



# HOW TO CREATE A SCHEDULING ACCOUNT



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## Create an Account

Please create an account to get started

[Create an Account](#)

### **Not registered:**

**Step 1:** Start by creating an account here.

## Log In (returning users)

Login

kristin

Password

\*\*\*\*\*

[Log In](#)

[Forgot password?](#)

### **Already registered:**

Enter your registered Username & Password information here then follow instructions from PDF "**How to Schedule Services**"



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## Create an Account

\* Indicates required field

\* Parent/Guardian First Name

\* Parent/Guardian Last Name

\* Best Contact Number

\* Email

\* Login

[Login Rules](#)

\* Password

[Strong Password Rules](#)

\* Retype Password

**Create Account**

Child 1

First Name

Last Name

Middle Name

Birth Date

**Step 2:** Fill out the required information, including a "Login" & "Password"

*(We suggest choosing a login and password that you can remember. It will be used to easily access your schedule requests online)*

Once all required fields are filled in, click **"Create Account"**



[Click here to add additional children to your profile](#)

### Schedule Locator

Select Service

Select Respite Care Site

[Schedule Activity](#)

Welcome | **Your name will appear here**

Welcome to our online reservation system. To get started, please use the drop down menus on the left.

**Step 3: Add a new or additional child or children by clicking here**

### Schedule Activity

allow at least 24 hours notice for cancellations.

Schedules

[Show All](#) | [Print All](#)

not have any future Schedules scheduled



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## Child List

There are no children currently set up

[Add a Child](#)

Step 4: Add a child by clicking here



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## Child Maintenance

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### Add Child

First Name

Last Name

Middle Name

Birth Date

**Add Child**

**Step 5:** Fill in child's details here and then click "Add Child"

Repeat this step for all children eligible for Therapeutic Respite or Date Night Services (sibs upto age 10).



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## Child Maintenance

[Return to Child List](#)

### Add Child

First Name

Last Name

Middle Name

Birth Date

**Add Child**

### Step 6:

After all children have been added, click "Back to Start" to begin scheduling services.

*Need assistance scheduling services? Refer to our PDF on our Parent Portal called **"How to Schedule Services"***