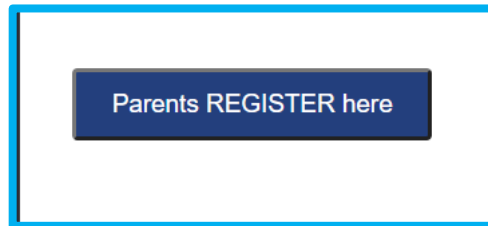


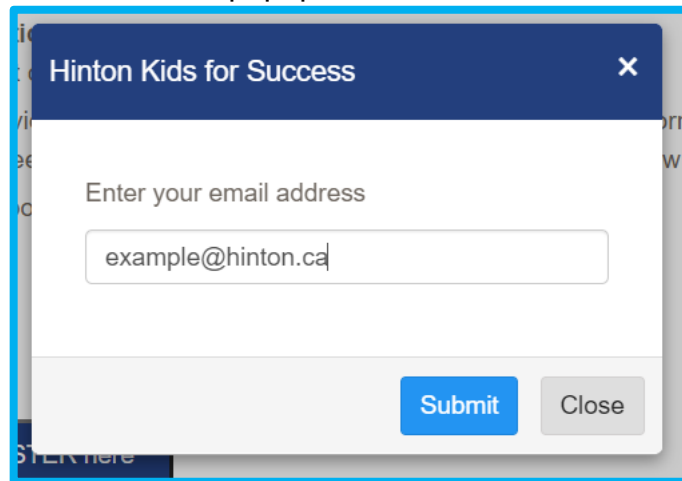
SETTING UP YOUR NEW ACCOUNT

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.

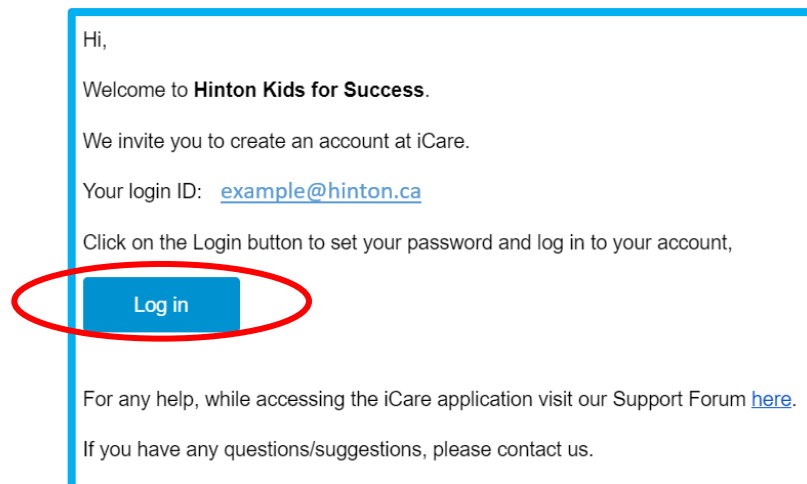
1. Visit <https://www.hinton.ca/624/Hinton-Kids-For-Success>
2. Scroll to the bottom of the page and click the “Parents REGISTER here” button



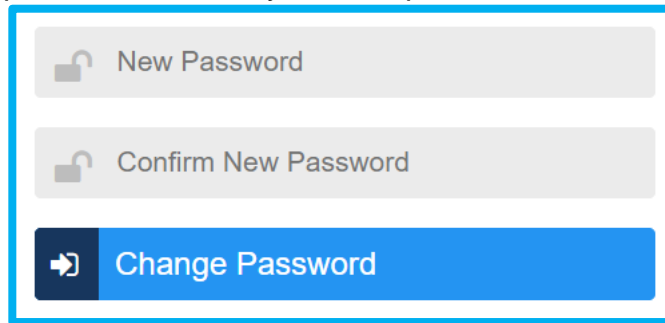
3. Enter your email address in the popup window and click “Submit”



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



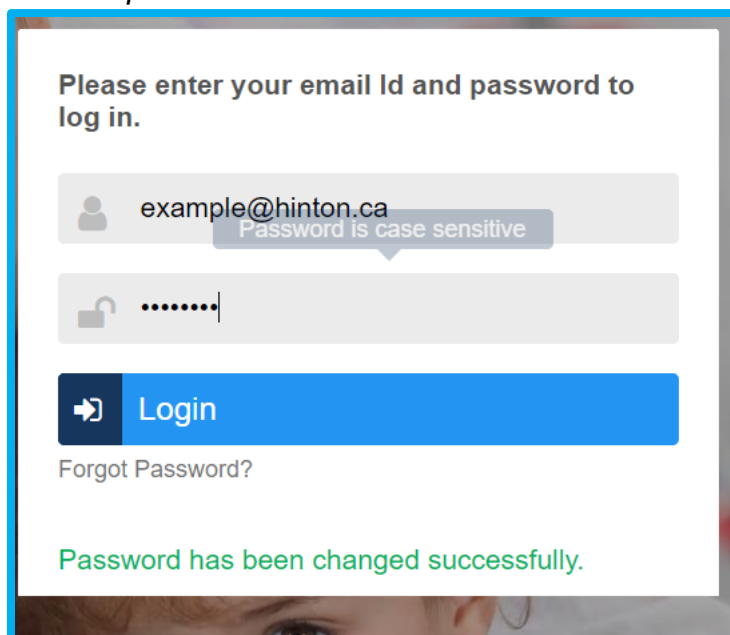
New Password

Confirm New Password

Change Password

8. 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

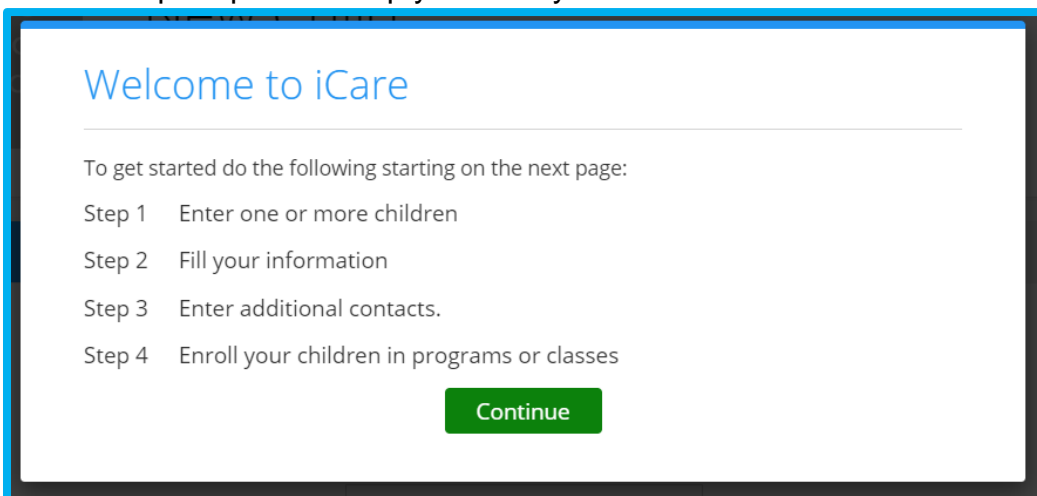
.....

Login

Forgot Password?

Password has been changed successfully.

9. 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

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 interface for entering registration data. At the top, there are three tabs: 'Children' (selected), 'Contacts', and 'Registration Data'. The 'Registration Data' section contains two main parts: 'PERSONAL' and 'ENROLLMENT'. The 'PERSONAL' section has four fields: 'Last Name *' with a text input, 'First Name *' with a text input, 'Birth Date *' with a date picker (mm/dd/yyyy) and a calendar icon, and 'Gender *' with a dropdown menu showing 'Male'. The 'ENROLLMENT' section has three fields: 'Site *' with a dropdown menu showing 'Select site', 'Age-Based Room *' with a dropdown menu showing 'Not-specified', and 'Start Date *' with a date picker (mm/dd/yyyy) and a calendar icon. In the top right corner of the form, there is a green button labeled 'Save', which 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 a section titled 'ALLERGIES' with a blue header. Below the header, there are three input fields labeled 'Allergy1', 'Allergy2', and 'Allergy3', each containing a hyphen. Below these fields, there are two expandable sections: '+ OTHER' and '+ PERMISSIONS'. The '+ OTHER' section is circled in red.

12. Filling out registration package, please call the office at 780-865-6036 to have a registration package sent to you or can come in and fill out the package in office.

ELECTRONIC DOCUMENTS

Family Profile	Download blank form	Upload Filled Form	Complete
Emergency Release	Download blank form	Upload Filled Form	Incomplete
Bug Spray and Sunscreen	Download blank form	Upload Filled Form	Incomplete

NOTE: We will then upload the registration package into your iCare profile.

REGISTERING YOUR CHILD FOR CARE

1. 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 a search bar and several icons, with the 'Monthly Scheduler' icon circled in red. The main content area shows the child's profile details, including room (HKFS), age (9y 11m), enrollment status (Future Active), and today's status (Did Not Attend). The left sidebar contains navigation options like Calendar/Alerts, Actions, and Data.

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

Monthly Scheduler

Five Test (ID:27) (Siteld: 1)

May 2020

today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 [0] [0]	27 [0] [0]	28 [0] [0]	29 [0] [0]	30 [0] [0]	31 [0] [0]	1 2
					<input type="checkbox"/> Weekday Care	
					<input type="checkbox"/> Full Day	

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 “Calculate Charges and Confirm”

26	[0] [1]	27	[0] [1]	28	[0] [1]	29	[0] [1]	30	[0] [1]	31	1
	Full Day		Full Day		Full Day		Full Day		Full Day		
2	[0] [0]	3	[0] [0]	4	[0] [0]	5	[0] [0]	6	[0] [0]	7	8

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

Calculate Charges and Confirm

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

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

6. Your child has been registered! Complete this same process for each month of care.
7. Payment can be made in office or online
 - a. In Office payments can be cash, cheque or debit. Please contact the FCSS office at 780-865-6036 for more information on payment.
 - b. Online payments can be made with a credit card.

i. Select the Green circle to make a payment

The screenshot shows a user profile page with tabs for Profile, Contacts, Schedules, Billing Grid, and Ledger. A green circle with a white dollar sign icon is highlighted in the top right corner. The profile information is as follows:

Category	Field	Value
PERSONAL	Last Name	One
	First Name	Test Child
	Birth Date	2/27/2019
	Gender	Male
ENROLLMENT	Site	Hinton Kids for Success (1)
	Age-Based Room	Extra Room
	Start Date	11/9/2020
	Discharge Date	Add Discharge Date
	Discharge Reason	Add Discharge Reason
	Program Type	Select Program Type
	Enrollment Type	5-Month Contract Full Time
	Bus Line	Select Bus Type
	CACFP Eligibility	Select CACFP Eligibility

On the right side, there are sections for Siblings, Contacts (listing Test Mother and Father Test), and Programs/Classes.

ii. Select manage cards

The screenshot shows a dialog box titled "Enter Payment for Test Mother". The account balance is \$300.08. The payment amount is currently \$0.00. The payment date is 9/1/2021 and the memo is "CC Payment".

Payment Method

- Credit Card (Selected)
- Check
- Cash
- Direct Deposit

Under "Credit Card", there is a "Select Card" dropdown menu. A red arrow points from this dropdown to the "Manage Cards" button at the bottom of the dialog, which is circled in red. Other buttons include "Pay Without Saving" and "Accept Payment".

Direct Deposit Status: OFF

Discharge Date: [Add Discharge Date](#)

Discharge Reason: [Add Discharge Reason](#)

iii. Select Add New Card

Manage Cards

Make Default	Card	Name	Expiry Date	Direct Deposit	Status	Action
--------------	------	------	-------------	----------------	--------	--------

Add New Card Cancel

Direct Deposit Status

OFF



Manage Cards

Pay Without Saving

Accept Payment




iv. Fill out all the information to add your card and then select add card (indicated by blue arrow)


Order Information


Total Amount (\$): \$0.00



Transaction Type: CREDITAUTH

Card Information


  


 Card Number:*

 Expiry Date:*


 CVV: 

Customer Information


 Customer Title:

 First Name:


Middle Name:


 Last Name:


Company Name:


 Address One:


Address Two:

 City:

 Country:

 State or Province:

 Postal Code:



v. To enter a payment, select your card

Enter Payment for Test Mother [X]

Account Balance (\$300.08)

Select Child: One, Test Child [v]

Payment Amount: \$ 0.00

Payment (Ledger) Date: 9/1/2021 [v]

Memo: CC Payment

Payment Method

Credit Card | Check | Cash | Direct Deposit

Select Card [v]

Direct Deposit Status: OFF [v]

Manage Cards | Pay Without Saving | Accept Payment

vi. Enter amount you want/ are needed to pay and select accept payment

Enter Payment for Test Mother [X]

Account Balance (\$300.08)

Select Child: One, Test Child [v]

Payment Amount: \$ 400.00 [v]

Payment (Ledger) Date: 9/1/2021 [v]

Memo: CC Payment

Payment Method

Credit Card | Check | Cash | Direct Deposit

547463XXXXXX7975, Exp. 11/21 (MM/YY) [v]

Direct Deposit Status: OFF [v]

Manage Cards | Pay Without Saving | **Accept Payment** [v]