How to register for childcare at Nipperbout

Parent/Carer Guide

Microbiology Society Annual Conference 2027

Website: https://nipperbout.filemaker.link/fmi/webd/nipperbout

Event code: MIC120427

Registration deadline: 29/03/2027
To be considered for childcare places, registrations must be submitted before the deadline.

Steps to registering

1. **Set up an account**
   1) Click on the link above to visit the registration website
   2) Create a username and password for your account
   3) Add your personal details

2. **Add your children**
   1) Add a child
   2) Complete the 5 pages of information about your child

3. **Register for an event**
   1) Add the event to your account using the event code - *see above code*
   2) Answer the admission criteria - *between 3 and 6 questions*
   3) Add your children
   4) Select your sessions - *which sessions are they attending?*
   5) Grant consents for your children - *give your permission*
   6) Submit your registration - *remember to **click** '**submit**'!*

See page 2 & 3 for further details on how to register

Need Help? Contact us

Tel: 01296 712 658 Opt 3
Lines are open Monday to Friday 9am - 5pm

E-mail: registration@nipperbout.com
Make sure to tell us the name of your event

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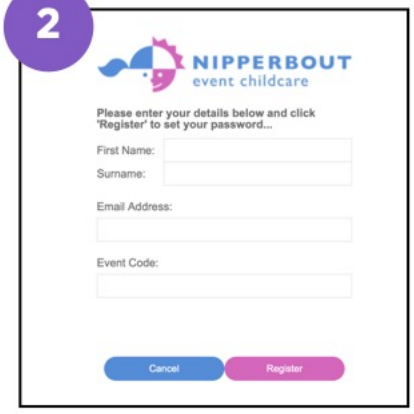
Registering for the first time

1

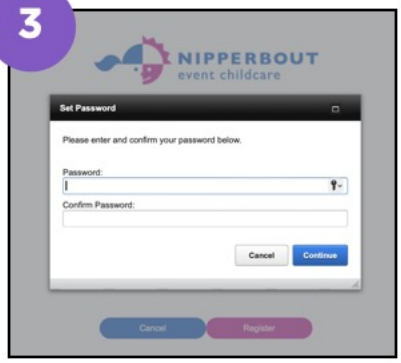
Visit the website using the URL on the first page. Click 'Register'.

2



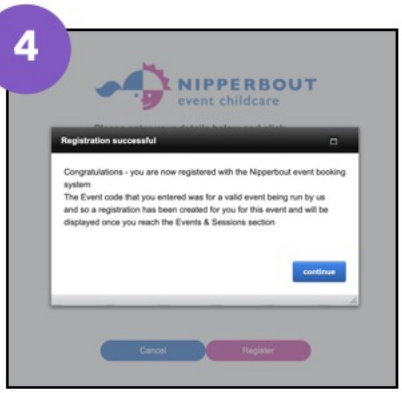
Enter your details and the event code (found on the first page of this guide).

3



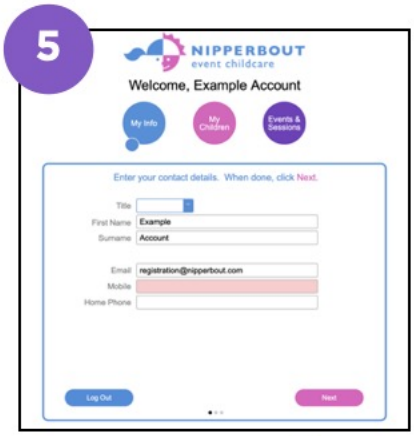
Create a memorable password.

4



You'll see a confirmation alert, click 'continue'.

5



You'll arrive at the 'My Info' tab. Complete the missing information. Then click 'next'.

6

You'll arrive at the 'My Children' tab. Click 'Add New Child'. Complete the 5 pages of child information. Make sure you answer all the questions. Once you are back on the 'My Children'

7

You'll arrive at the 'Events & Sessions' tab. You'll see your event has already been added to your account and will show the status 'not submitted'. To complete the registration & submit,

8

Follow the instructions, from point 4, under the Returning Parent/Carers section on next the page.

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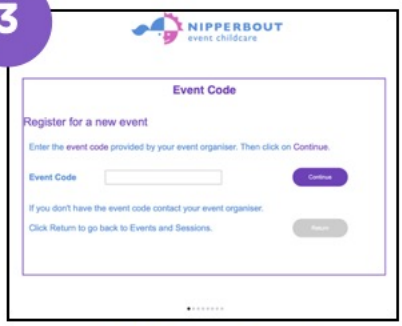
Returning Parents/Carers

1 Visit the website using the URL on the first page. Click 'Login'.

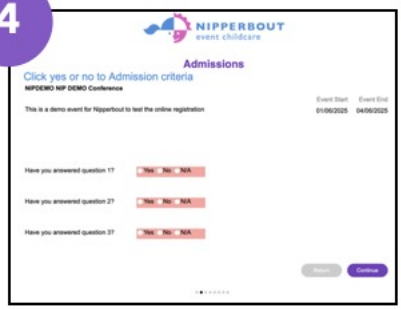
2 You'll arrive at the 'My Info' tab. Navigate to the 'Events & Sessions' tab by clicking on the purple bubble.

3



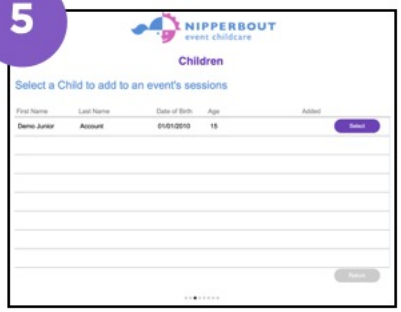
Click 'Add New Event' and enter the event code (found on page 1 of this guide) and click 'continue'.

4



You'll arrive on the Admission page. Answer the Admission Criteria questions. There will be at least 3. Click 'continue'.

5

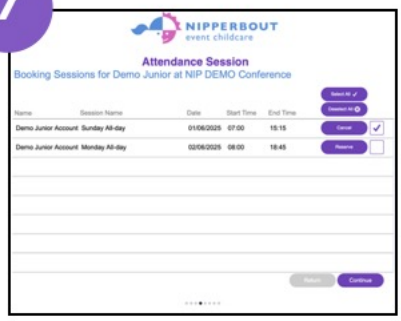


You'll arrive on the Children page. Select a child who needs a childcare place.

6

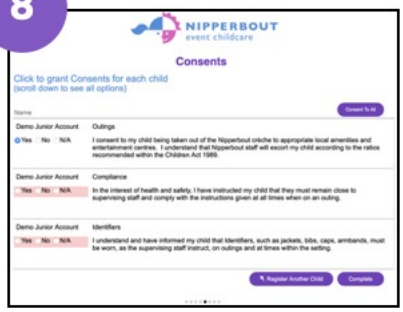
You'll arrive on the Child Summary page. Read and check your child's details carefully. Use the 'edit' button to make any changes or click 'ok'.

7



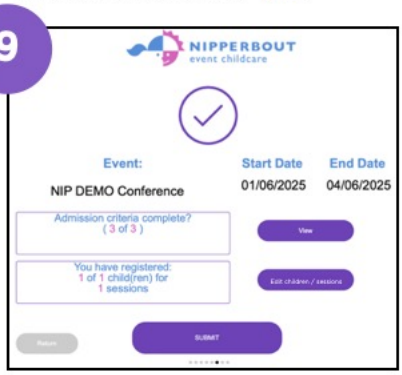
You'll arrive on the Attendance Session page. Select the session you would like the child to attend, then click 'continue'.

8



You'll arrive on the Consents page. Answer yes or no to each consent. Click 'continue'.

9



You'll arrive on the Event Summary page. You can add more children to the event by clicking the 'edit

When you're happy with your registration, click the '**submit**' button. You'll see an onscreen 'success!' message and you'll receive an e-mail

You can check the status of your application on the Events & Sessions tab, under the event name.

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