main content area shows the child's profile with tabs for Profile, Contacts, Schedules, Billing Grid, and Ledger. The Profile tab is active, showing personal information like Last Name (Test) and First Name (Five). On the right, there are sections for Siblings and Contacts, both with plus signs to add more.

- Go to the month of care you want to register for using the arrows on the right

The screenshot shows the 'Monthly Scheduler' interface for 'Five Test (ID:27) (Siteld: 1)'. The calendar is set to May 2020. At the top right of the calendar area, there is a 'today' button and two navigation arrows (left and right), which are circled in red. Below the navigation controls is a calendar grid with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The dates 26 through 30 are visible, with corresponding care status indicators like '[0] [0]'. On Friday, May 1st, there are checkboxes for 'Weekday Care' and 'Full Day', both of which are currently unchecked.

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

- Once you select your days for that month, scroll to the bottom and click “Calculate Charges and Confirm”

26	[0] [1] <input checked="" type="checkbox"/> Full Day	27	[0] [1] <input checked="" type="checkbox"/> Full Day	28	[0] [1] <input checked="" type="checkbox"/> Full Day	29	[0] [1] <input checked="" type="checkbox"/> Full Day	30	[0] [1] <input checked="" type="checkbox"/> Full Day	31	
2	[0] [0]	3	[0] [0]	4	[0] [0]	5	[0] [0]	6	[0] [0]	7	

Selected & Unconfirmed Schedule(s)
 Confirmed Schedule(s)
 Remove Confirmed Schedule(s)
 Holiday

Calculate Charges and Confirm

- A popup will come up summarizing your total. If you agree, click “Confirm”

Billing Draft ✕

Type of schedules	No of days	Days to bill	Rate	Amount
Full Day	20	20	\$ 40.00	\$ 800.00
Total	20	20		\$800.00

- Your child has been registered! Complete this same process for each month of care.
- For now, payment is required in-office by cheque or cash.. Please contact the FSCS office at 780-865-6036 for more information on payment.