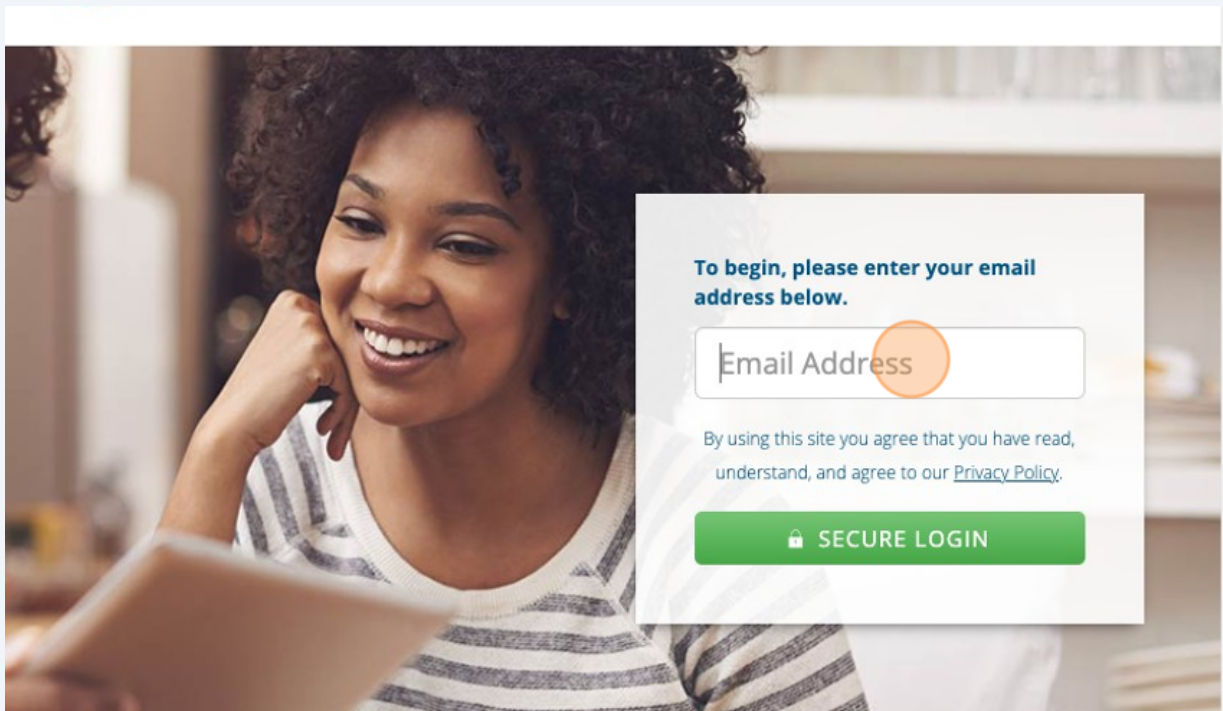


How to Register for SANDbox

1 Navigate to <https://www.myprocare.com/>

2 Click the "Email Address" field and enter your email. This is the email where you received financial communications.

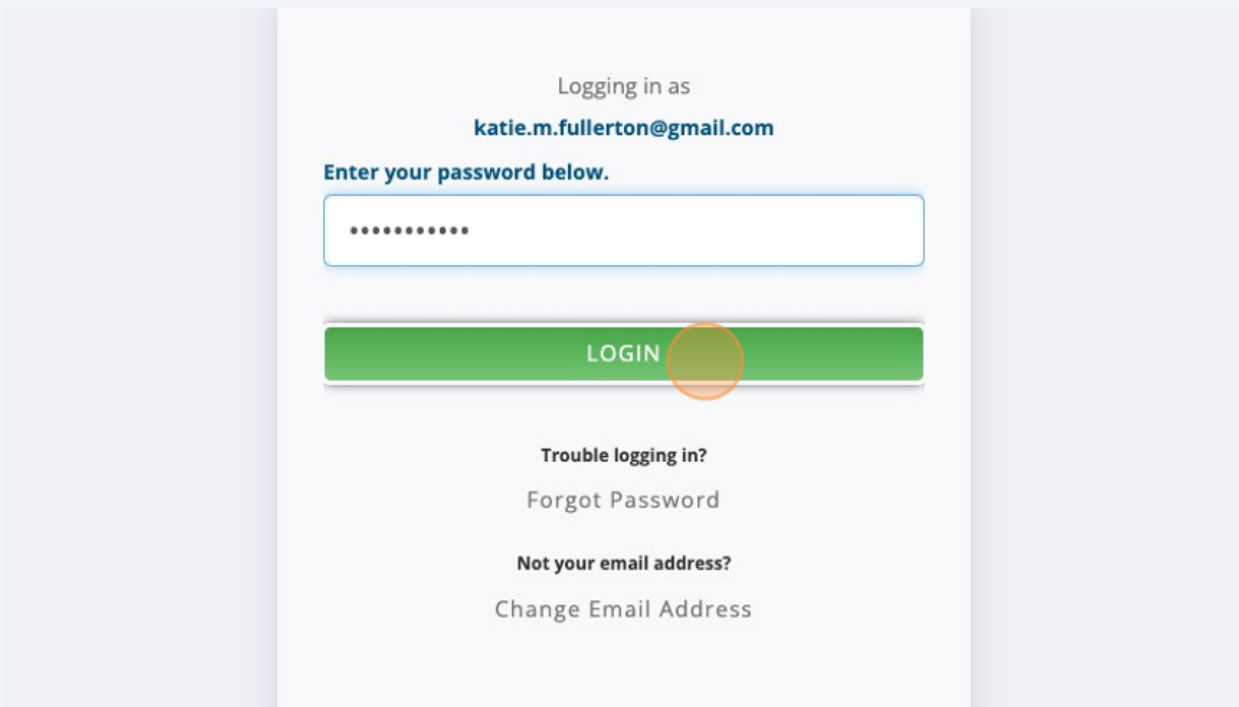


3 Click "SECURE LOGIN"

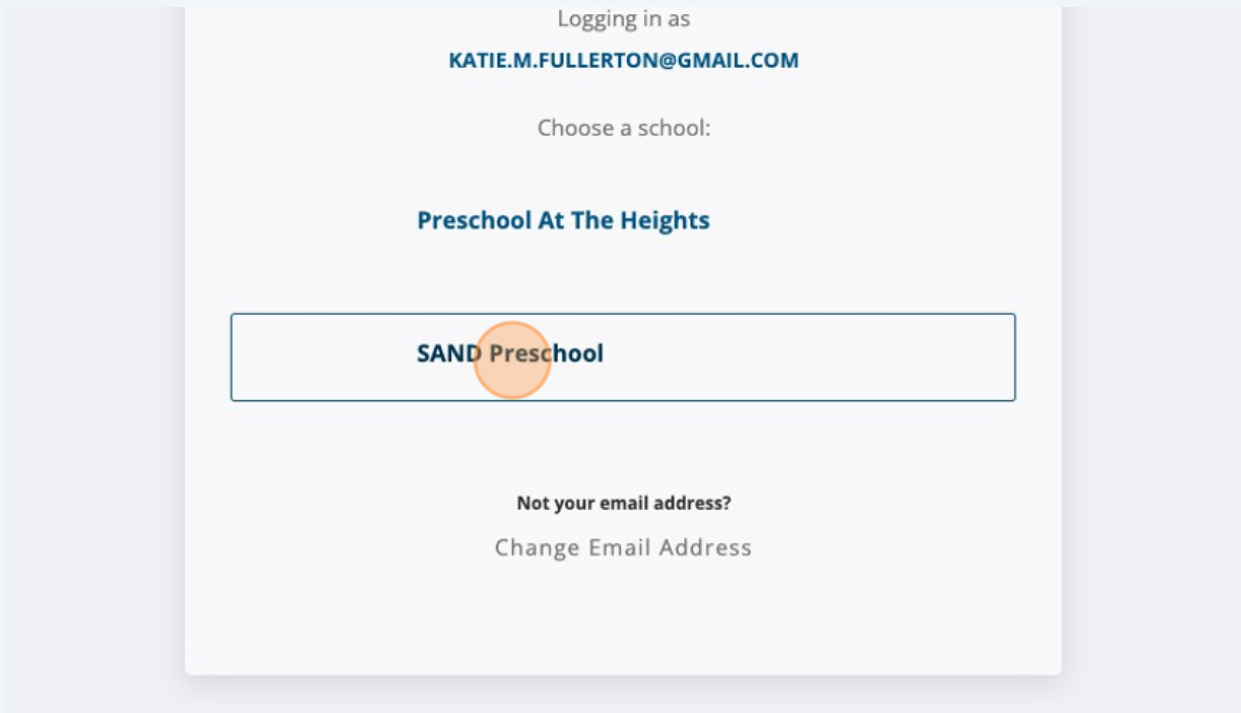


MyProcure Online Parent Portal

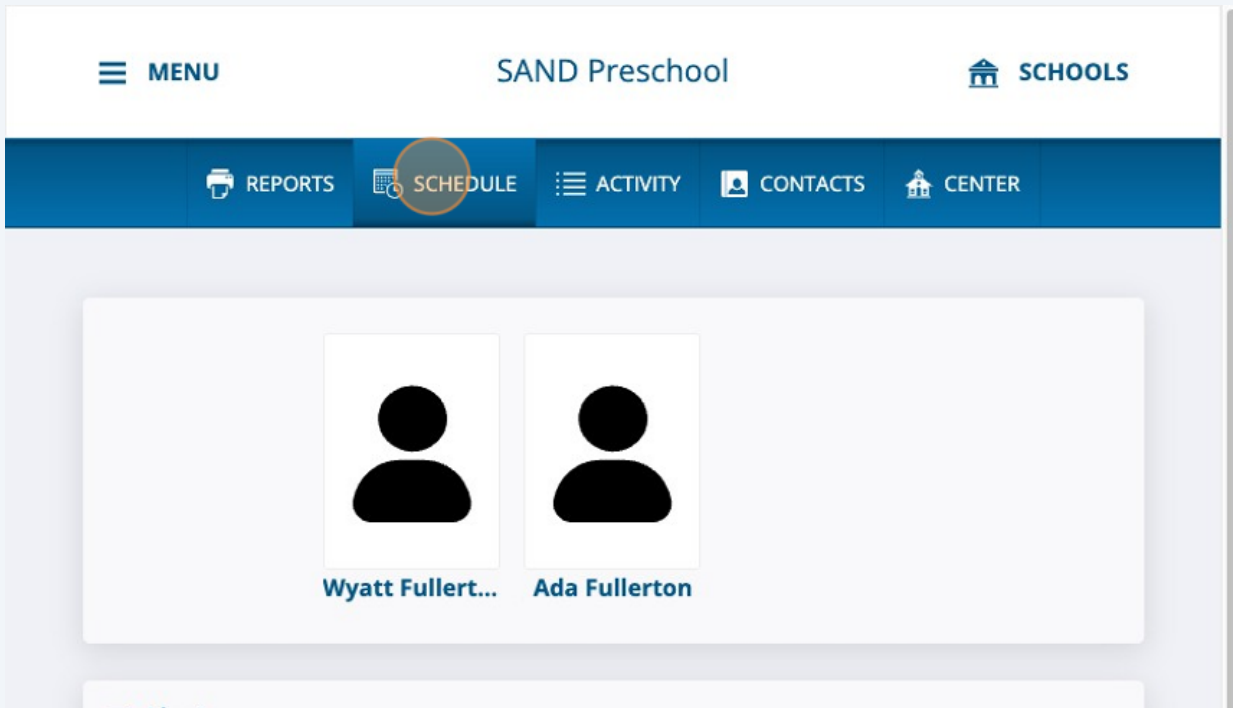
4 Type your password and click "LOGIN"



5 If you have used procare before, you may have to select SAND Preschool.




6 Click "SCHEDULE"



7


Choose the child you are registering from the drop down. If you have multiple children, you will need to repeat the following steps for each child.

← Account Schedule

 **MONDAY**
AUG 12, 2024

DAILY TOTAL **0:00**

Quick View Schedule for Child

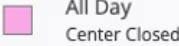
Select Child: 


No schedule for Monday, August 12, 2024


8

Click "ADD ITEMS"

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12







9 Choose your child's class from the "Choose an event" drop down

Ada Fullerton

1. Choose a week
September 2024

2. Choose an event
[Empty dropdown menu]

3. Select/deselect dates
September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Selected Center closed

SAVE

CANCEL

10 By default, all available days are selected and shown in gray.

← Add New Schedule
Ada Fullerton

1. Choose a week
September 2024

2. Choose an event
Prek SANDbox

Tuesday

- 12:00 PM - 1:00 PM: PreK A Room

Wednesday

- 12:00 PM - 1:00 PM: PreK A Room

Thursday

- 12:00 PM - 1:00 PM: PreK A Room

3. Select/deselect dates
September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Selected Center closed

SAVE

CANCEL

11

De-select any days that your child will not attend SANDbox by clicking that date. The box will turn white when the date has been de-selected.

Ada Fullerton

1. Choose a week

September 2024 ▼

2. Choose an event

Prek SANDbox ▼

Tuesday

12:00 PM - 1:00 PM: PreK A Room

Wednesday

12:00 PM - 1:00 PM: PreK A Room

Thursday

12:00 PM - 1:00 PM: PreK A Room

3. Select/deselect dates

September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Selected Center closed



Please de-select any days that your child does not attend SAND at all. For example, if your child attends Tuesdays and Thursdays, you will need to de-select all Wednesdays.

12 Click "SAVE"

2. Choose an event

Prek SANDbox

Tuesday

- 12:00 PM - 1:00 PM: PreK A Room

Wednesday

- 12:00 PM - 1:00 PM: PreK A Room

Thursday

- 12:00 PM - 1:00 PM: PreK A Room

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Selected Center closed

SAVE

CANCEL

13 Click "RETURN TO QUICK VIEW". Your child's registration has been submitted.

Schedule Saved

✓

The schedule for Ada has been successfully updated.

RETURN TO QUICK VIEW

14 If necessary, repeat from Step 7 for additional children.

15 After the registration period ends, you will be contacted via email to confirm SANDbox registration for the upcoming month. Appropriate charges will be applied to your account, and will be listed in the invoice you receive at the beginning of the month.