

## ESC Congress 2024

### Parents: how to register for a creche place

Please note the system is not compatible with mobile phones

Open your favourite browser.

Go to <https://nipperbout.filemaker.link/fmi/webd/nipperbout>

#### ON YOUR VERY FIRST VISIT:

You should come to a system page with the Nipperbout logo with pink and blue buttons.

Click on **Register**

In the text boxes that appear please add the following:

Enter your name into First Name

Enter your family name into Surname

Enter your account Email Address

Enter the event code **ESC300824**

Click **Register**

Enter a Password of your choice and Confirm the Password

Click **Continue**

#### ONCE YOU HAVE SET UP YOUR ACCOUNT:

Go to <https://nipperbout.filemaker.link/fmi/webd/nipperbout>

Click **Login** and enter your email and chosen password.

As a new registrant you will find your current event is already listed under **Events and sessions**

As a returning parent you need to enter the event code for the childcare required

1. Enter your details, 2. Enter your children's details, 3. Register each child for the event

Click **SUBMIT**

#### HAVE YOU FORGOTTEN YOUR PASSWORD?:

Go to <https://nipperbout.filemaker.link/fmi/webd/nipperbout>

Click on "Forgotten Password"

Enter your email address for your registration account

Click **Reset**

Enter the Password Reset Code that will have arrived in your Inbox

Click **Reset**

Create a memorable Password, Confirm the Password and Click **Continue**

### THREE STEPS TO COMPLETING CRECHE REGISTRATION:

Once you are within the Nipperbout Online Registration system layout:

1. Go to [MyInfo](#)

Enter responses to all questions, especially if the boxes are in red. Blanks may block your progress.

2. Go to [My Children](#)

Click [Add New Child](#) or [Edit Details](#) of selected child

Enter responses to all questions, especially if the boxes are in red. Questions about [needs](#) and [medical](#) will alert Nipperbout to additional care requirements.

Click [Next](#) to proceed, [Back](#) to make corrections and [Continue](#) when selected child is complete

3. Go to [Events and Sessions](#)

i) Click [Add New Event](#) or [Edit Sessions](#) of the event you can select

For a New Event enter [ESC300824](#)

Click [Continue](#)

For [Edit Sessions](#) do the following

ii) Enter responses in the '[Admission Criteria](#)' section. Then click [Continue](#)

iii) '[Select](#)' your child for the conference sessions. View session options. Then click [Done](#)

iv) Grant '[Consents](#)' and then click [Done](#)

v) Click on the [SUBMIT](#) button

Return to [MyInfo](#) and click on [Log Out](#)

You will receive an email confirming receipt of your registration request.

Problems? email [registration@nipperbout.com](mailto:registration@nipperbout.com)