

REGISTRATION CHECKLIST



KIDS IN ACTION
EST. 1988

Time to enroll in SUMMER CAMP 2019! Here are a few steps to ensure your child(ren) gets fully enrolled!

How?

Kids in Action is pleased to offer **MyProcure**, a free online portal for you to access account information, pay summer activity fees, and choose schedules for your children. MyProcure is safe, secure and created with your convenience in mind.

BRAND NEW FAMILIES

- STEP 1:** Click the link on the website to register on-line
- STEP 2:** Enter your email address and choose *Go*.
- STEP 3:** Enter the confirmation code sent to your email, choose a password, and press *Go*.
- STEP 4:** Start filling out you and your child's information
 - a. Please add a picture of yourself, and primary pick-up individuals, and your child's photo.
 - b. Please fill out everything completely, including emergency pick ups. All families must have at least 1 emergency contact, other than the parent.
 - c. Submit all information.
- STEP 5:** The office will contact you with availability.

RETURNING FAMILIES

- STEP 1:** Go to MyProcure.com.
- STEP 2:** Enter your email address (the email you have on file with Kids in Action) and choose *Go*.
- STEP 3:** Enter the confirmation code sent to your email, choose a password, and press *Go*.
- STEP 4:** Under your child's picture, you will see *Registrations are available*
 - a. Click *View* and *Begin Registration*
 - b. Select your child's picture that you would like to register (ignore other boxes!)
 - c. Select each session you would like to register your child.

- a. Please note – only full-time enrollment is accepted at this time.
- d. Next, *Review child's information*
- e. Update all registration information, keeping in mind, some permissions will change with age group.
- f. At this time, you will be prompted to pay for the activity fee.
 - a. No enrollment will be complete until the activity fee has been paid.
- STEP 5:** Finalize your child's summer schedule **VERY IMPORTANT**
 - a. Choose schedules for your children. (how-to video)
 - b. Go back to main menu.
 - c. Select your child's picture again.
 - d. Go to *Schedule*
 - e. *Quick View*
 - f. *Add Items* – Select the weeks and any days that your child will be absent.
- STEP 6:** Please add a parent picture (if you have not yet emailed one...not an avatar 😊)
- STEP 7:** Celebrate! You are one step closer to summer!