Visitor Enrolment Instructions

How to give a visiting whānau with tamariki an access pin for 1 month for their visits.
The tablet must be connected to the internet, always check the Discover app is on the latest version.
Ensure the whānau are not enrolled elsewhere at the same timing of their visit If the tamariki have an ECE enrolment elsewhere at the same times they are visiting, go to the Welcome screen, Visitor sign in, fill in the details and in the purpose put "unfunded visit". **Returning with a previously enrolled child, go to Step 7 Page 2**
 If they are not enrolled elsewhere at this time, follow the below steps:

1. Open the **Discover Childcare** app, on the **Welcome screen**, enter the Discover Admin pin **0172**

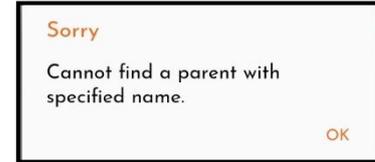**2.** Tap on the **'Search'** icon beside the roll call icon

**3.** Type the parent/caregiver's First OR Last name only and tap search.
If they have done an online enquiry tap **'Visitor Enrol'**. Information from the enquiry will be prefilled. The parent/caregiver will need to fill in missing details and update/change any prefilled information if needed. **See step 4**

If parent/caregiver first or last name cannot be found tap '**Add Parent**' and follow **Step 4**
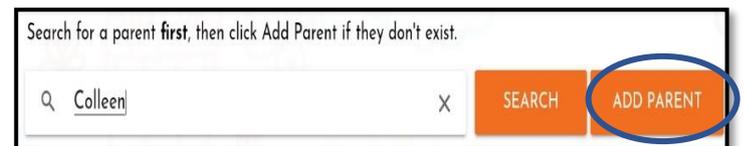
If the **parent** has been in the system previously and are returning with a **new child**, then they can tap **'Add New Child To'** Fill in the information for the child and update the parent/caregiver information if needed.

If an already enrolled whānau has a new baby, you can **'Add New Child To'** and then contact your Regional Funding Admin.

Online enquiry has been done; Information will be partially completed, missing details to be filled in.
Past parent/caregiver returning with a new child; Details will be partially completed, new child details needed.
Adding new whānau; The form will be blank, all details will be needed to fill in.

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4. Visiting whānau filling in the online visitor form

Child Name - Preferred name will auto-populate into official name (The official name must be edited if different)
Ethnicity and Languages - Ethnicities and languages are in alphabetical order, up to 3 of each can be chosen, then tap save.
Ethnicity and language button has a delay for the pop-up, tap once by the wording ethnicity/language and wait.
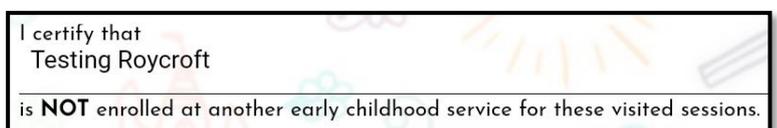**Address** - This is linked to google maps, if the address bar is not working, see 'how to clear the cache' in the **Tablet tips**
**Adult Details** - Please fill in or amend as needed.
Privacy Statement - Please read.
Enrolment Agreement - If form is not filled in on the first visit, the commencement date can be backdated to the previous date *(no more than a month as this form is only valid for one month from commencement date)*
It is important they read the enrolment agreement to certify they do **not** have an enrolment elsewhere at the same timing of their visits.

I certify that
Testing Roycroft
is **NOT** enrolled at another early childhood service for these visited sessions.

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5. After tapping **SAVE** a signature box will pop up, _use your finger to sign._ Once signed tap **Add Enrolment,** when the success box pops up, tap ok to finalize. If the whānau have more than one tamaiti, repeat process using the **'Add New Child To'** (Visitor forms are digitally saved in discover)
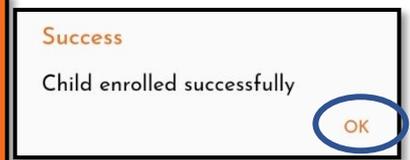
6. The parent/caregiver will be emailed an **'Access Pin'** (this may take a couple minutes to come through).
They will need to use their **'Access Pin'** to **sign in and out for the current session and all subsequent visits.**
If they do not have their email handy then continue with the following:
Go to the **'Welcome Screen'**, put in **0172**, scroll through the list of names and tap on the tamaiti that has just been added, you will then see the **'Access Pin'** for the parent/caregiver attending.

If the name of the tamaiti is not showing, then tap on the refresh arrow in the righthand corner to refresh page.

Explain and show your visitors how to sign in and out with their access pin for every session they visit

A casual visitor enrolment has now been created for all open sessions for 1 month only.
If your centre has sessions you don't want added to the casual visitor enrolment, contact your Regional Funding Admin to amend **e.g. Tamariki nui.** If only one visit happens before holidays, then contact the Regional Funding Admin about extending their enrolment.

When the whānau is ready for a full enrolment, give them the **'Full Enrolment Instructions'** to assist
Upon completion of a full enrolment, they will be put on a waitlist and their **'Access Pin'** will be paused until the Regional Funding Admin has accepted the enrolment – _Checking for full enrolments is a high priority if you find this has not been actioned, please call/email your Regional Funding Admin to have this amended._

7. Previous enrolled child returning

Ask the parent/caregiver: "**Do they have an ECE enrolment elsewhere at the same timing of their visit"** If they have an enrolment elsewhere at the same time then follow the visitor sign in top of **page 1**
If they do not have an enrolment elsewhere at the same timing of their visit, then sign in using the **Add Child** function with the following steps:
Go through each 'field' and tap ok for each area.

1.   Enter Discover Admin pin 0172 and tap **Add Child**
   a.   **Room:** Default.
   b.   **Child:** Find the child in drop down menu.
       First half are current enrolments, and second half are past enrolments.
   c.   **Enrolment type:** Will autofill.
   d.   **From & To:** Will autofill and will adjust when you apply the session.
   e.   **Session:** Select relevant session.
   f.   **Centre Fee:** Playcentre.
   g.   **Subsidy**: 20 hours ECE, this must be edited to the correct 20 free hours. If the child is attending an alternative ECE an overclaim could be made resulting in the family being invoiced by the alternative ECE.
   h.   Press **ADD BOOKING (if have more than one tamaiti, then repeat process).**
   i.   Return to the **Welcome Screen** and sign in with **Access Pin**. If the pin has been forgotten, then put in 0172 find the child and tap on their name to view the pin for them.

> **Follow the Enrolment Process to re-enrol the whānau.**
> Fill in the **Change of enrolment** form you have been provided by your Regional Funding Admin, add in which days they wish to re-enrol, sign, and email a photo to your Regional Funding Admin.
> Keep using **Add Child** until the changes have been made

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