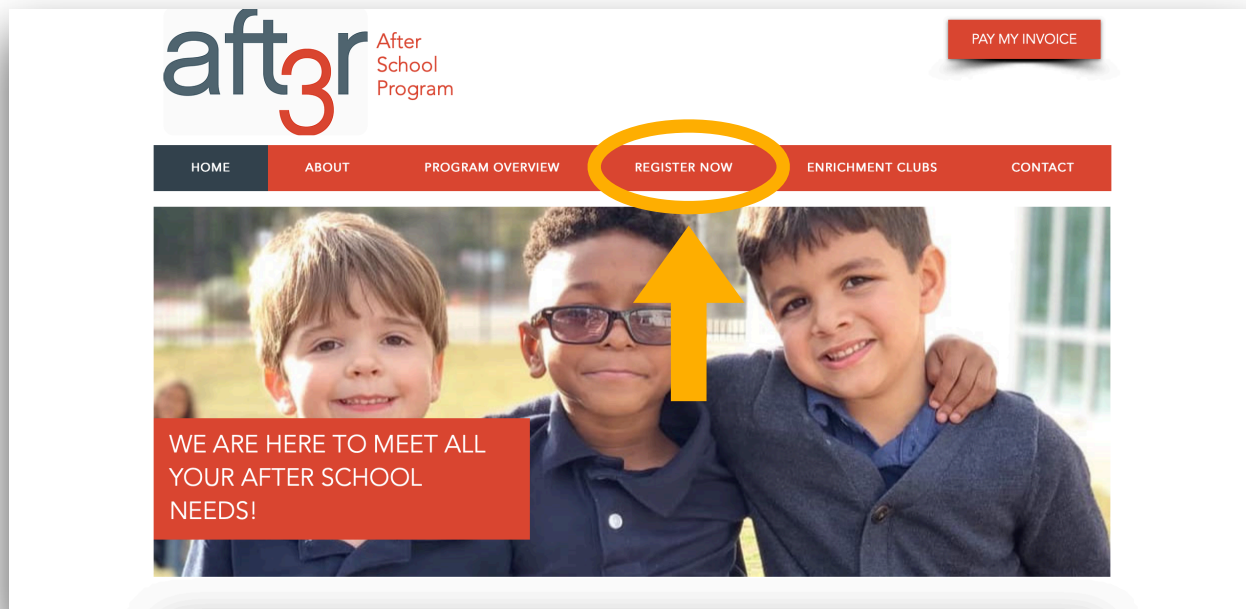




Step-by-step Registration

1. Visit our website at www.after3asp.com from a laptop or desktop computer. It will not allow you to complete the registration form from your phone.



2. Click on the "Register Now" tab on the top menu bar.
3. It will bring you to the registration page (shown below).



4. Clicking the “Enroll Here” button will take you to our EZChildTrack Parent Portal.

This portal is where you will complete registration forms, have access to your account, pay your invoices, add authorized pick-ups and more.

5. It is important to choose the correct box when signing up. There are three boxes to choose from (shown below).

The screenshot shows the EZChildTrack Parent Portal interface. At the top, the logo "EZChildTrack ParentPortal" is on the left, and "aft3 After 3 ASP" is in the center. Below the header, there are three main sections:

- Returning Parents Sign In**: Features an orange icon of a person, a form with "Email" and "Password" fields, a "Sign In" button, and a link "Forgot Password? [Click here](#)".
- Existing Parents Sign Up**: Features a teal icon of a person with a star, and text: "If you have an account with After 3 ASP but do not have a Password then sign up for parent portal access." with a "Sign Up" button.
- New Parents Open Account**: Features a blue icon of a person with a plus sign, and text: "If you do not have an account with After 3 ASP then register for a program to open a new account." with a "Register" button.

Below the portal interface, three yellow arrows point from the three sections to instruction boxes:

- RETURNING FAMILIES** (Orange box):

If you are a current or previous After 3 family please click the orange box and use your existing customer log-in to register
- Existing Parents Sign Up** (Teal box):

Please do not get confused.
Nobody will need to use the "Existing Parents Sign Up" box for any reason.
Please only choose "Returning Parent" or "New Parent".
- NEW FAMILIES** (Blue box):

If you are brand new to After 3 and haven't been in our program before please select the blue box to register a new account with us.

At the bottom of the portal interface, there is a footer with the text: "Need Help with After 3 ASP parent portal? Call 713-269-5932 or email enrollment@after3asp.com"

6. When you click to register a new page will load with a pop up giving you different school options to register for.

Please read each description and make sure you are enrolling for the right school and program.

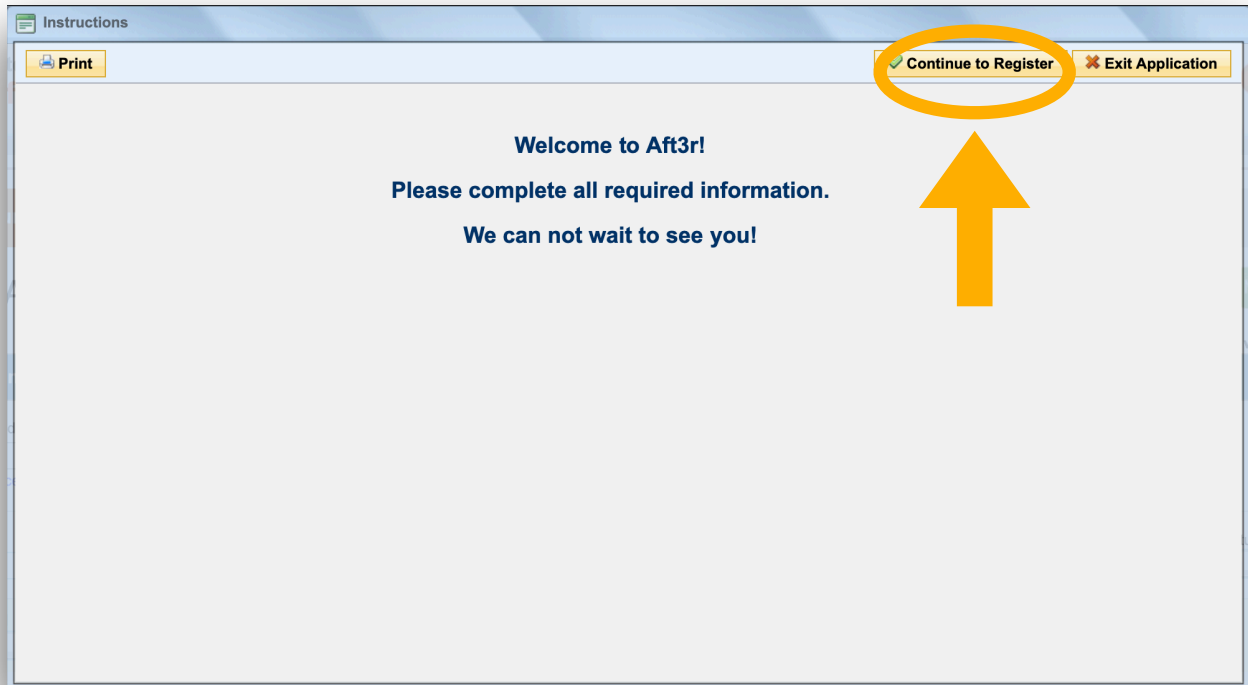
Select a Program to Register

Registration is open for the following programs:

- Aft3r After School Care 2021-2022** [Register]
AIMS, Briargrove, Durham, Oak Forest, Mark White and Tanglewood daily after school care from school dismissal until 6:30 p.m. on all school days.
- LOVE ES Aft3r After School Care 2021-2022** [Register]
LOVE ES daily after school care from school dismissal until 6:30 p.m. on all school days.
- MDE After School Care 2021-2022** [Register]
Daily after school care in Spring Branch ISD at MDE from school dismissal until 6:30 p.m. on all school days.
- MEMORIAL ES Aft3r After School Care 2021-22** [Register]
MEMORIAL ES in Houston ISD (HISD) daily after school care from school dismissal until 6:30 p.m. on all school days.
- TANGLEWOOD MS Morning Care** [Register]
Before school care provided at Tanglewood Middle School from 7:30 a.m. - 8:15 a.m. on all school days. Students are released for school breakfast at 8:15 a.m.

<p>If your child goes to:</p> <p>AIMS BRIARGROVE DURHAM MARK WHITE OAK FOREST OR TANGLEWOOD MS</p> <p>Please click on the <u>"Afte3r After School Care 2021-2022"</u> registration button.</p>	<p>LOVE ELEMENTARY SCHOOL</p> <p>If your child goes to:</p> <p>LOVE ELEMENTARY SCHOOL</p> <p>Please click on the <u>"LOVE ES Aft3r After School Care 2021-2022"</u> registration button.</p>	<p>MEMORIAL DRIVE ELEMENTARY SCHOOL</p> <p>If your child goes to:</p> <p>MEMORIAL DRIVE ELEMENTARY SCHOOL in <i>Spring Branch ISD</i></p> <p>Please click on the <u>"MDE Aft3r After School Care 2021-2022"</u> registration button.</p>	<p>MEMORIAL ELEMENTARY SCHOOL</p> <p>If your child goes to:</p> <p>MEMORIAL ELEMENTARY SCHOOL in <i>Houston ISD</i></p> <p>Please click on the <u>"MEMORIAL ES Aft3r After School Care 2021-22"</u> registration button.</p>	<p><u>TANGLEWOOD MORNING CARE</u></p> <p>If your child goes to Tanglewood MS:</p> <p>AND NEEDS MORNING CARE</p> <p>Please click on the <u>"TANGLEWOOD MS Morning Care"</u> registration button.</p>
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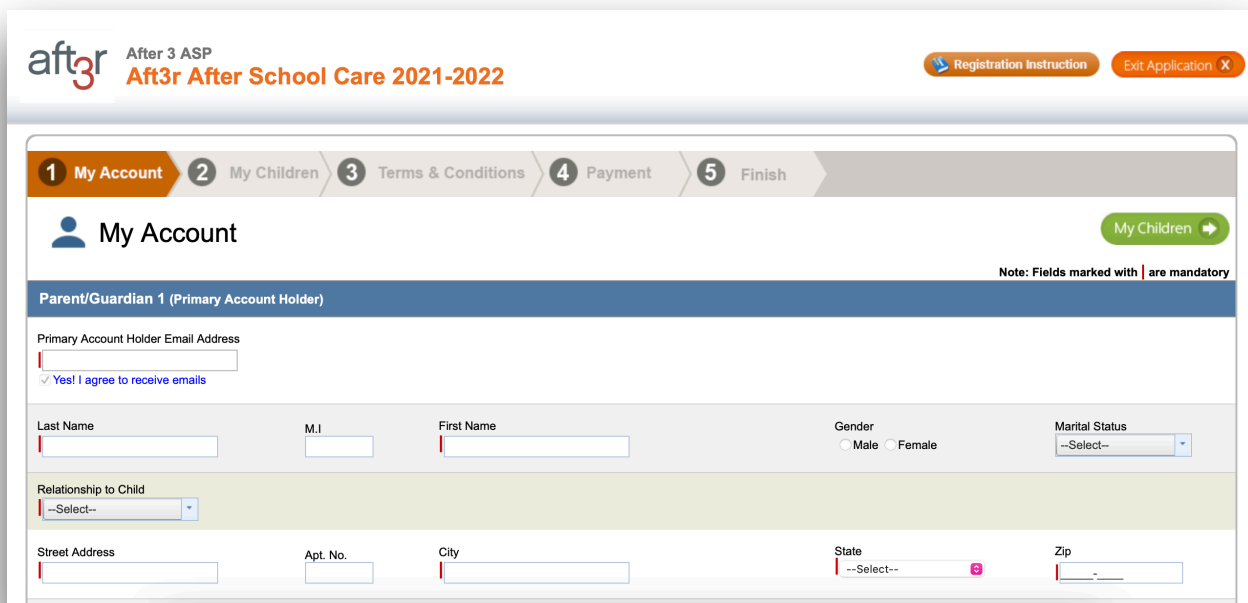
7. Once you choose the correct school to register for a new page will load that looks like this.
8. Click on the “Continue to Register” button in the top right corner.



The screenshot shows a web application window titled "Instructions". In the top right corner, there are two buttons: "Continue to Register" (with a green checkmark icon) and "Exit Application" (with a red X icon). The "Continue to Register" button is circled in orange, and a large orange arrow points to it from below. The main content area of the window displays the following text:

Welcome to Aft3r!
Please complete all required information.
We can not wait to see you!

9. This will take you to the registration forms. Please fill them out completely



The screenshot shows the "My Account" registration form for "After 3 ASP Aft3r After School Care 2021-2022". The form is part of a multi-step process, with the first step "My Account" highlighted. The form includes the following fields and sections:

- Parent/Guardian 1 (Primary Account Holder)**
- Primary Account Holder Email Address**: A text input field with a red vertical bar on the left and a checkbox labeled "Yes! I agree to receive emails".
- Last Name**: A text input field with a red vertical bar on the left.
- M.I**: A text input field with a red vertical bar on the left.
- First Name**: A text input field with a red vertical bar on the left.
- Gender**: Radio buttons for "Male" and "Female".
- Marital Status**: A dropdown menu with "--Select--" as the current selection.
- Relationship to Child**: A dropdown menu with "--Select--" as the current selection.
- Street Address**: A text input field with a red vertical bar on the left.
- Apt. No.**: A text input field with a red vertical bar on the left.
- City**: A text input field with a red vertical bar on the left.
- State**: A dropdown menu with "--Select--" as the current selection.
- Zip**: A text input field with a red vertical bar on the left.

A note at the top right of the form states: "Note: Fields marked with | are mandatory".

10. Once you have entered the required enrollment information for all children attending the program you will click on "Submit."

Congratulations! Your forms have been submitted for approval. You will receive an email from EZChildTrack with an approval message and your EZChildTrack account number.