

# **Procure Registration for Girls Inc. of Worcester**

## **What is Procure?**

Procure is the platform that Girls Inc. of Worcester uses to manage registrations and track payments for all our programming.

Procure allows families to register their child for programs, pay their bills, and update information such as address, phone number, and authorized pick-up persons.

## **Who needs to register in Procure?**

The parents/guardians of Girls Inc. participants need to register their child(ren) in Procure and enroll their child(ren) into the program that they want them to attend.

Accounts can have multiple children registered and each child can be enrolled into programs separately. If you need to add a child to an account, please contact Marielys (contact information below).

## **How do I pay for registrations?**

At the end of each program registration there will be a "Review and Checkout" page that will prompt you to submit payment information.

If you have an account balance, it will be shown on the main account page.

## **How do I pay my bill?**

Bills can be paid online at [myprocure.com](http://myprocure.com).

Payment methods at Girls Inc. include cash, check, credit/debit and Venmo (@GirlsIncofWorcester). Please include the child's name when paying by check or Venmo.

Cash, check and credit/debit payments are accepted in person at the front desk.

## **What about future registrations?**

Once your Procure account is created, you can use that account to register your child(ren) for future programming at Girls Inc. of Worcester.

**If you have any questions, or run into any issues with Procure, please contact Marielys Rodriguez, Front Desk Coordinator, at 508-755-6455 x 100 or [mrodriguez@girlsincworcester.org](mailto:mrodriguez@girlsincworcester.org)**

## To Begin:

- Log into [www.myprocare.com](http://www.myprocare.com)

The Procure Home Page looks like this (Figure 1)



Figure 1: Procure Home Page

- Enter your email (parent/guardian) and click “Secure Login”

If you get an error message like this (Figure 2)

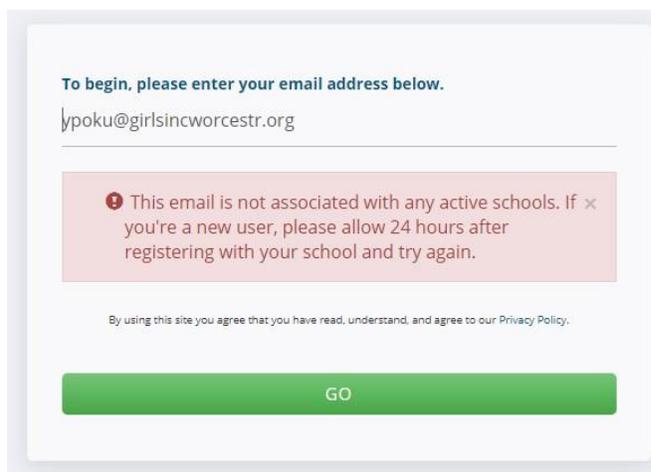


Figure 2: Procure Error Login Page

Please contact Marielys Rodriguez (information on page 1) and she can add the email to the account.

- If you do not have a Procure account, you will then be asked to enter the family's information (Parent/guardian and children that will be Girls Inc. members)

- If you have a Procure Account, then your main account page should include the members of the family (that are associated with Girls Inc.), your account balance, and any alerts
- The “Alerts” section will let you know if there are any registrations available for you to sign the child up for (Figure 3). Select “View” (Figure 3)

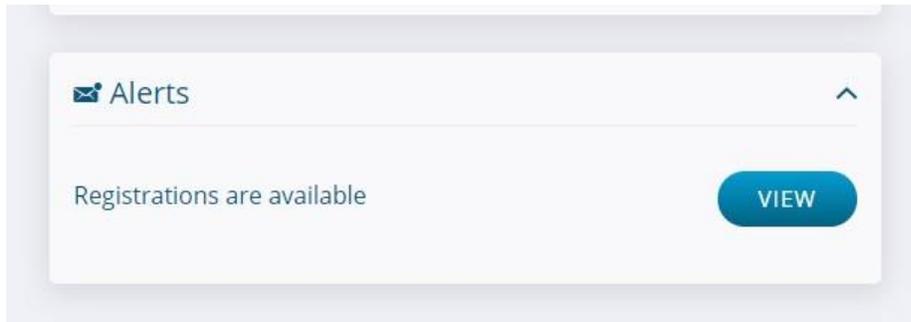


Figure 3: Alerts for Available Registrations

- A page with Re-registrations will show (Figure 4). Select “Begin Re-Registration”

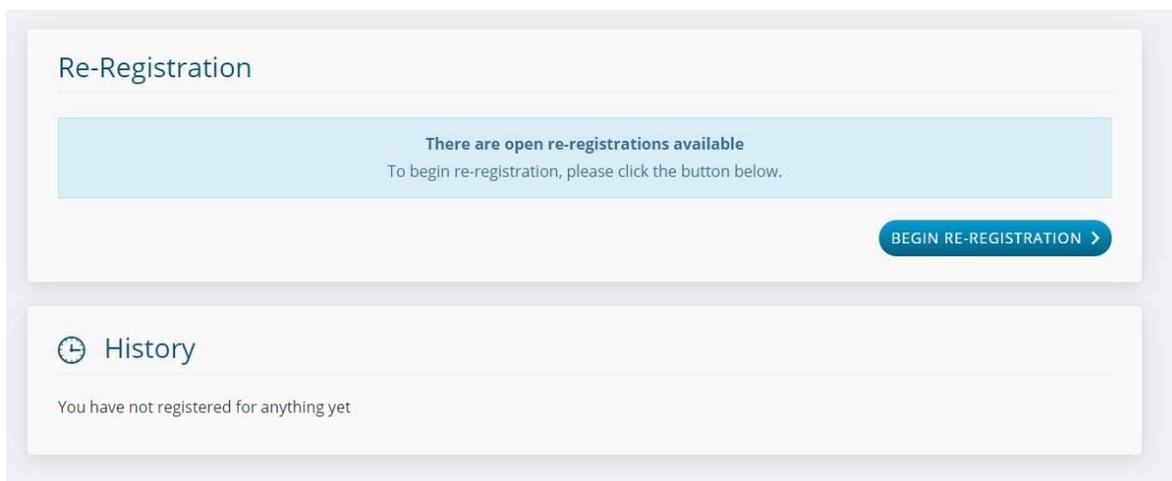


Figure 4: Re-Registration

- You will then select the child that you want to register in the program
  - Click on the name of the child to select
  - Click “Select Programs”

- The list of all available programs will show up, select the program that you wish to enroll your child. In this case, “Eureka! 2020-2021” is shown (Figure 5)
- Then click “Review Child Information” at the bottom of the screen

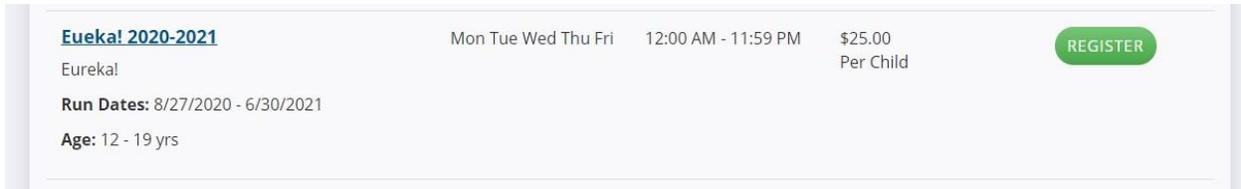


Figure 5: Select Eureka! 2020-2021

- The next page will ask for you to review any of the information for the child
  - Here, you can enter school, grade, demographic information, allergies, medical information, etc.
  - In the “Required forms for child” please select the options that apply to your child
    - Health Form, Immunizations, Photograph Allowed, Bathing Suit, and Girls Inc. Permission
  - Once finished, click “Continue”
- If you have multiple children on the account, you are asked if you want to register another child (Figure 6)

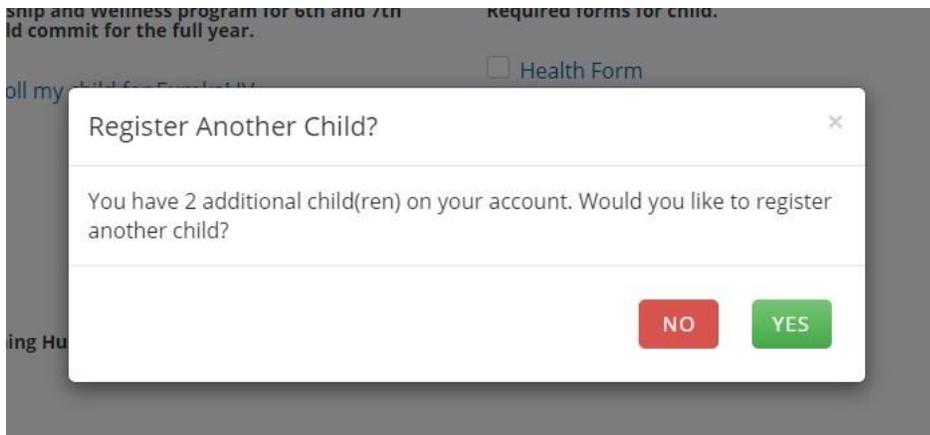


Figure 6: Register Another Child

- Once you have registered all the children you need to register, you will review the information on the “Re-Registration Review” Page (Figure 7)
  - If everything is correct, Click “Continue”

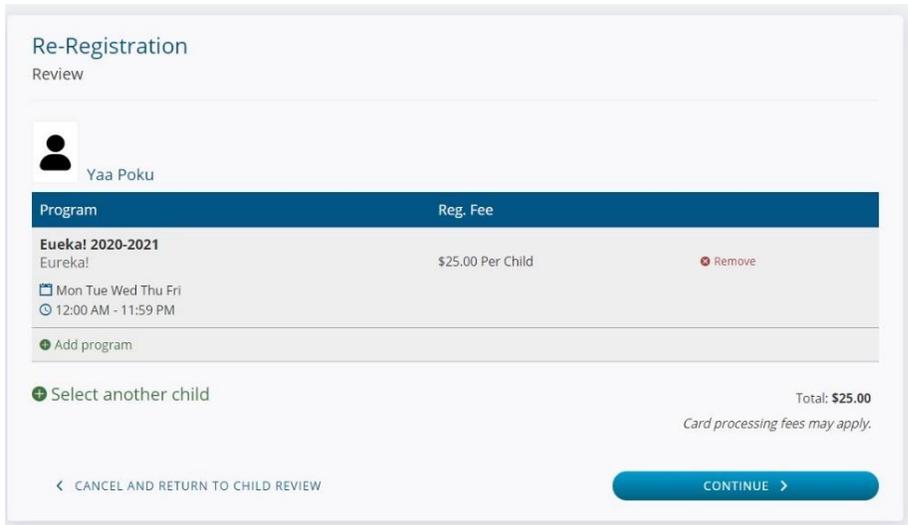


Figure 7: Review Re-Registration

- The next page is where any payments for the program can be made.

You are all set! You are able to log back in at any time to change information or register for more programs!