

## **Registering your child on 'After School Login / Register'**

On our website we have a facility for parents to book children into after –school activities. This has just been added and we hope it will prove successful.

We need parents to register the names of children on the school website in order to make the system work. The website is a secure facility and all information is held in accordance with GDPR guidance. Only the principal and Secretary will have access to the information. It will not be passed onto any third party.

To register your child on the site, please follow the following procedure:

Go to our website [www.stronansps.com](http://www.stronansps.com)

Go to 'Pupil Area'

At the drop down menu click on 'After School Login / Register'

On the right of the screen under 'Register', it asks for a 'Registration Code'.

Enter the code: 69642601 and click 'Submit'

On the next screen you will be asked for your name and email. Ensure you enter correctly and click Submit.

A message will appear telling you to go to your email account to verify the account you are creating.

Open your email. In your inbox you will find a message from 'general@schoolmessages.net'

The title of the email will be Verify email – [www.stronansps.com/](http://www.stronansps.com/)

Open the email. To complete registration, click on 'Verify Email'.

Alternatively, it asks you to copy and paste a web link.

Once you click on 'Verify Email', you are taken back to the school web page.

The page you are on is 'Create Password'. Please read the information and complete. Click 'Submit'.

You are taken to the 'Login Area'. There are three options available: Bookings, Children, My Details.

Click on 'Children'

Click 'Add Child'

You are asked for Child First Name and Child Surname

Once complete, click 'Save'.

To add a second or subsequent children, click 'Add Child' and complete as above.

Once you have finished, click 'Logout' which is on the right of the screen.

The process of registration has been completed.