

# EarlyON

Child and Family Centre



**Help Registering for EarlyON Programs:  
A step-by-step guide for families**

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# Help registering for EarlyON programs

How to find and register for an EarlyON program using our Children's Services Portal.

This information will help you:

- Easily create an account to manage your program registrations.
- Access EarlyON program calendars.
- Check in and out online for in-person programs.

The following sections provide you with step-by-step instructions for creating an account and registering for programs.

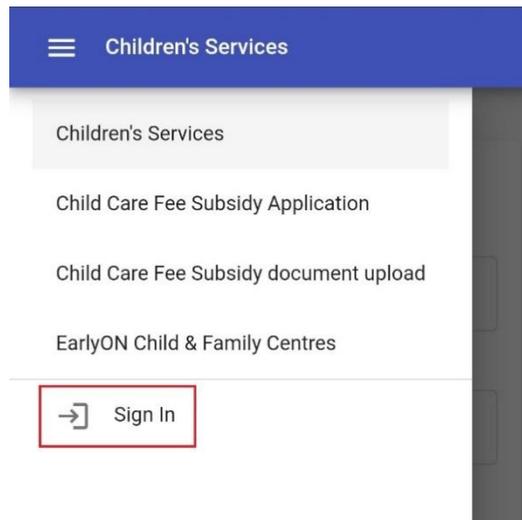


## Create an account and register for a program

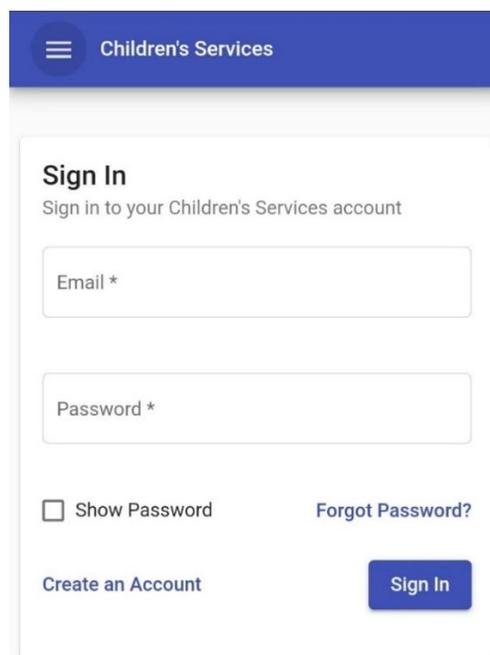
Once you've found a program, you'll need to create an account to register.

We'll keep your information private and EarlyON staff will only use your contact information for program purposes.

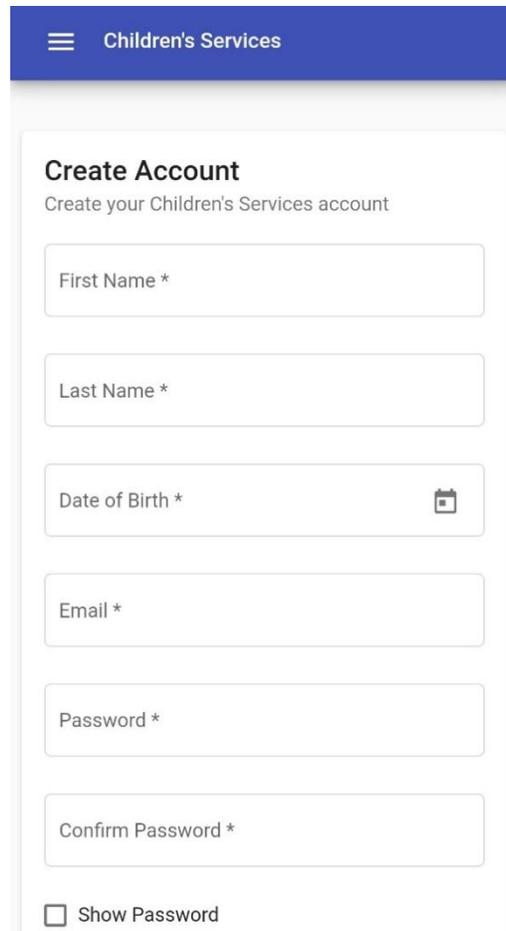
1. Go to the [Children's Services Portal](#) and select 'EarlyON Child and Family Centres'.



2. Select 'Sign In' and then select 'Create an account'.



3. Enter your information and finish by selecting 'Create Account'.



The screenshot shows a mobile application interface for 'Children's Services'. At the top, there is a blue header with a hamburger menu icon and the text 'Children's Services'. Below the header, the main content area is titled 'Create Account' with the subtitle 'Create your Children's Services account'. The form consists of several input fields: 'First Name \*', 'Last Name \*', 'Date of Birth \*' (with a calendar icon), 'Email \*', 'Password \*', and 'Confirm Password \*'. At the bottom of the form, there is a checkbox labeled 'Show Password'.

4. An email will be sent to you to confirm your account information within 24 hours. If you do not confirm within 24 hours, you'll need to go to the Children's Services Portal and select 'Forgot Password' to receive another email.
5. You may need to pre-register for some programs. To pre-register, sign into your account.
6. Find the program you want to pre-register for and select the number of adults and children who will attend.

The screenshot shows the 'EarlyON' mobile application interface. At the top, there is a teal header with a menu icon, the 'EarlyON' logo, and a back arrow labeled 'Event'. Below the header, the event details are displayed in a white card with a teal border. The event title is 'Adventures in Math and Science (BridgeWay)'. The date is 'Thursday, September 15, 2022', the time is '2 - 3:30 PM', and the age group is '2 to 6 years of age'. The location is 'Four Corners Library EarlyON, 65 Queen Street East, Brampton, ON L6W 3L6'. A teal button labeled 'My Pre-Registrations' is located below the event details. Below this, there is a 'Pre-Registration' form section with a red border. It contains a 'Participants' input field with the number '2' entered. Below the input field, there is a note: 'Enter number of adults and children (up to 10)'. A teal button labeled 'Pre-Register' is located at the bottom of the form section.

7. Select 'Pre-Register'. The first time you pre-register for a program you will need to fill out the Pre-Registration form. The information you enter will be saved for future pre-registrations.

## Pre-Registration

Please enter the following information to complete your pre-registration

First Name \*  
Mickey

Last Name \*  
Mouse

Email \*  
employmenttransformation@peelregion.ca

Phone Number

Postal Code \*

Participant Type \* ▼

8. Select 'Save'.

**Tip:** Under 'My Pre-registrations' you have the option to edit or remove your pre-registrations.

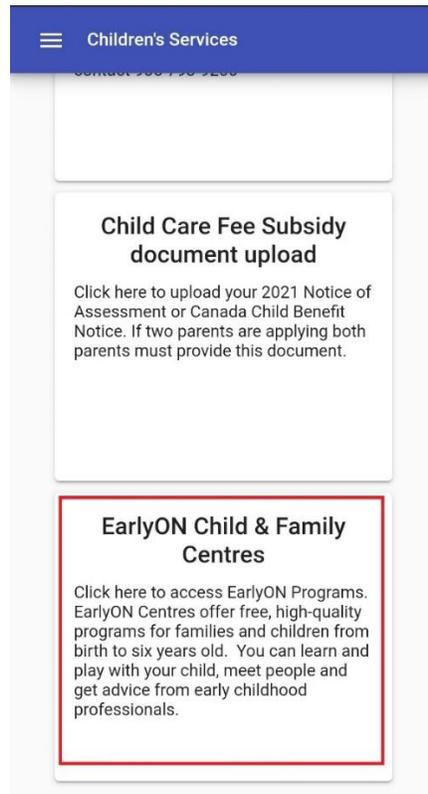
The screenshot shows the EarlyON mobile app interface. At the top, there is a teal header with the EarlyON logo and a hamburger menu icon. Below the header, a dark teal bar contains a back arrow and the word "Event". The main content area is white and displays the following information:

- Adventures in Math and Science (BridgeWay)**
- Thursday, September 15, 2022**
- 2 - 3:30 PM**
- 2 to 6 years of age**
- Four Corners Library EarlyON**  
65 Queen Street East, Brampton, ON L6W 3L6
- Adventures in Math and Science.**

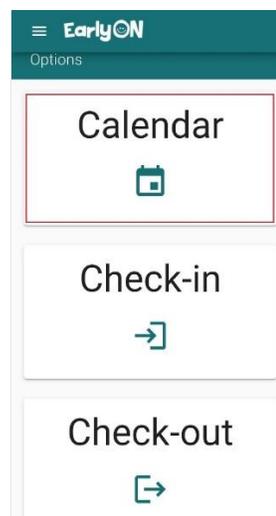
Below the event details is a teal button labeled "My Pre-Registrations". Underneath this is a section titled "Pre-Registration" with the text "You have pre-registered for 2 participant(s)". At the bottom of this section are two buttons: "Edit" (teal) and "Remove" (white with teal border).

## Find an EarlyON program

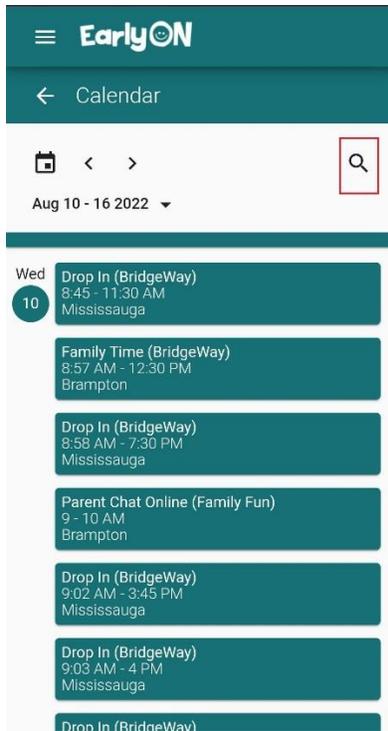
1. Go to the [Children's Service Portal](#).
2. Select 'EarlyON Child and Family Centres'.



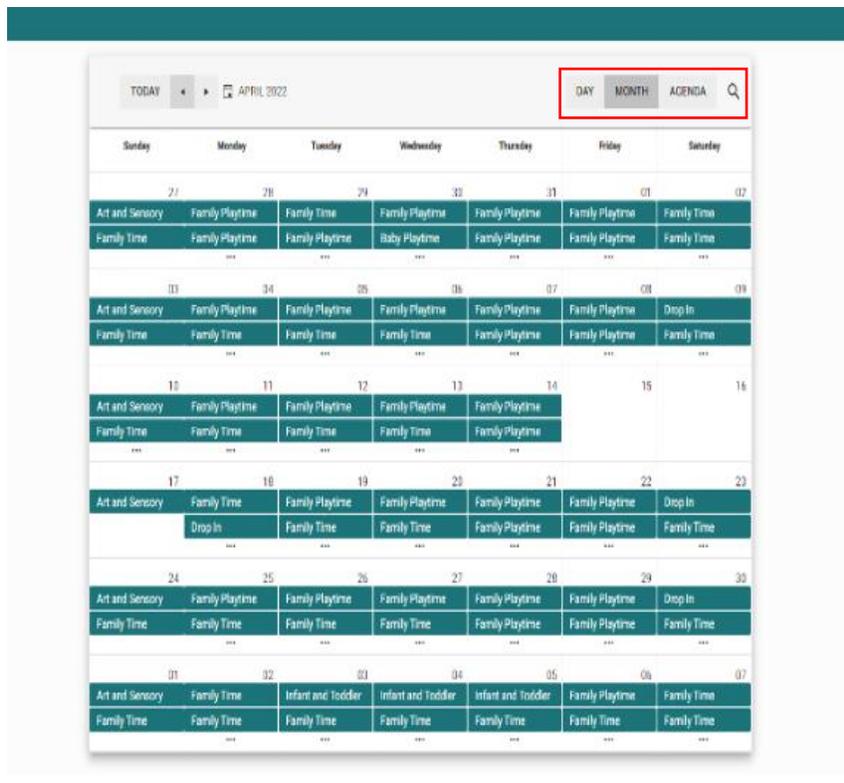
3. Select 'Calendar' to view programs.



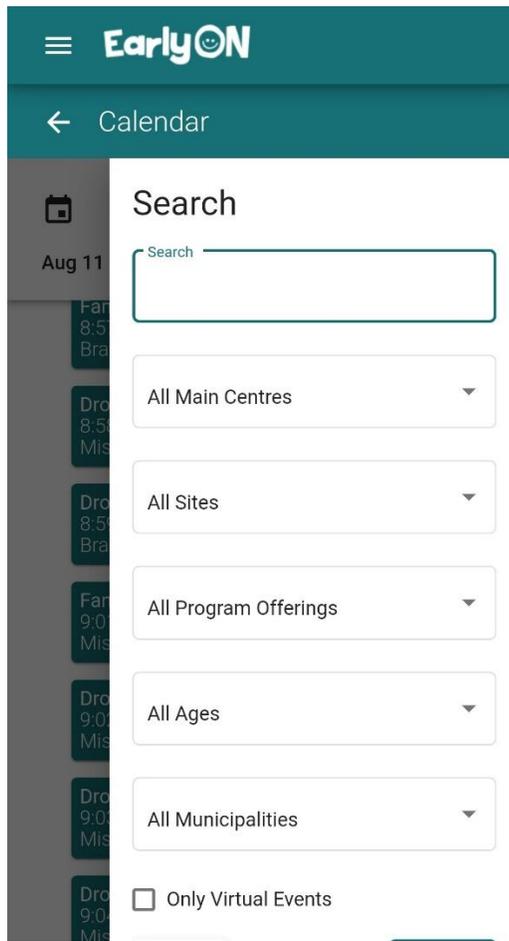
4. Select the magnifying glass icon to search for programs and locations.



**Tip:** If using the calendar on your computer (not mobile device), you can change the calendar to show programs by day, week, or month.



5. Type the program name or location in the search bar or choose location, program name, age of children, or virtual events from the drop-down menus.

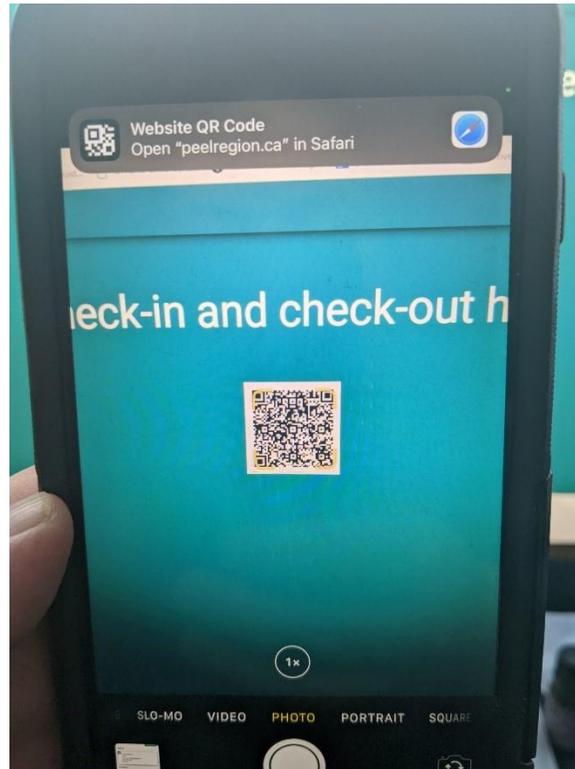


6. Select 'search' or 'reset' to clear search.

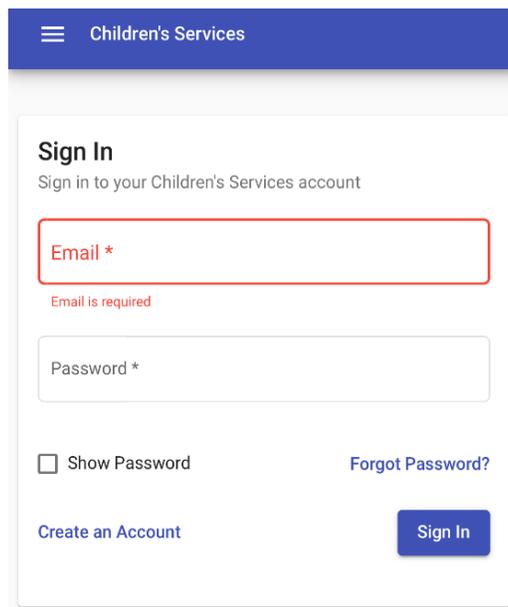
7. Double click or tap on a program to see more details.

## Checking-in to in-person programs

1. Each EarlyON location will have a kiosk available with a QR code. Open your phone's camera app and scan the QR code. If you don't have a cellphone, tap the kiosk tablet screen to log in.



2. Log in to your account.



Children's Services

### Sign In

Sign in to your Children's Services account

Email \*

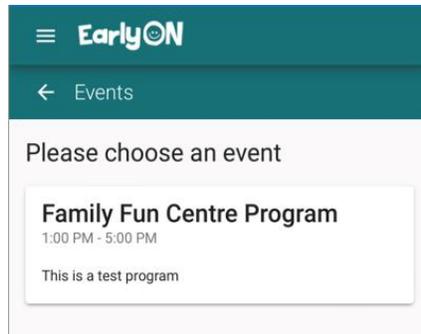
Email is required

Password \*

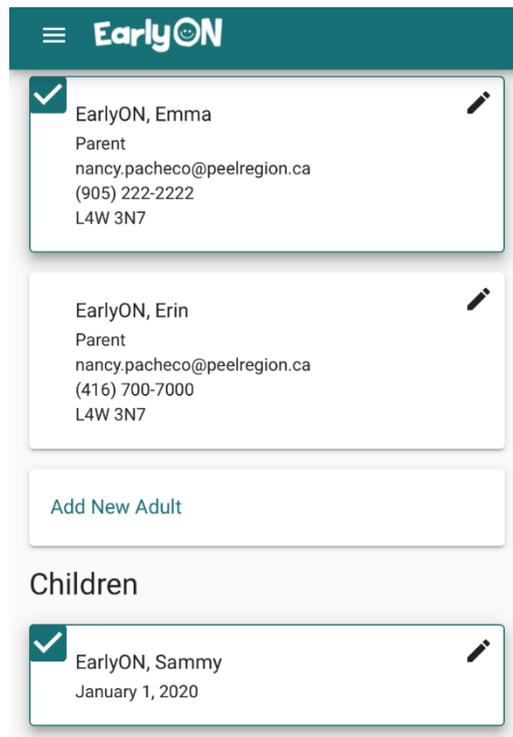
Show Password [Forgot Password?](#)

[Create an Account](#) [Sign In](#)

3. Select the program you are checking in to.

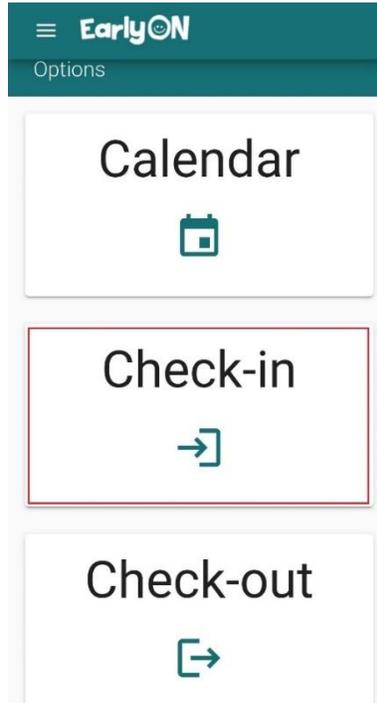


4. select the adults and children who are attending the program. Scroll down and select 'Check-in'.

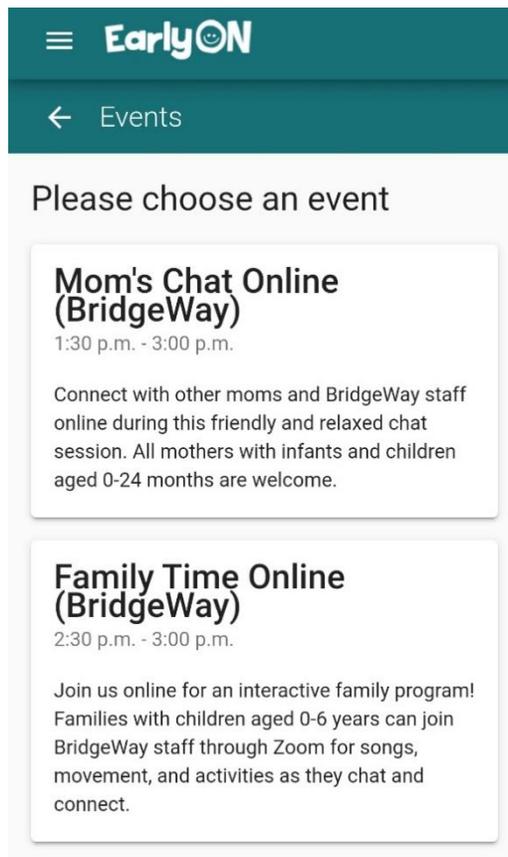
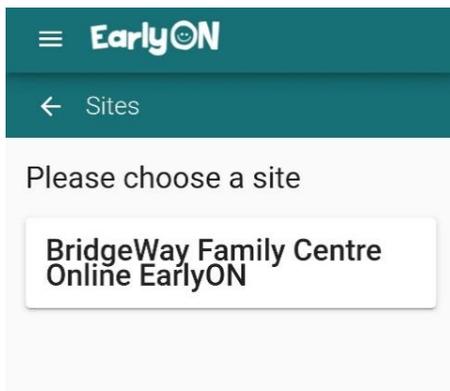


# Checking-in for virtual programs

1. Log in to your account on the [Children's Services Portal](#) and select 'Check-in'.



2. Select the site and program you are attending.



3. Select the adults and children attending the program. Then select 'Check-in'.

### Adults

EarlyON, Emma  
Parent  
nancy.pacheco@peelregion.ca  
(905) 222-2222  
L4W 3N7

EarlyON, Erin  
Parent  
nancy.pacheco@peelregion.ca  
(416) 700-7000  
L4W 3N7

Add New Adult

### Children

EarlyON, Sammy  
January 1, 2020

EarlyON, Earl  
January 1, 2018

EarlyON, Jamie  
January 1, 2019

Add New Child

There is space available for up to 20 participants.

**Check-in**

☰ **EarlyON**

← Family Time Online  
(BridgeWay) Check-in

### Adults

Legaspi, David  
Parent  
david.legaspi@peelregion.ca  
(416) 788-7888  
L5C 4E3

Add New Adult

### Children

Add New Child

**Check-in**