## How to complete a new registration

- Go to the registration link -<u>https://schoolcareworks.com/registration/imprintscares/start\_registration.jsp</u> \*\*The registration link can also be found on the Imprints Cares website\*\*
- 2. Choose language
- 3. For the Location, choose the Imprints site your child currently attends

Choose Language				
	English	~		
Choose a Location				
Location				
	Imprints Cares	~		
Welcome to Imprints Cares registration page.				

Before & After School Care	
Morning Only Care	
Afternoon Only Care	
Morning & Afternoon Care	
Click to View Offerings	
Drop In Care	
Flexible schedules, choose	up to 10
Mornings and Afternoons	
Click to View Offerings	

4. Choose a Program: Click Enroll

Before School Only	iane				
Before School	Only Care - \$100 per month				
6:30am until s	chool day starts				
<ul><li>studen</li><li>enricht</li></ul>	ts may bring breakfast (breakfast not provided) nent activities				
Location:	Brunson Elementary - School Year 2022 - Before School Only Care				
When:	01/25/2022 until 06/10/2022				
Days:	Monday, Tuesday, Wednesday, Thursday, Friday				
Total Enroliment :	3				
Registration Fee	40.00				
	Enroll				

5. You will be directed to the registration page.

- 6. Requested Admission Date: Date your child will begin the program
- 7. Complete the rest of the Student/Parent and Contact information and click Add to Cart.
- 8. After you complete the above information, you will be sent to the next page.
- 9. If you have another child to register, click "Add a New Student" and complete the information for the child. Repeat for each child that needs to be registered.

Current Registrations						
8	asd ads Add More Programs ☐ Print Info Card	<b>&amp;</b> +	Add a New Student			

- 10. Once you are finished with entering all your children, "Your Program Selections" will show that you owe a \$40 Registration fee for each child. This is an annual non-refundable fee.
- 11. Scroll to the "Connect Portal Account Creation" this is where you will set up your Parent Portal credentials: login and password. You will have access to the parent portal once you receive the approval email. When completed, click continue.
- 12. Click Complete Registration
- 13. Payment Information- This is where you will enter your payment information for the registration fee.
- 14. Confirmation Questions: Click that you have read the Parent Handbook. If you need to review it click the Parent Handbook link.
- 15. Click Complete Registration
- 16. You should get a Saved Successfully window, click close.
- 17. You will receive a confirmation email.
- 18. After your registration is approved you will receive another email with approval and all the information about logging into your Parent Portal.

\*\* Note all emails from the SchoolCare Works System will come through a non-reply email. If you do not receive an email, please check your spam folder. \*\*\*