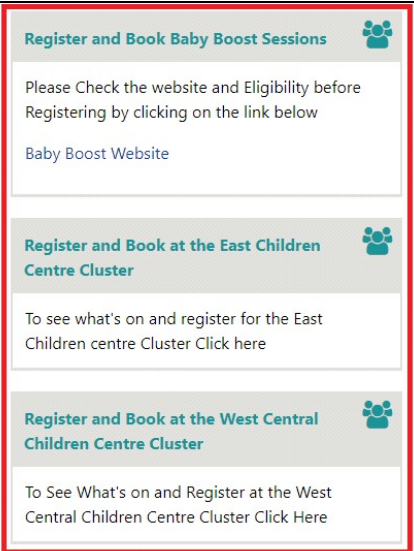


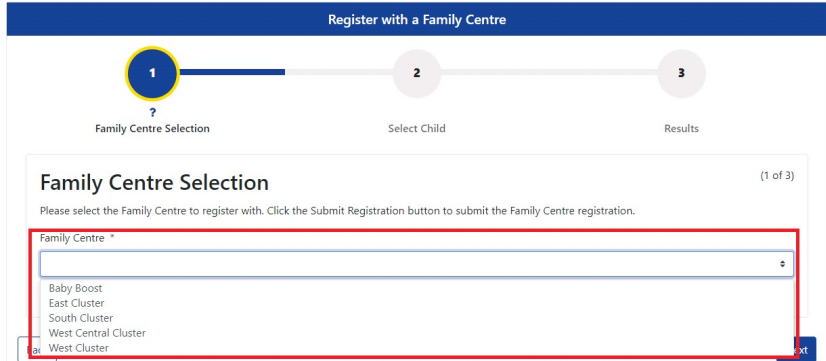


## Parent/Carer Guide – Registering for a Children’s Centre

1. Log in to the Portal using the account details you have set up	<a href="https://bf.cloud.servelec-synergy.com/SynergyWeb/">https://bf.cloud.servelec-synergy.com/SynergyWeb/</a>	
2. Once logged in select the Children’s Centre you want to view		
3. Click Register at the Children’s Centre Cluster		
4. Select the Children’s Centre you’d like to register with from the drop down list		

<p>5. Click Next</p>	<div> Family Centre *  <input type="text" value="East Cluster"/> ✓  <small>Please select the Family Centre to register with</small> </div> <div> Back Next </div>												
<p>6. Select the Child(ren) you'd like to include in the registration by ticking the box next to their name</p>	<div> <h3>Select Child</h3> <p>In additional to yourself, who will also appear in this registration?</p> <div>New Child</div> <table> <thead> <tr> <th></th> <th>Name</th> <th>DOB</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Peppa Pig</td> <td>04/05/2020</td> </tr> <tr> <td><input type="checkbox"/></td> <td>George Pig</td> <td>01/12/2022</td> </tr> </tbody> </table> <p>Please select the child you wish to apply for</p> </div>		Name	DOB	<input type="checkbox"/>	Peppa Pig	04/05/2020	<input type="checkbox"/>	George Pig	01/12/2022			
	Name	DOB											
<input type="checkbox"/>	Peppa Pig	04/05/2020											
<input type="checkbox"/>	George Pig	01/12/2022											
<p>7. If your child's name does not appear in the list to select from, click the New Child button and add their details. Click Save to add them.</p>													
<p>8. Once all children have been selected click Next</p>	<div> <h3>Select Child</h3> <p>(2 of 6)</p> <p>In additional to yourself, who will also appear in this registration?</p> <div>New Child</div> <table> <thead> <tr> <th></th> <th>Name</th> <th>DOB</th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Peppa Pig</td> <td>04/05/2020</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>George Pig</td> <td>01/12/2022</td> <td></td> </tr> </tbody> </table> <p>Please select the child you wish to apply for</p> </div> <div> Back Next </div>		Name	DOB		<input checked="" type="checkbox"/>	Peppa Pig	04/05/2020		<input checked="" type="checkbox"/>	George Pig	01/12/2022	
	Name	DOB											
<input checked="" type="checkbox"/>	Peppa Pig	04/05/2020											
<input checked="" type="checkbox"/>	George Pig	01/12/2022											
<p>9. Answer the questions on the page and click Next</p>	<div> <h3>Main Parent, Carer and Correspondent</h3> <p>(3 of 6)</p> <div> Relationship to Child  <input type="text" value="Mother"/> </div> <div> If Other Please State  <input type="text"/> </div> <div> Ethnicity  <input type="text" value="White"/> </div> <div> State Ethnicity  <input type="text" value="White British"/> </div> <div> Telephone Number  <input type="text" value="0777777777"/> </div> <div> Are you Pregnant?  <input type="text" value="No"/> </div> <div> Due Date  <input type="text"/> </div> </div> <div> Back Next </div>												
<p>10. Answer the questions on the page and click Next</p>	<div> <h3>Children Under 5 Years in the Household</h3> <p>(4 of 6)</p> <div> <div>Peppa Pig ^</div> <div> Ethnicity  <input type="text" value="White"/> </div> <div> Please State Ethnicity  <input type="text" value="White British"/> </div> </div> <div> <div>George Pig ^</div> <div> Ethnicity  <input type="text" value="White"/> </div> <div> Please State Ethnicity  <input type="text" value="White British"/> </div> </div> </div> <div> Back Next </div>												

<p>11. Print your name and tick the box to say you consent to the declaration</p>	<div> <div>Declaration<span>(5 of 6)</span></div> <div> <p>I declare that all I have provided to Reading Children's Centres is true to my knowledge. I understand that information provided will be kept on the file, including the Children's Centre computer system, to ensure that I receive relevant information, and for the Children's Centre statistical monitoring and evaluation purposes. I understand that any information regarding myself and my family will be kept confidential and will not be passed to organisations outside of the Children's Centre Partners without my consent, unless it is of a Child Protection nature, in which case I understand that information will be shared only as may be necessary and only with appropriate agencies. I understand that the Children's centre undertakes to keep all information provided in a secure location. I also agree for additional information relating to family changes to be updated by professionals working alongside Reading Children's centres. I retain the right for these records to be deleted upon request.</p> <p>We May contact you by phone, email, text, using the details you have provided. If you wish to opt out of being contacted by Reading Children's centres please email us at <a href="mailto:Reading.childrenscentres@brighterfuturesforchildren.org">Reading.childrenscentres@brighterfuturesforchildren.org</a></p> <p>Print Name * <input type="text" value="Mummy Pig"/> ✓</p> <p><input checked="" type="checkbox"/> By ticking the box I give consent as per the declaration above</p> </div> </div>
<p>12. Click Submit</p>	<div> <div> <p>Print Name * <input type="text" value="Mummy Pig"/> ✓</p> <p><input checked="" type="checkbox"/> By ticking the box I give consent as per the declaration above</p> </div> <div> <p><a href="#">Back</a> <a href="#">Submit</a></p> </div> </div>
<p>13. A message will let you know that your form has been submitted successfully. Click Finish to return to the homepage.</p>	<div> <div>Results<span>(6 of 6)</span></div> <div> <p>✓ <b>Family Centre Registration Submitted Successfully</b></p> <p>Your Family Centre Registration has been submitted and can be viewed in the Applications &gt; Family Centres tab of your Account Management page.</p> <p><a href="#">Restart</a> <a href="#">Finish</a></p> </div> </div>
<p>14. Once your form has been reviewed by the team you will receive an email letting you know if your registration has been approved or rejected.</p>	