



# 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: [registration@nipperbout.com](mailto:registration@nipperbout.com)

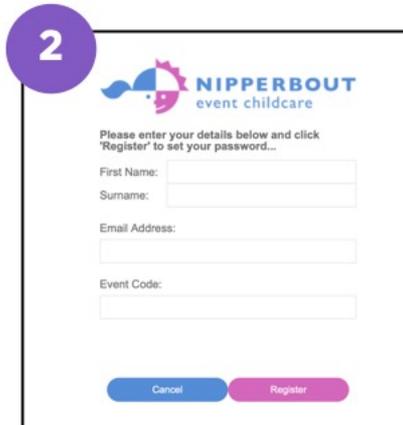
*Make sure to tell us the name of your event*



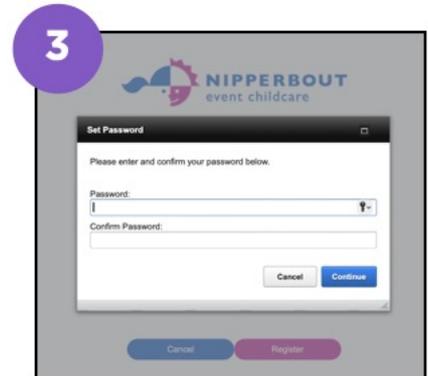
## Registering for the first time



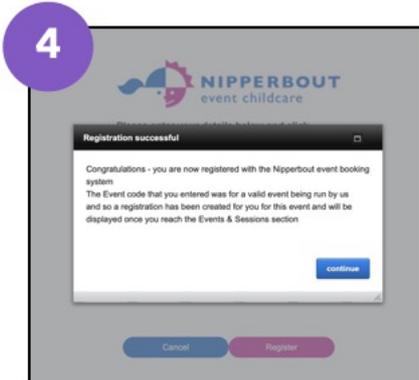
1 Visit the website using the URL on the first page. Click 'Register'.



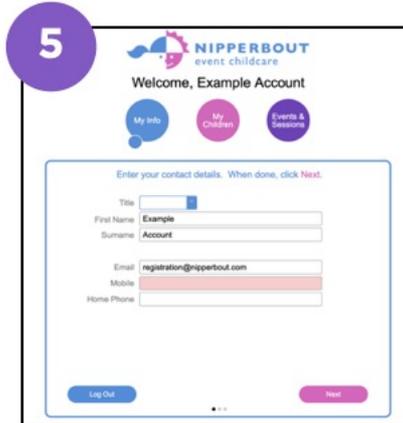
2 Enter your details and the event code (found on the first page of this guide).



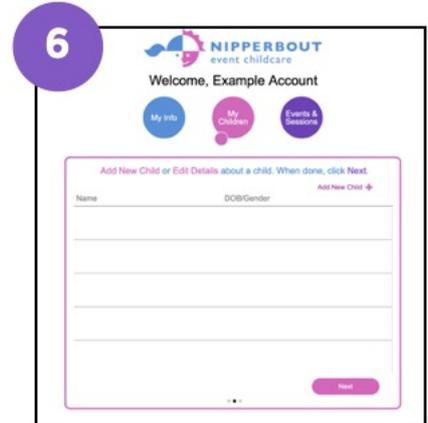
3 Create a memorable password.



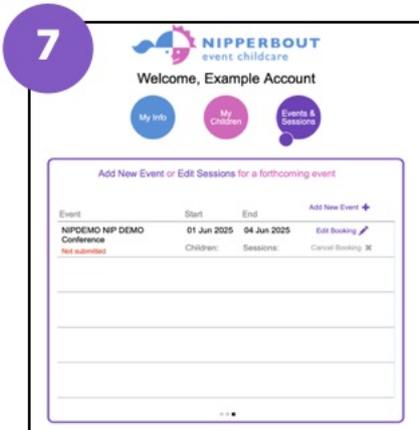
4 You'll see a confirmation alert, click 'continue'.



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



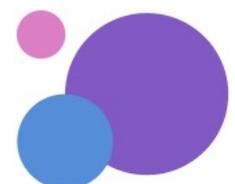
6 You'll arrive at the 'My Children' tab. Click 'Add New Child'. Complete the 5 pages of child information. Make sure you answer all the questions. Once you are back on the 'My Children'



7 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,



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



## Returning Parents/Carers

1

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

2

You'll arrive at the 'My Info' tab. Navigate to the 'Events & Sessions' tab by clicking on the purple bubble.

3

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

4

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

5

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

6

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'.

7

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

8

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

9

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

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

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

