

Dear Parent/Caregiver,

From the start of Term 1, 2018 we will be using an exciting new online system to

manage the way we look after your bookings; **it's called aimy Plus**.

 This online software has many benefits including your very own **Parent Portal** where you can:

● Register and Enrol your child/ren

● Book

● Make Payments

● Update your personal information

● View bookings

● View invoices

● Privately view photo's we upload of your child enjoying our programme.

This process should only take you about 10 mins and the good news is you will never have to fill out another enrolment form with us ever again!

Here's what you need to do:

1. Go to our website www.tetotara.school.nz and click the Enrol now button.

2. Once you reach the registration page, click the purple "register now" button.

DUE TO INCREASED REQUIREMENTS SET ON US BY THE MINISTRY OF SOCIAL

DEVELOPMENT YOU MUST BE REGISTERED, ENROL AND BOOKED FOR TERM 1

2018 USING AIMY PLUS BEFORE 10th JANUARY 2018

3. Follow the registration process and enrol your child/ren

4. After this has been done, click the dashboard in the Menu Bar at the top of the screen,

**now you can make a booking :)**

5. Click on the "make a booking" button and complete the booking into the desired

programme

6. Once completed, your booking is now pending and will be confirmed via confirmation email.

Next - enjoy exploring your Parent Portal and finding out all the neat things you can do and

see!

See these videos to help you along:

● Login:

https://www.youtube.com/watch?v=JyboRttGC-U&feature=youtu.be

● Dashboard Overview:

https://www.youtube.com/watch?v=H9owTs8KMaQ&feature=youtu.be

● Make a Term Booking:

https://www.youtube.com/watch?v=EC55TJZkKcw&feature=youtu.be

● Make a Holiday Booking:

https://www.youtube.com/watch?v=JyboRttGC-U&feature=youtu.be

If you have any queries - please do not hesitate to call us.

Kind Regards,

The team at Te Totara before and after school care

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