Parents: how to register for a creche place

Please note the system is not compatible with mobile phones

Open your favourite browser.
Go to [https://nipperbout.filemaker.link/fmi/webd/nipperbout](https://nipperbout.filemaker.link/fmi/webd/nipperbout)

ON YOUR VERY FIRST VISIT:
You should come to a system page with the Nipperbout logo with pink and blue buttons.
Click on Register
In the text boxes that appear please add the following:
- Enter your name into First Name
- Enter your family name into Surname
- Enter your account Email Address
- Enter the event code MIC170423
Click Register

Enter a Password of your choice and Confirm the Password
Click Continue

ONCE YOU HAVE SET UP YOUR ACCOUNT:
Go to [https://nipperbout.filemaker.link/fmi/webd/nipperbout](https://nipperbout.filemaker.link/fmi/webd/nipperbout)
Click Login and enter your email and chosen password.

As a new registrant you will find your current event is already listed under Events and sessions
As a returning parent you need to enter the event code for the childcare required

1. Enter your details,  
2. Enter your children's details,  
3. Register each child for the event
Click SUBMIT

HAVE YOU FORGOTTEN YOUR PASSWORD?:
Go to [https://nipperbout.filemaker.link/fmi/webd/nipperbout](https://nipperbout.filemaker.link/fmi/webd/nipperbout)
Click on "Forgotten Password"
Enter your email address for your registration account
Click Reset
Enter the Password Reset Code that will have arrived in your Inbox
Click Reset
Create a memorable Password, Confirm the Password and Click Continue
THREE STEPS TO COMPLETING CRECHE REGISTRATION:
Once you are within the Nipperbout Online Registration system layout:

1. Go to **MyInfo**
   Enter responses to all questions, especially if the boxes are in red. Blanks may block your progress.

2. Go to **My Children**
   Click **Add New Child** or **Edit Details** of selected child
   Enter responses to all questions, especially if the boxes are in red. Questions about needs and medical will alert Nipperbout to additional care requirements.
   Click **Next** to proceed, **Back** to make corrections and **Continue** when selected child is complete

3. Go to **Events and Sessions**
   i) Click **Add New Event** or **Edit Sessions** of the event you can select
      For a New Event enter **MIC170423**
      Click **Continue**
      For **Edit Sessions** do the following
   ii) Enter responses in the 'Admission Criteria' section. Then click **Continue**
   iii) ‘Select’ your child for the conference sessions. View session options. Then click **Done**
   iv) Grant ‘Consents’ and then click **Done**
   v) Click on the **SUBMIT** button

Return to **MyInfo** and click on **Log Out**
You will receive an email confirming receipt of your registration request.

Problems? email **registration@nipperbout.com**