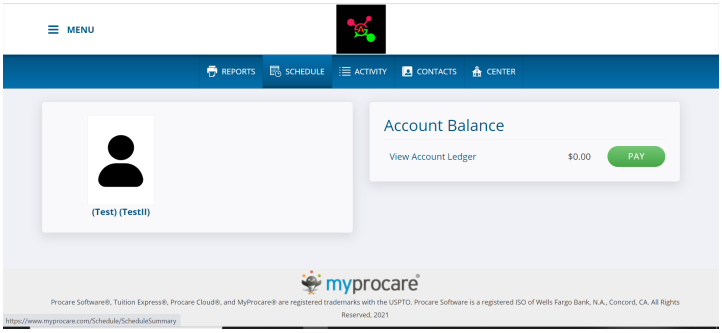
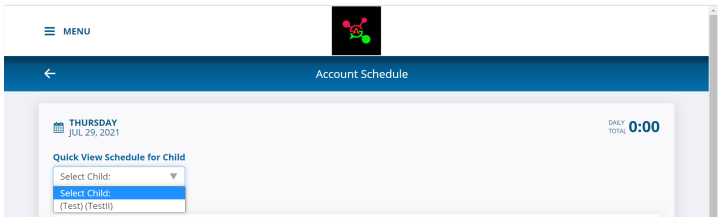
Creating A Schedule In Procare

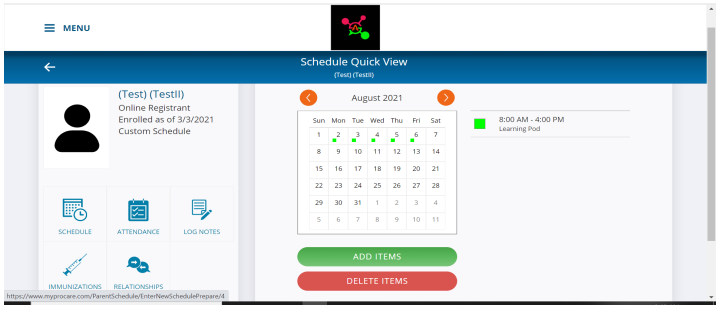
1. Create a My Procare account.
2. Login to your My Procare account.
3. On the homepage, select SCHEDULE.



4. Click on the arrow next to QUICK VIEW SCHEDULE FOR CHILD and select the child you will be creating a schedule for.



5. Select the green ADD ITEMS button.



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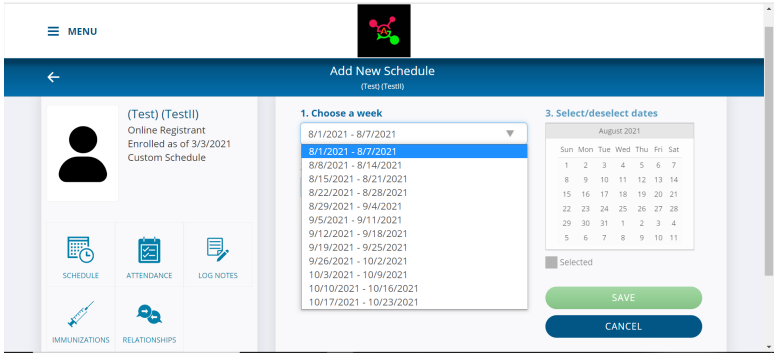
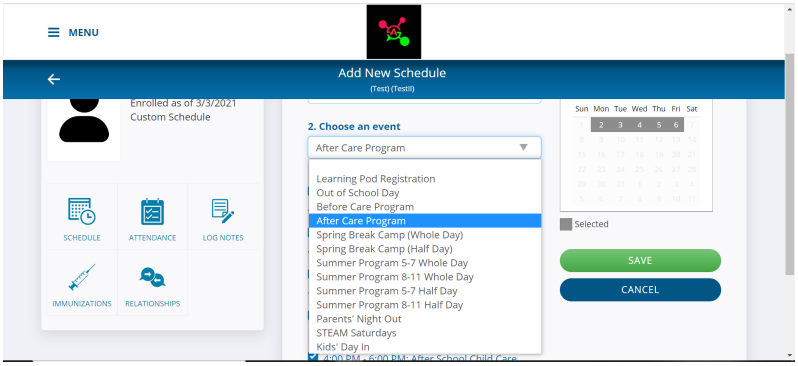
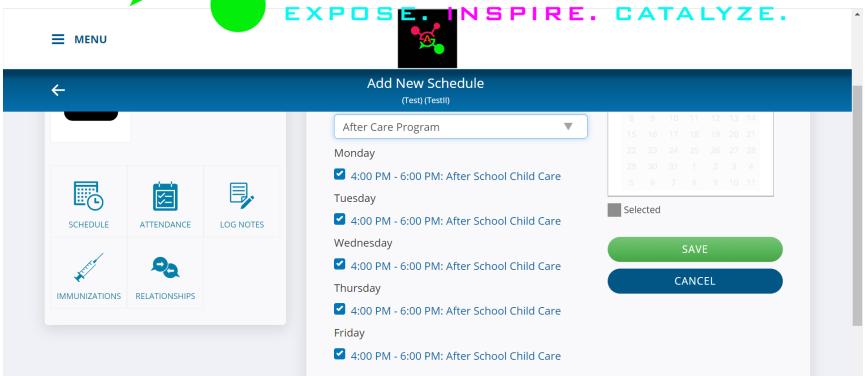
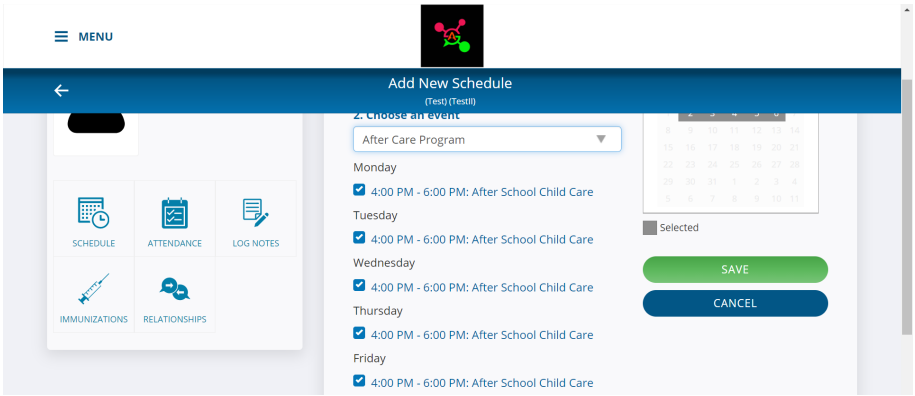
6. Click on the arrow next to CHOOSE A WEEk and select the week you are creating a schedule for.



7. Click the arrow next to CHOOSE AN EVENT. Select the program (e.g., after care program, out of school day, parents' night out) you would like to sign your child up for.



8. If required, select the appropriate days for your program.



9. Select the green SAVE button.