



How to register for childcare at Nipperbout Parent/Carer Guide

Shoptalk Kids 2025

Website: https://nipperbout.filemaker.link/fmi/webd/nipperbout

Event code: SPT020625

Steps to registering

1. Set up an account

- 1) Click on the link above to visit the registration website
- 2) Create a username and password for your account
- 3) Add your personal details

2. Add your children

- 1) Add a child
- 2) Complete the 5 pages of information about your child

3. Register for an event

- 1) Add the event to your account using the event code see above code
- 2) Answer the admission criteria between 3 and 6 questions
- 3) Add your children
- 4) Select your sessions which sessions are they attending?
- 5) Grant consents for your children give your permission
- 6) Submit your registration remember to click 'submit'!

See page 2 & 3 for further details on how to register

Need Help? Contact us

Tel: 01296 712 658 Opt 3 Lines are open Monday to Friday 9am - 5pm

E-mail: <u>registration@nipperbout.com</u> Make sure to tell us the name of your event







Registering for the first time



Visit the website using the URL on the first page. Click 'Register'.

First Name:	
0	
Sumame:	
Email Address:	
Event Code:	

Enter your details and the event code (found on the first page of this guide).



Create a memorable password.

NIPPERBOUT



You'll see a confirmation alert, click 'continue'.

(My Info
Ente	r your contact details. When done, click Next.
Title	
First Name	Example
Sumame	Account
Errail	registration@nipperbout.com
Mobile	
Home Phone	

You'll arrive at the 'My Info' tab. Complete the missing information. Then click 'next'.

Event Start End Add New Event
NIPDEMO NIP DEMO 01 Jun 2025 04 Jun 2025 Edit Booking
Conference Not submitted Children: Sessions: Canoil Backing
Not submitted Children: Sessions: Canoil Backing
Conference Children: Sessions: Canol Backing

You'll arrive at the 'Events & Sessions' tab. You'll see your event has already been added to your account and will show the status 'not submitted'. To complete the registration & submit,

 Welcome, Example Account

 We with
 Image: Count

 Add New Child or Edit Details about a child. When done, click Next

 Neme
 0000 Gender

You'll arrive at the 'My Children' tab. Click 'Add New Child'. Complete the 5 pages of child information. Make sure you answer all the questions. Once you are back on the 'My Children'

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Follow the instructions, from point 4, under the Returning Parent/Carers section on next the page.







Returning Parents/Carers

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1

Visit the website using the URL on the first page. Click 'Login'. You'll arrive at the 'My Info' tab. Navigate to the 'Events & Sessions' tab by clicking on the purple bubble.

	Event Code	
legister for a	a new event	
Enter the event	code provided by your event organiser. The	n click on Continu
Event Code		Contro
If you don't hav	e the event code contact your event organise	er.
Click Return to	go back to Events and Sessions.	000

Click 'Add New Event' and enter the event code (found on page 1 of this guide) and click 'continue'.



You'll arrive on the Child Summary page. Read and check your child's details carefully. Use the 'edit' button to make any changes or click 'ok'.



You'll arrive on the Event Summary page. You can add more children to the event by clicking the 'edit

	event childcare		
	Admissions		
lick yes or no to Admission crit	leria		
IPDEMO NIP DEMO Conference		Event Start	Event End.
his is a demo event for Nipperbout to test the online	registration	01/06/2025	04/06/2025
tave you answered question 17	NA		
tave you answered question 2? Nes No	NA		
lave you answered question 37	NA		

You'll arrive on the Admission page. Answer the Admission Criteria questions. There will be at least 3. Click 'continue'.

Booking \$	At Sessions for Demo Ju	tendance Sea	ision IO Conf	erence	_
Name	Session Name	Date	Start Time	End Time	Contract of O
Demo Junior /	Account: Sunday All-day	01/06/2025	07:00	15:15	Core .
Demo Junior /	Account Monday Al-day	02/06/2025	08.00	18.45	Tearr

You'll arrive on the Attendance Session page. Select the session you would like the child to attend, then click 'continue'.

When you're happy with your registration, click the '**submit**' button. You'll see an onscreen 'success!' message and you'll receive an e-mail

		Chil	dren	
Select a C	hild to add to	an event's ses	sions	
First Name	Last Name	Date of Birth	Apr	Added
Demo Junior	Account	01/01/2010	15	

You'll arrive on the Children page. Select a child who needs a childcare place.

	event childcare
	Consents
Click to grant Cor	resents for each child
peros cown to see	an options)
Name	Covert 5.4
Demo Junior Account	Outings
Offes No NA	I consert to my child being taken out of the Nigoenboot studies to appropriate local amenities and entertrainment owners. I understand that Nigoenboot staff will escont my child according to the ratios recommended within the Children Act 1990.
Demo Junior Account	Compliance
Yes No NA	In the interest of health and safety. I have instructed my child that they must remain close to supervising staff and comply with the instructions given at all times when on an outing.
Demo Junior Account	Identifiers
Tes No NA	I understand and have informed my child that Identifiers, such as jackets, bits, cape, armbands, must be worn, as the supervising staff instruct, on outings and at times within the setting.

You'll arrive on the Consents page. Answer yes or no to each consent. Click 'continue'.

You can check the status of your application on the Events & Sessions tab, under the event name.

