

Procure Registration for Girls Inc. of Worcester

What is Procure?

Procure is the platform that we (Girls Inc. of Worcester) use to track payments and registration for all of our programs.

In the past, we used paper registration forms that families filled out, and then we (Girls Inc. of Worcester Staff) would enter the information into Procure.

With the shift to virtual programs, we have also switched to digital registrations (online) where the families (parents and guardians) can register, pay, and update their information.

Who needs to register on Procure?

Families of the Girls Inc. participants need to register the child (children) on Procure for the program that they are attending.

Parents and Guardians (or the people that pay for the account/child) can create an account for the family. If there are multiple children that are Girls Inc. members, they can all be on the same account.

Each child on the account can be registered for their programs separately.

How do I pay for the registrations or programs?

At the end of each program registration (steps below) there will be a "Review and Checkout" page that should lead you to submit payment information.

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

Cash and check are accepted. You can pay by cash or by check by driving to Girls Inc. and pulling into the loop. Someone will come out to assist you. **MAKE SURE YOU WRITE THE CHILD'S NAME**

Girls Inc. of Worcester also has a Venmo Account, if you prefer that method of payment. It is **@GirlsIncofWorcester MAKE SURE YOU ADD THE CHILD'S NAME**

What about future registrations?

Once you create your Procure Account, you can go back to register the child for more programs at Girls Inc. of Worcester.

If you have any questions, or run into any issues with Procure, please contact Felicia Morgan, Front Desk Coordinator, at 508-755-6455 x 100 or

fmorgan@girlsincworchester.org

To Begin:

- Log onto www.myprocare.com

The Procare Home Page looks like this (Figure 1)

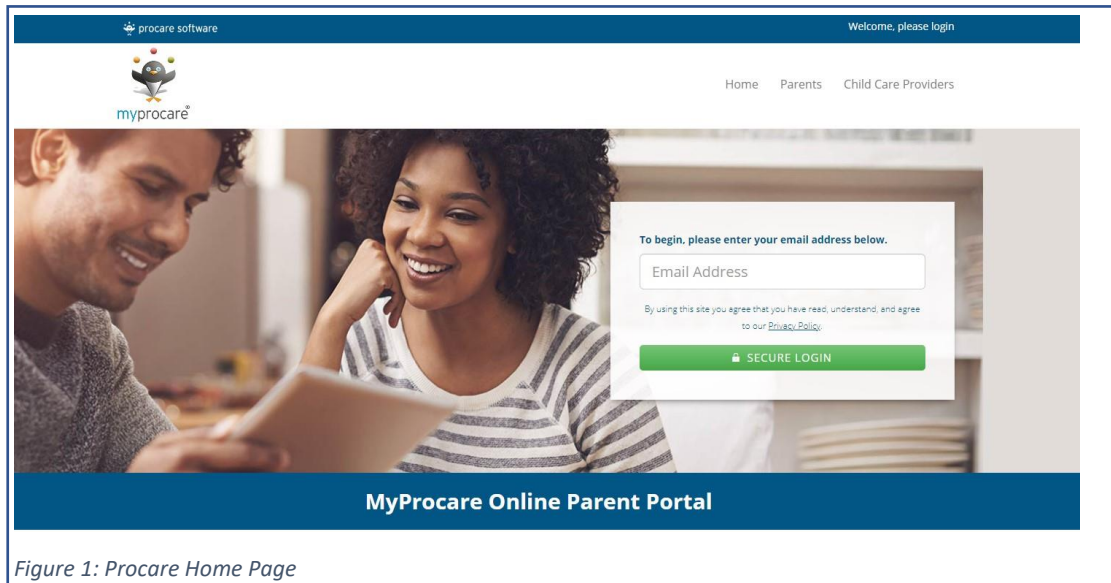


Figure 1: Procare Home Page

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

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

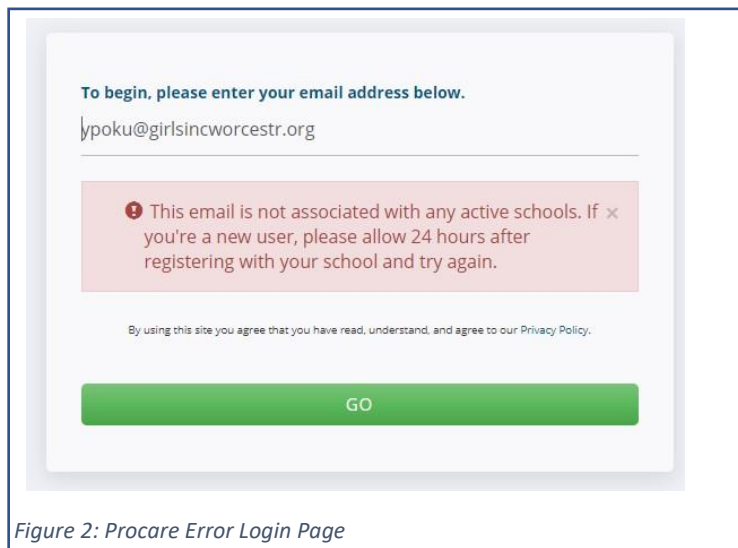


Figure 2: Procare Error Login Page

Please contact Felicia Morgan (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)

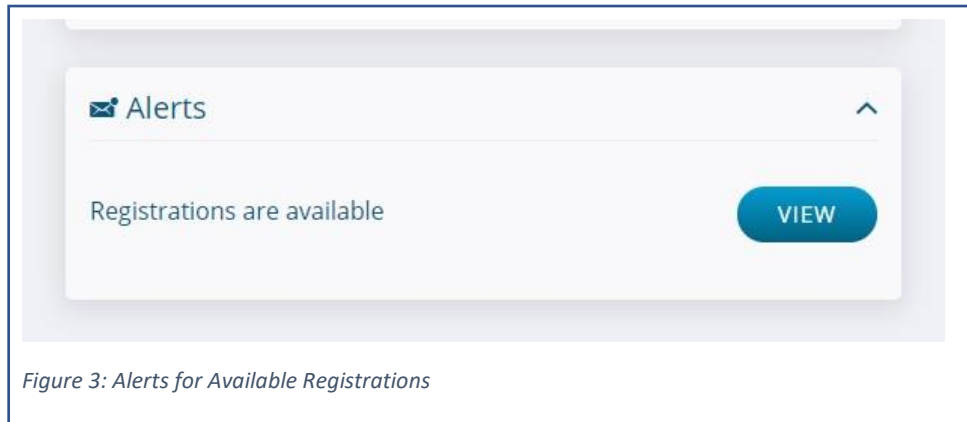


Figure 3: Alerts for Available Registrations

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

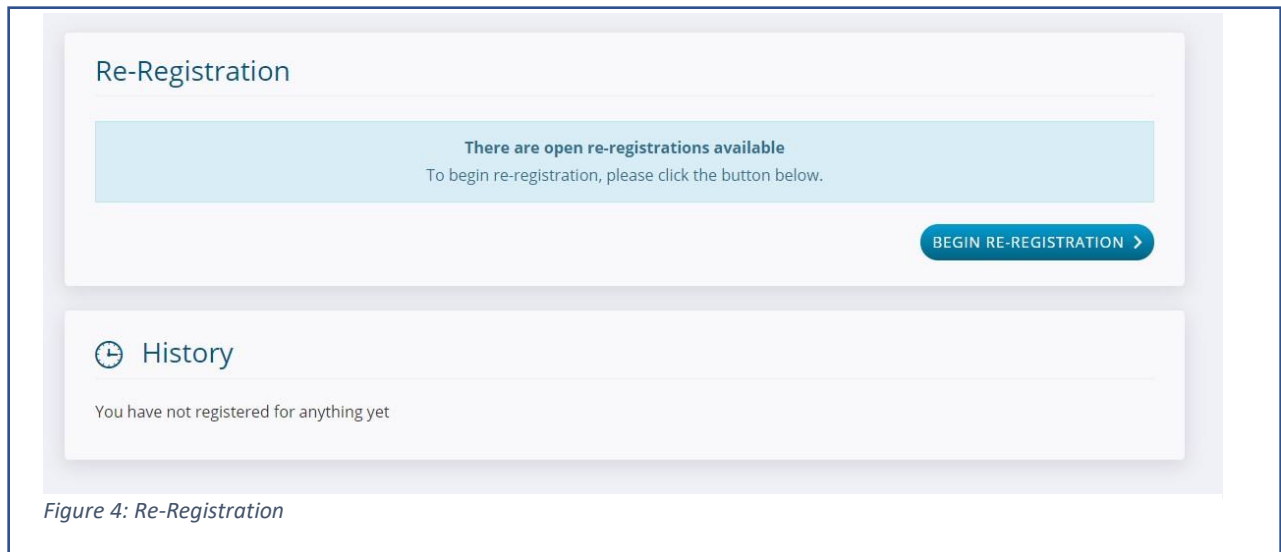


Figure 4: Re-Registration

- 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

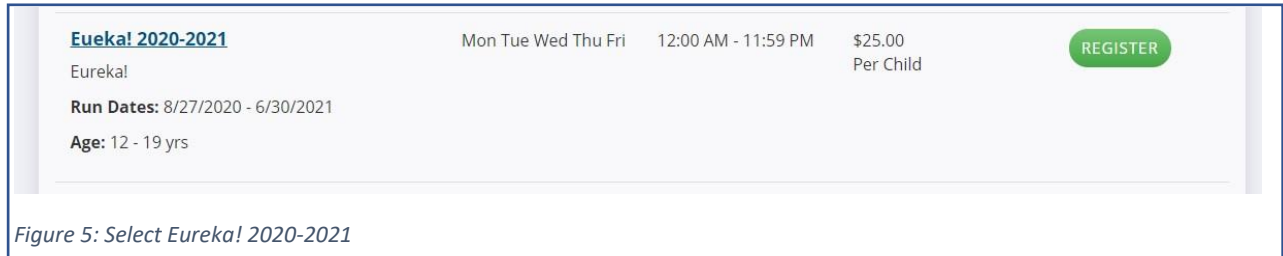


Figure 5: Select Eureka! 2020-2021

- 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)

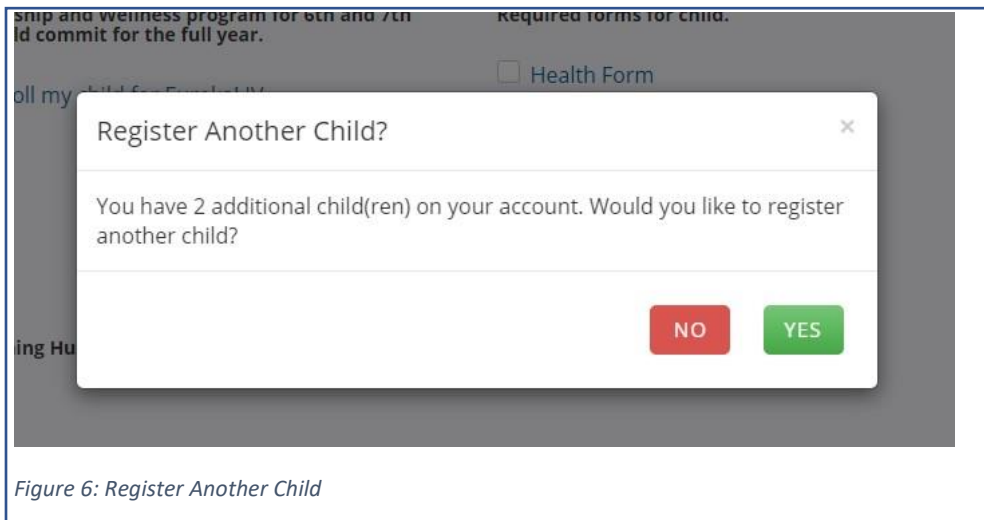


Figure 6: Register Another Child

- 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”

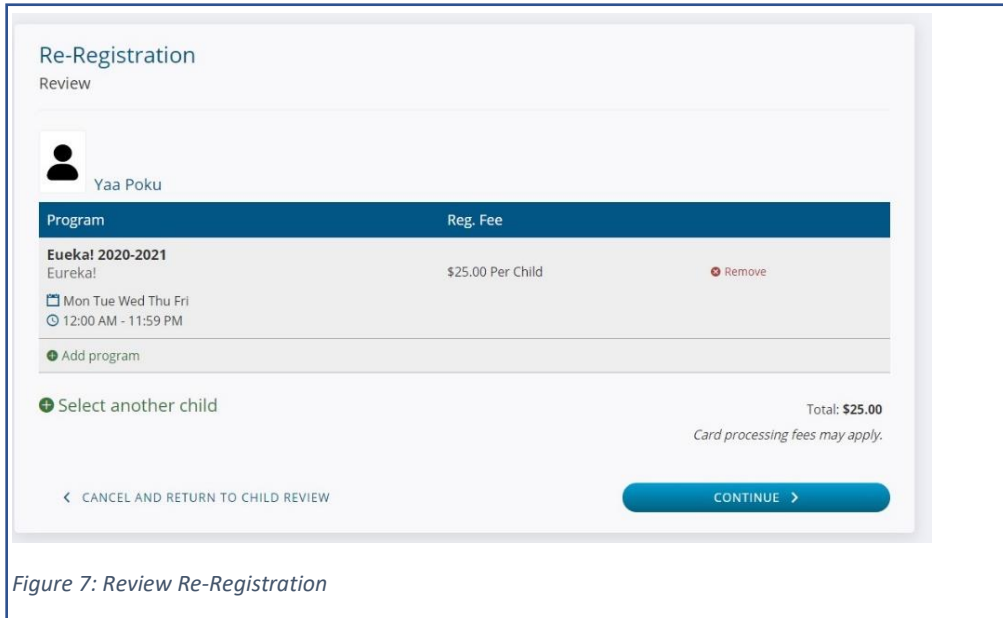


Figure 7: Review Re-Registration

- 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!