

## Parent Guide: How to sign up

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To begin making bookings/requesting contracts for your children at the intended school on our system, firstly you'll need to sign up to our system. So, head to the link we've provided you and you'll need to begin signing up.

## Register an account

Once you've filled in your details, you'll be ready to add your children's details and make bookings with Alana Test Trial.

Already got an account ? [Log in](#)

### Account details

Email address

e.g. name@example.com



Set password



Confirm Password



### Personal details

First name

Last name

Phone number

e.g. 01234567890

Mobile number

e.g. 01234567890

### Your privacy

Test Privacy Notice

☐

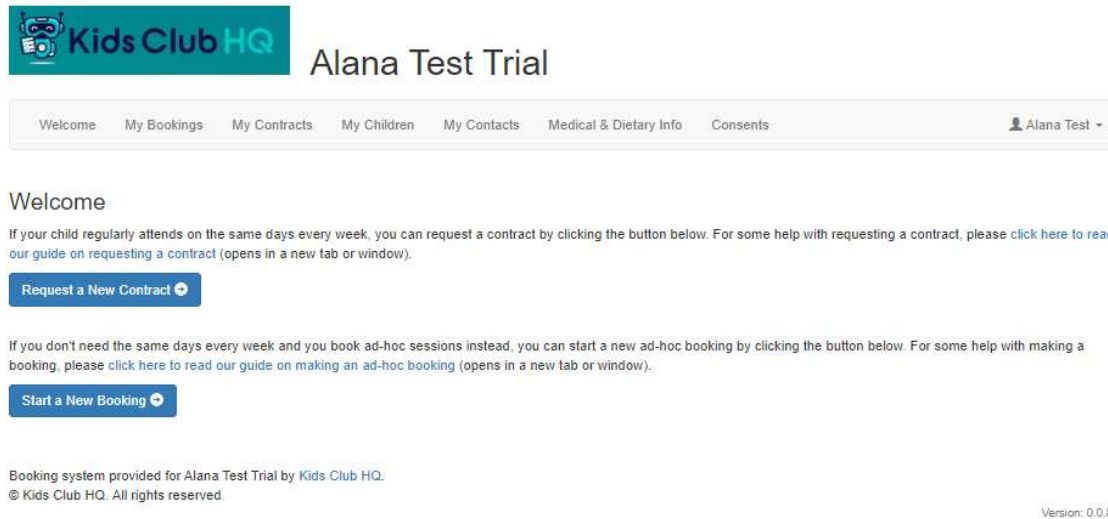
I accept that you will store my personal information in accordance with your privacy notice

Create account

As you'll see, you'll be prompted to confirm your email address, password, first name, last name and the best phone numbers for yourself.

You'll then need to accept the privacy notice, which you can read first by clicking on it. Once you've entered all this information you can select Create Account.

You'll then be automatically logged in and taken to the welcome page.



To help you get started making a booking or requesting a contract, you'll see on this page a link for a guide on how to request a contract and a guide on how to make an ad-hoc booking.

Guide on how to create an ad-hoc booking:

<https://kidsclubhq.freshdesk.com/en/support/solutions/articles/33000272895-parents-guide-how-to-create-an-ad-hoc-booking> (<https://kidsclubhq.freshdesk.com/en/support/solutions/articles/33000272895-parents-guide-how-to-create-an-ad-hoc-booking>).

Guide on how to request a contract: <https://kidsclubhq.freshdesk.com/en/support/solutions/articles/33000272896-parents-guide-how-to-request-a-contract> (<https://kidsclubhq.freshdesk.com/en/support/solutions/articles/33000272896-parents-guide-how-to-request-a-contract>).

M Martin is the author of this solution article.