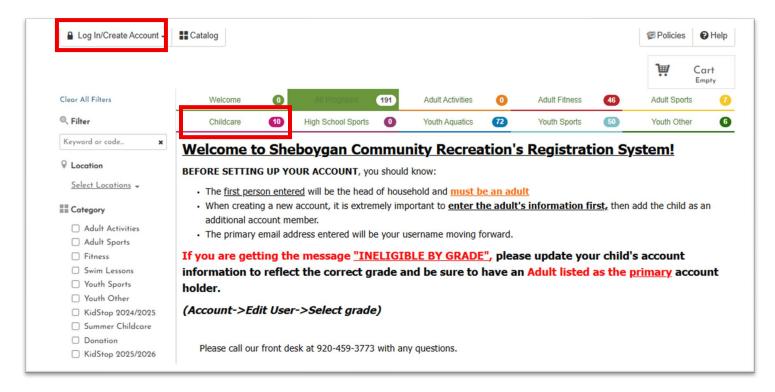
KidStop Registration User Guide

Go to sheboyganrec.com and find the registration link to your child's school: sheboyganrec.com

Alternatively, log in to your Civic Rec account by selecting the following link: https://secure.rec1.com/WI/sheboygan-area-school-district-wi/catalog

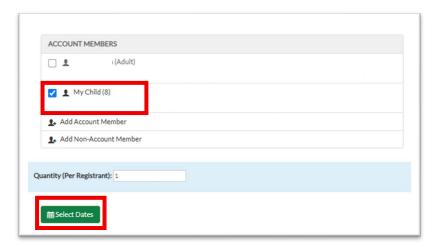
1.) Log in to or create your account (Please remember the account holder must be an adult)



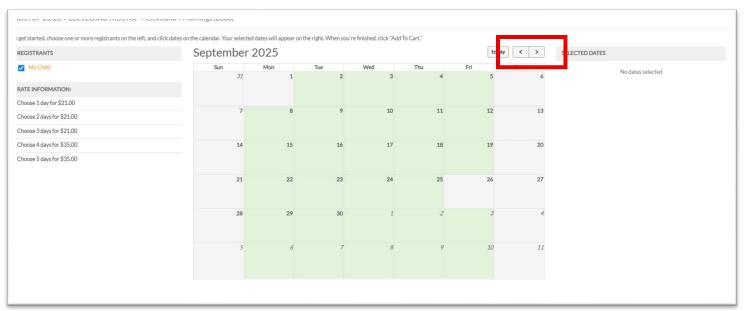
- 2.) Once you're logged in to your account, click on the Childcare tab
- 3.) Select the KidStop location needed
- 4.) Click on your desired schedule (Morning or afternoon. If you need both, you will have to sign up for mornings and afternoons separately. To avoid having to fill out emergency information twice, we recommend you add both to your cart for one transaction)



5.) Under ACCOUNT MEMBERS, check off next to the child(ren) you are registering. Once you have selected your child(ren) click on Select Dates.



6.) A calendar view will open. Navigate to your child's start month. Click on the dates you will need care. You may also click, hold, and drag until the end of the month to select the entire month. Please go through the <u>entire school year calendar</u> to have your child(ren) registered. (Keep in mind the Rec Department reserves the right to end childcare if days are not accurately selected).

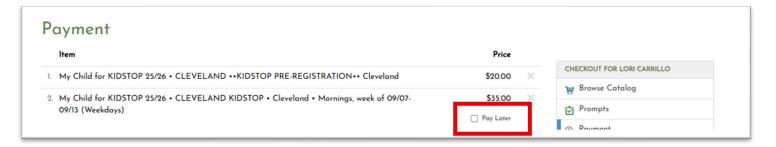


- 7.) Once you have selected all the dates needed, click Add to Cart.
- 8.) If you are registering for both morning and afternoon, repeat steps 4-7.
- 9.) Click Checkout
- 10.) Please fill in all the required prompts. These prompts have replaced the previous paper emergency forms. It is important you fill out as many details as possible about your child. Please make sure to list ANYONE who might pick up your child at any point during the year. Once all information has been filled out, click Submit Responses.

11.) To <u>AVOID PAYING IN FULL</u> upon checkout, be sure to check every box indicating <u>"PAY LATER"</u> in your cart. Please be aware, there will be one for each week of the school year and one for every schedule (morning/afternoon). We know this step might be time-consuming, but it is the best way to ensure your payment plan is set up and will run smoothly.

Payments will be due every Friday before your week of childcare.

If you have not completed the pre-registration, the non-refundable and mandatory registration fee is automatically added to your cart and will be due immediately.



- 12.) Once complete, click Review Transaction.
- 13.) Please review & confirm your payment summary. Once you're done, click Complete transaction.
- 14.) Lastly, see your transaction receipt and have the option to send it to your email or print.

If you have any questions, please call 920-459-3773, Español 920-459-3775, Hmong 920-459-3774.

