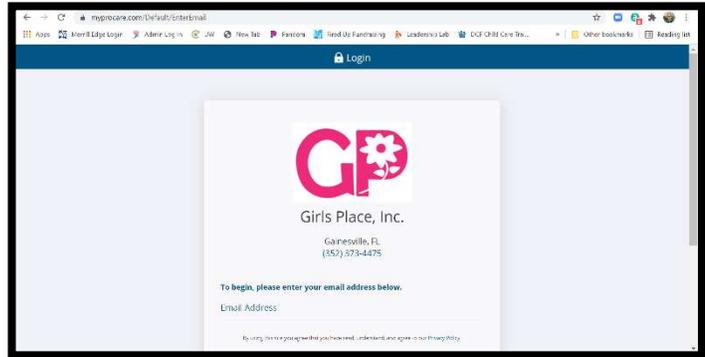


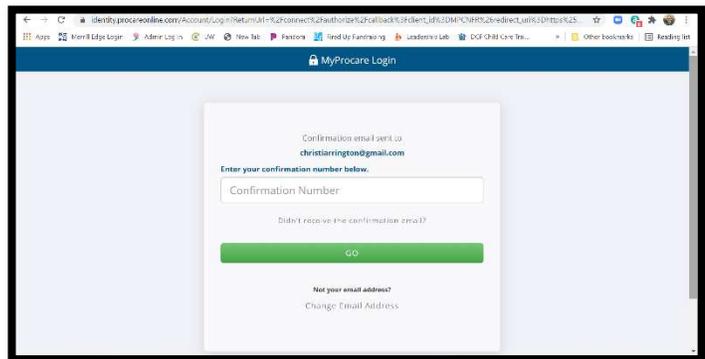
New Family

If you are brand new to Girls Place OR have not been at Girls Place or have not participated in a program since May 2021.

1. Enter your email address, you will receive an email with a confirmation number

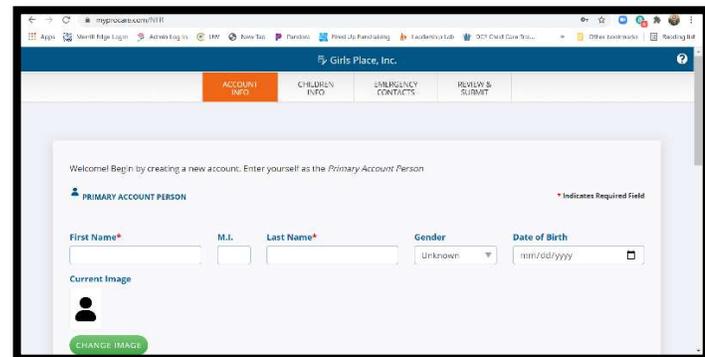


2. Enter "confirmation number" from the email.

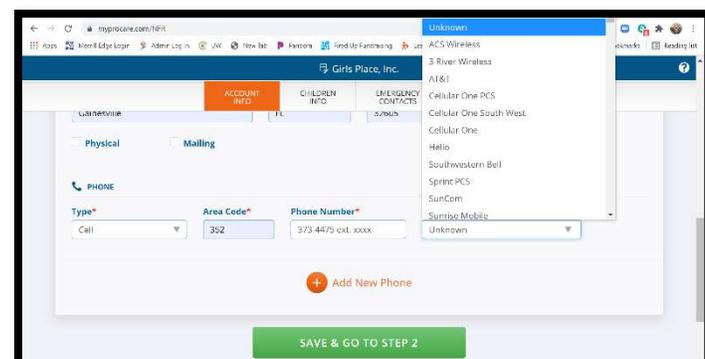


3. Enter yourself as the *Primary Account Person*

Add your image to help us at check out and getting to know you.

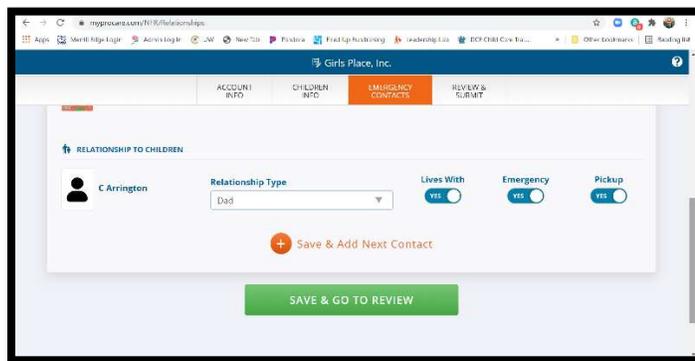


4. Add a cell phone so we can text you all with updates! 📞



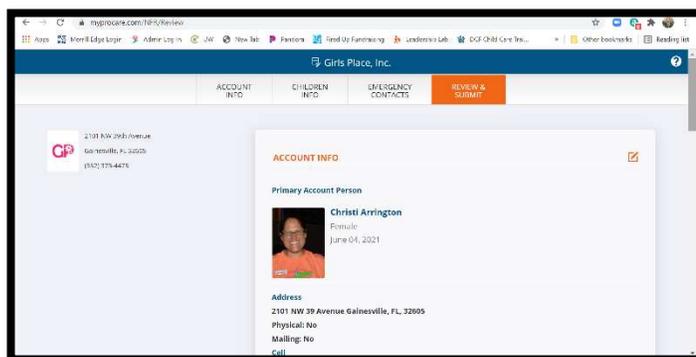
5. Add other contacts:

- 2nd Parent/Guardian
- Emergency contacts
- Individuals that will be picking up your child (friend, neighbor, etc.)

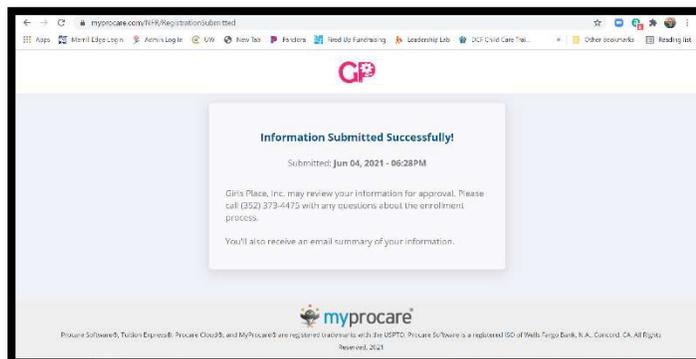


6. Review

Click the edit icon to make changes



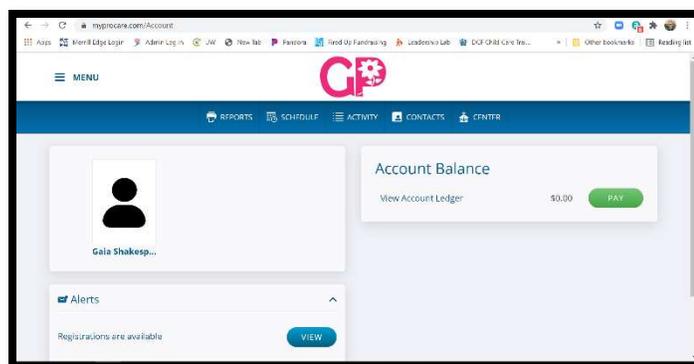
7. Success!



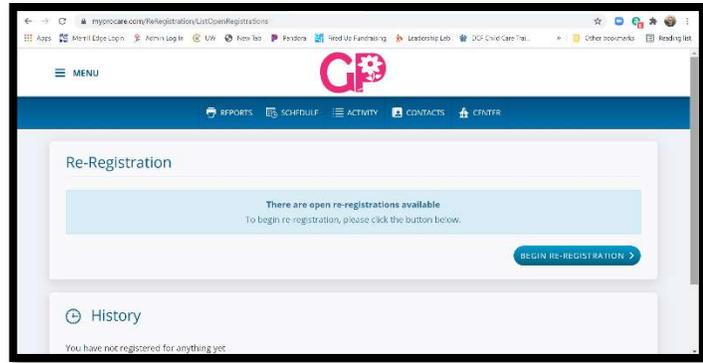
8. We will confirm your “new account” within a few days, after this we will email you so you can login to complete the program registration process.

9. Log back into MyProCare.com

10. Click “view” next to Registrations are available

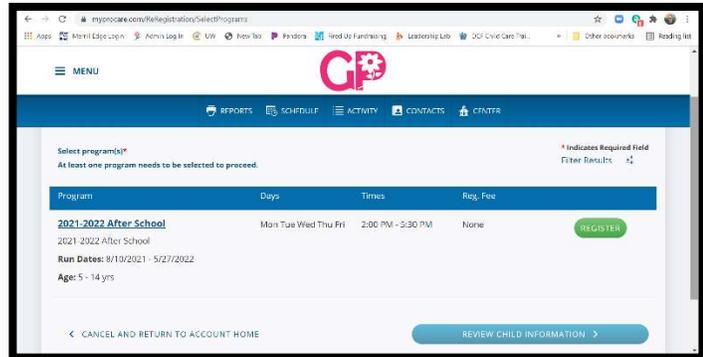


11. Begin re-registration.

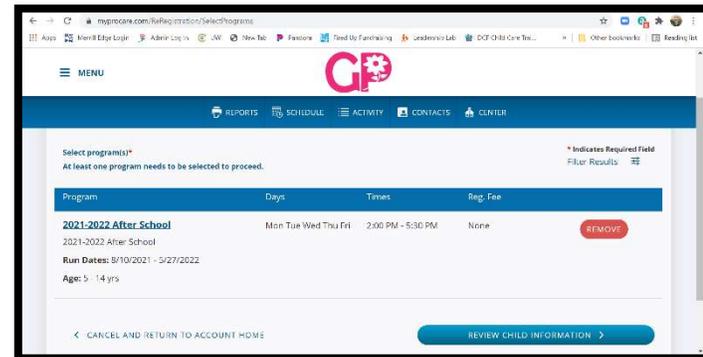


12. Click on "register."

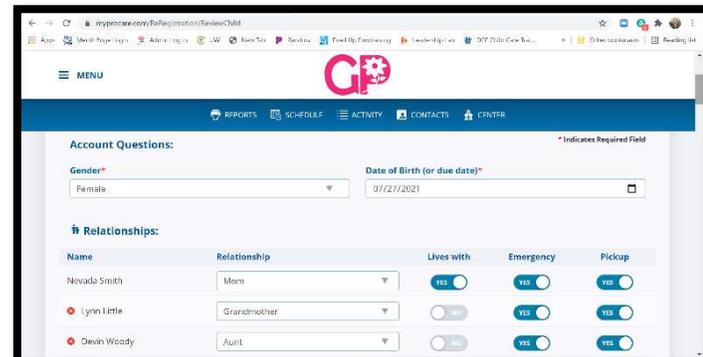
The button turns red and now says "remove."



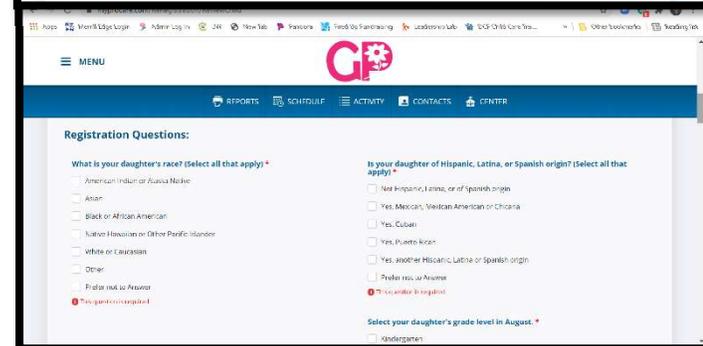
13. Click on "review child information."



14. Review information we have on file



15. Answer new registration questions



16. Click “continue”

myprocare.com/Registration/ReviewChild

MENU

REPORTS SCHEDULE ACTIVITY CONTACTS CENTER

Submit for processing and registration for a program of care that is not an exploitation of a child.

Yes

No

Surviving or witnessing a community shooting or school shooting

Surviving or witnessing violence in the home

Exposure to war (i.e. lived in a war zone area)

Witnessing the death, murder, or suicide of another person

CANCEL AND RETURN TO PROGRAM SELECTION

CONTINUE

17. Click “continue.”

myprocare.com/Registration/ReviewSelections

MENU

REPORTS SCHEDULE ACTIVITY CONTACTS CENTER

Program

Program	Reg. Fee	
2021-2022 After School 2021-2022 After School Mon Tue Wed Thu Fri 2:00 PM - 3:30 PM Add program	\$0.00 Per Child	Remove

Total: \$0.00
Card processing fees may apply.

CANCEL AND RETURN TO CHILD REVIEW

CONTINUE

18. Complete “Account Questions.”

Think of these questions as questions regarding your entire family.

myprocare.com/Registration/PaymentAndSummary

MENU

REPORTS SCHEDULE ACTIVITY CONTACTS CENTER

Re-Registration
Review & Checkout

Submit for Processing

Account Questions

Parent/Guardian #1 Employer *

Parent/Guardian #2 Employer *

Who is the head of household? *

Select an annual income range: *

Current Charges

Charge	Amount
Gala Shakespeare 2021-2022 After School	\$0.00
Total Charged Today:	\$0.00

19. Click on “account info.”

myprocare.com/Registration/PaymentAndSummary

MENU

REPORTS SCHEDULE ACTIVITY CONTACTS CENTER

Home

ACCOUNT INFO

Account Information

Submit

CANCEL AND RETURN TO REVIEW

myprocare

20. Click “submit.”

myprocare.com/Registration/PaymentAndSummary

MENU

REPORTS SCHEDULE ACTIVITY CONTACTS CENTER

Physical Mailing

Phone:

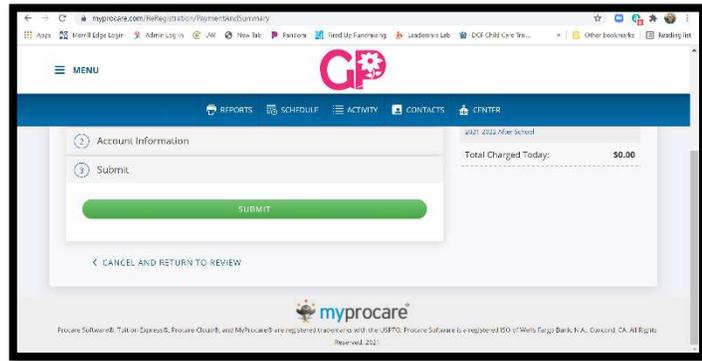
Call *

Home *

Work *

SUBMIT

21. Click “submit.”



22. We will review your registration and communicate with you via email once the appropriate fees have been added to your account and to confirm your daughter’s space in the program.