

## 2023-2024 Registration Procedures for

### Legacy Students

1. If you have had a child in our program before, you will need to contact our office before Registration Day so that we can add them to the database. **IF YOU DO NOT CALL AND ADD YOUR CHILD BEFORE REGISTRATION DAY, YOU WILL BE UNABLE TO REGISTER. IF YOU ARE READING THIS ON REGISTRATION DAY, PLEASE EMAIL [mmonroe@kingsland.org](mailto:mmonroe@kingsland.org)**
2. Go to [myprocare.com](http://myprocare.com)
3. Login with email and password  
\*If you have never logged into Procure, you will get an email with a Confirmation # that will be required in order to set up your account and proceed with Registration.
4. Under the ALERT tab you will see that there are **REGISTRATIONS AVAILABLE** select **VIEW**
5. Under the **RE-REGISTRATION** tab you will select **BEGIN REGISTRATION**
6. Select the child you would like to register then select **SELECT PROGRAM**
7. Choose the age group you will be registering this child for for the 2023-2024 school year then select **REGISTER** then **REVIEW CHILD INFORMATION**
8. Complete required information: under Registration Questions you will select your 1<sup>st</sup> and 2<sup>nd</sup> choice class options, and Lunch Bunch selections if applicable. When all required fields are completed, click **CONTINUE**
9. **REGISTER ANOTHER CHILD?** If you have another child in the system it will ask if you would like to register them now. If **YES**, you will complete the registration information for your second child.
10. After all children are registered you will be taken to a screen where you can review your registration information. If all of the information is correct, you will click **CONTINUE**.
11. You will be taken to a page to enter your payment information. Once all information is entered, you will select **REGISTER & PAY** to complete the registration process.