

How to register for childcare at Nipperbout Parent/Carer Guide

SEB Antwerp Congress 2025

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

Event code: SEB080725

Registration deadline: 08/06/2025 To be considered for childcare places, registrations must be submitted before the deadline.

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'.

	event childe	are
'Regi	e enter your details below and ster' to set your password	CIICK
First M	lame:	
Suma	me:	
Email	Address:	
Event	Code:	

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

Please enter and confirm your password below. Password: I Confirm	Please enter and confirm your password below.
1	
Confere Descenaria	
Correm Password:	Confirm Password:

Create a memorable password.



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

	Ay Info Ny Events & Children Sassions	
Ente	r your contact details. When done, click Ne	nd.
Title		
First Name	Example	
Sumame	Account	
Email	registration@nipperbout.com	
Mobile		
Home Phone		

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

			Add New Event
Event NIPDEMO NIP DEMO	Start 01 Jun 2025	End 64 Jun 2025	Edit Booking
Conference Not submitted	Children:	Sessions:	Cancel Booking 3
	Children:	Sessions:	

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

 With
 With

 With
 With

 With
 With

 Mark
 With

 Mark
 DOB/Gender

NIPPERBOUT

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'

8

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





Returning Parents/Carers

2

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	
Register for a	a new event	
Enter the event	code provided by your event organiser. Th	hen click on Continue
Event Code		Cardina
If you don't have	e the event code contact your event organ	liser.
Click Return to	go back to Events and Sessions.	(III)

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 childcar	e	
	Admissions		
Click yes or no to Adr	nission criteria		
NPDEMO NIP DEMO Conference		Event Start	function.
This is a demo event for Npperbout	to test the online registration	01/06/2025	
Have you answered question 17	Nes No NA		
Have you answered question 2?	Nes No NA		
Have you answered question 37	The No NA		

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



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

			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
	sents for each child
scroll down to see	all options)
Name	Connect To Ad
Demo Junior Account	Outings
O'Tes No NIA	I content to my child being taken out of the Nigperbout celohe to appropriate tocal amenities and entertainment centres. I understand that Nigperbout staff will escont my child according to the ratios recommended within the Challem Aut 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
Yes No NA	I understand and have informed my child that Identifiers, such as jackets, bibs, caps, ambands, 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.

