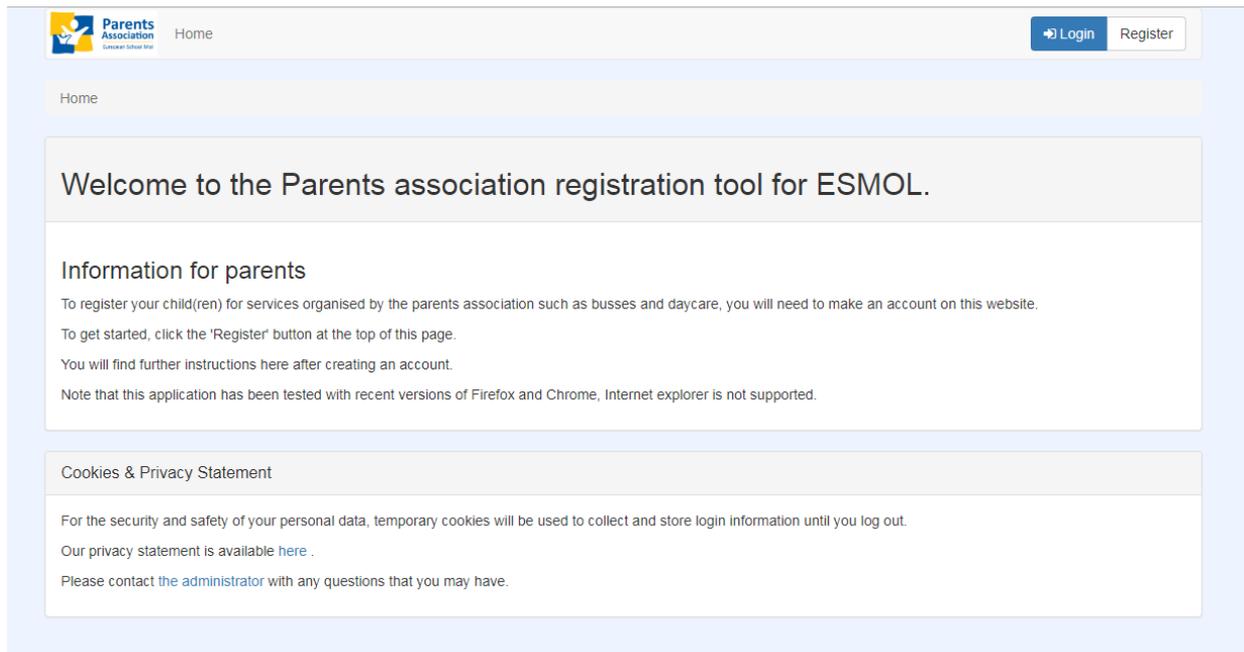


# Online registration tool guidelines



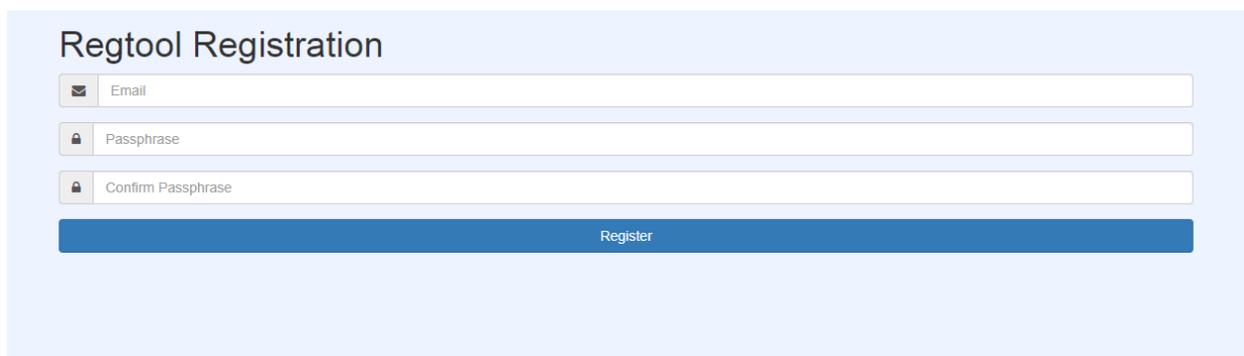
Parents Association  
European School Mol

July 2019



The screenshot shows the homepage of the registration tool. At the top left is the logo and name 'Parents Association European School Mol' with a 'Home' link. At the top right are 'Login' and 'Register' buttons. The main content area has a heading 'Welcome to the Parents association registration tool for ESMOL.' followed by an 'Information for parents' section. This section contains instructions on how to register, a note about browser compatibility (Firefox and Chrome), and a link to the privacy statement. Below this is a 'Cookies & Privacy Statement' section with further details and a link to the administrator.

Welcome page: <https://registration.paesmol.eu>



The screenshot shows the 'Regtool Registration' form. It has three input fields: 'Email' (with an envelope icon), 'Passphrase' (with a lock icon), and 'Confirm Passphrase' (with a lock icon). Below the fields is a blue 'Register' button.

*"Register" page*

After the first registration you will receive a confirmation email in which you have to click on the "verify email" link.

The registration is done in 6 steps. The first 3 steps (Parents, Doctor and Children) are done only once during the first registration. The last 3 (Signup, Overview and Payment) are used each time a service is required.

## STEP 1: Parents

Here you can register the parent's information. Select the right company field if you work for EATC, AEA or EC. Field marked with a star (\*) are mandatory.

Your email has been verified.

 Overview Account Parents [Logout](#)

Overview

 **Step 1: Fill in your data.**

To register yourself, click the  button. Each parent or guardian has to be registered separately.

*"Step 1" page -> Define the "parents"*

 Overview Account Parents [Logout](#)

Overview / Parents

 Parents

| First Name | Last Name |
|------------|-----------|
|------------|-----------|

*"Parents registered" page (here empty)*

 Overview Account Parents Doctors [Logout](#)

Overview / Parents

 Parents

| First Name | Last Name |                                     |   |
|------------|-----------|-------------------------------------|---|
| James      | BOND      | <input type="button" value="Edit"/> | <input type="button" value="Deregister"/> |
| Mary       | BOND      | <input type="button" value="Edit"/> | <input type="button" value="Deregister"/> |

*"Parents registered" page (the 2 parents are registered)*

 Register Parent**First Name (\*)****Last Name (\*)****Address line 1 (Street and number) (\*)****Address line 2****Zip code (\*)****City (\*)****Country (\*)****Other**

Fill this in when selecting 'Other'

**Phone number (primary) (\*)****Phone number (secondary)****Email address (primary) (\*)**

*"Register a parent" page*

## STEP 2: Doctor

For the second step you register the doctor's data. These data may be used by the daycare team in case of emergency. If you prefer to not specify this information fill it with empty fields.

The screenshot shows the 'Parents Association' interface. The top navigation bar includes 'Overview', 'Account', 'Parents', and 'Doctors', with a 'Logout' button on the right. The main content area is titled 'Overview' and contains two instructional steps. The first step, 'Step 1: Fill in your data.', instructs users to click the 'Parents' button. The second step, 'Step 2: Fill in your doctor's data.', instructs users to click the 'Doctors' button.

*"Step 2" page -> Define the "doctor's data"*

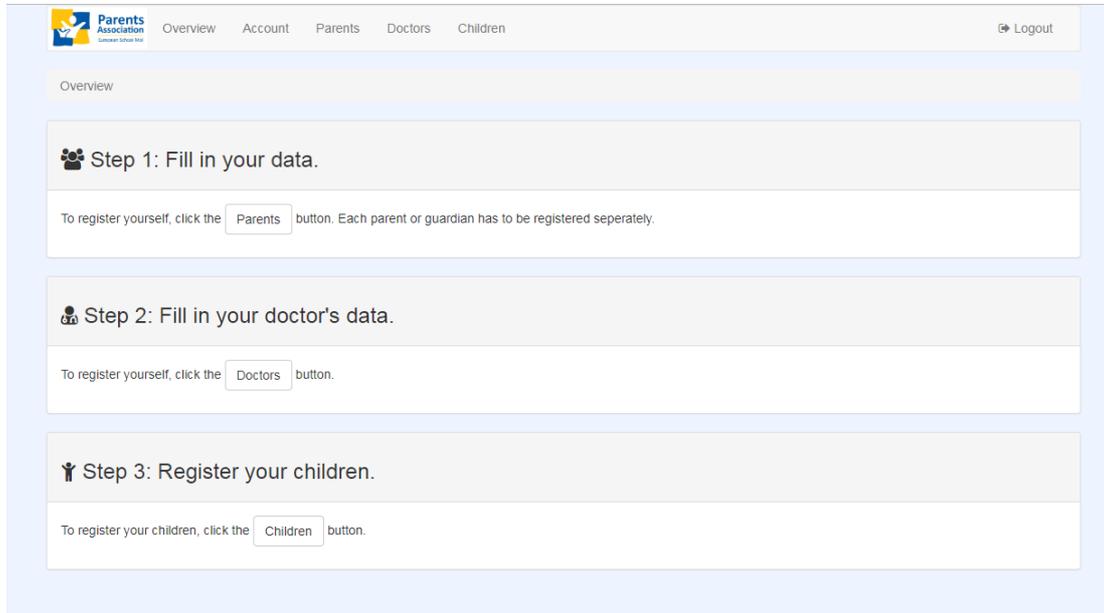
The screenshot shows the 'Doctors' management page. The top navigation bar includes 'Overview', 'Account', 'Parents', 'Doctors', and 'Children', with a 'Logout' button on the right. The breadcrumb trail shows 'Overview / Doctors'. The main content area is titled 'Doctors' and features a 'Register a doctor' button. Below this is a table with two columns: 'First Name' and 'Last Name'. The table contains one entry with 'Louri' in the first name column and 'JIVAGO' in the last name column. To the right of the entry are 'Edit' and 'Deregister' buttons.

| First Name | Last Name |   |
|------------|-----------|---|
| Louri      | JIVAGO    | <a href="#">Edit</a> <a href="#">Deregister</a> |

*"Doctor registered" page*

## STEP 3: Children

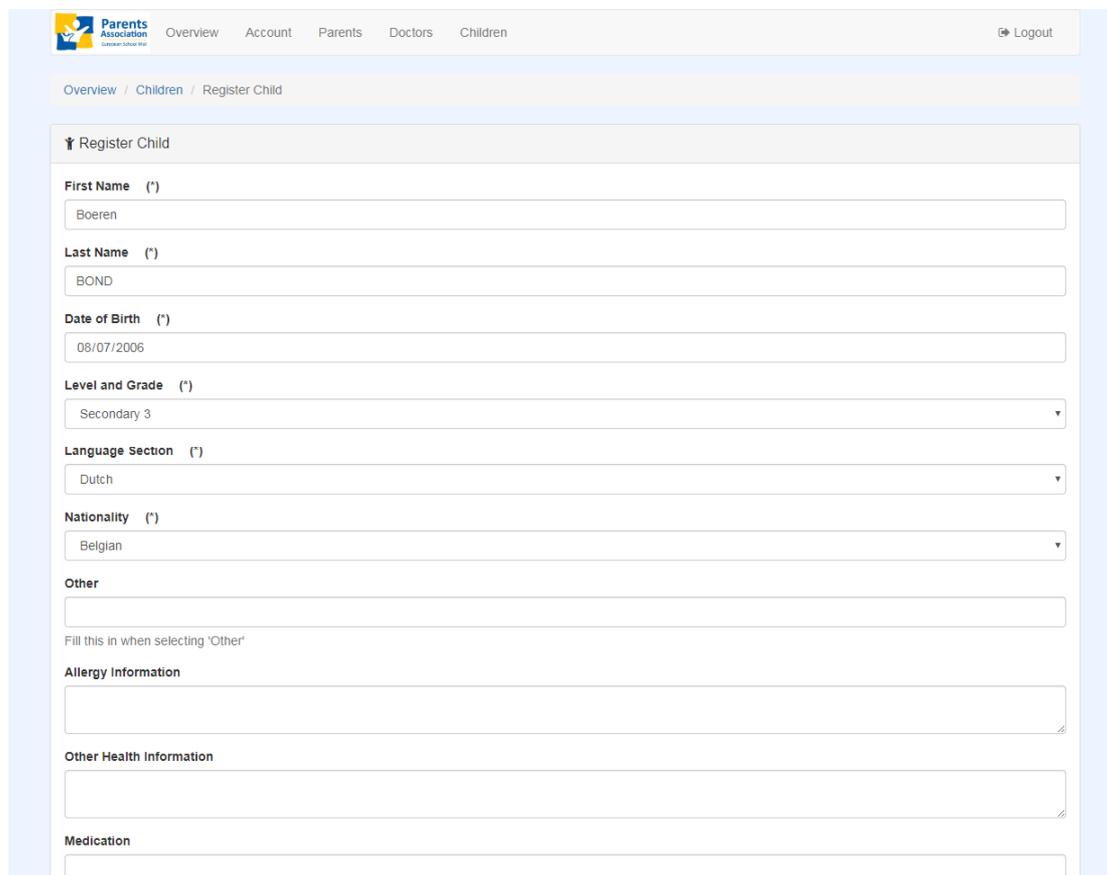
For the third step you specify your children information. Extra fields like date of birth, allergies and the need to bring them to the bus after daycare are defined here.



The screenshot shows the 'Step 3: Register your children' page. At the top, there is a navigation bar with the 'Parents Association' logo and links for 'Overview', 'Account', 'Parents', 'Doctors', and 'Children'. A 'Logout' button is in the top right corner. Below the navigation bar, the page is titled 'Overview'. The main content area is divided into three steps:

- Step 1: Fill in your data.** To register yourself, click the **Parents** button. Each parent or guardian has to be registered separately.
- Step 2: Fill in your doctor's data.** To register yourself, click the **Doctors** button.
- Step 3: Register your children.** To register your children, click the **Children** button.

*"Step 3" page -> Define the "children's data"*



The screenshot shows the 'Register Child' form. At the top, there is a navigation bar with the 'Parents Association' logo and links for 'Overview', 'Account', 'Parents', 'Doctors', and 'Children'. A 'Logout' button is in the top right corner. Below the navigation bar, the page is titled 'Overview / Children / Register Child'. The main content area is titled 'Register Child' and contains the following fields:

- First Name (\*)**: Text input field with the value 'Boeren'.
- Last Name (\*)**: Text input field with the value 'BOND'.
- Date of Birth (\*)**: Date input field with the value '08/07/2006'.
- Level and Grade (\*)**: Dropdown menu with the value 'Secondary 3'.
- Language Section (\*)**: Dropdown menu with the value 'Dutch'.
- Nationality (\*)**: Dropdown menu with the value 'Belgian'.
- Other**: Text input field.
- Allergy Information**: Text input field.
- Other Health Information**: Text input field.
- Medication**: Text input field.

*"Register a child" page*

## STEP 4: Signup

Here you can specify the services you want to register for every child: regular daycare, occasional daycare, regular transport...

The screenshot shows the 'Step 4: Signup' page. At the top, there is a navigation bar with the logo and menu items: Overview, Account, Parents, Doctors, Children, Signup, and Logout. Below the navigation bar, the page title is 'Overview'. The main content area is divided into four steps:

- Step 1: Fill in your data.** To register yourself, click the  button. Each parent or guardian has to be registered separately.
- Step 2: Fill in your doctor's data.** To register yourself, click the  button.
- Step 3: Register your children.** To register your children, click the  button.
- Step 4: Sign up your children for the services of your choice.** To sign up your children for services, click the  button.

*"Step 4" page -> Define the "signup"*

The screenshot shows the 'Signup' page. At the top, there is a navigation bar with the logo and menu items: Overview, Account, Parents, Doctors, Children, Signup, and Logout. Below the navigation bar, the page title is 'Overview / Signup'. The main content area is titled 'Transport' and contains several service selection options:

- Bus service for the whole school year:
- Occasional transport service:
- Daycare services:
- Occasional daycare service:
- Daycare activities:

*"Signup" page -> Select which service you want to register*

## STEP 4: Signup/BUS

For every child you can select the bus stop, the school year and the frequency of the payments (trimester, semester, single payment). The BUS lines/routes (W, B, D and AC) will be defined by the transport working group based on the occupancy and the bus stop usage.

The screenshot shows the 'Signup for Transport' page. At the top, there is a navigation bar with the 'Parents Association' logo and links for Overview, Account, Parents, Doctors, Children, Signup, Chosen Services, Checkout, and Logout. Below the navigation bar, a breadcrumb trail reads 'Overview / Signup / Signup for Transport'. The main content area is divided into two sections:

### Bus Lines

| Name | Description                  |
|------|------------------------------|
| ESW  | Driver: Kris (0477/432064)   |
| ESD  | Driver: Eren (0477/432061)   |
| ESB  | Driver: Michel (0475/894682) |
| ESAC | Driver: Patrick 0477/432063  |

### Transport Signups

| Child       | City    | Location                    | Unregister                  |
|-------------|---------|-----------------------------|-----------------------------|
| Boeren BOND | Zoersel | E34, Exit 20, on the bridge | <button>Unregister</button> |
| Lili BOND   | Zoersel | E34, Exit 20, on the bridge | <button>Unregister</button> |

### Signing up a child

**Child (\*)**  
Boeren BOND

**Bus Stop (\*)**  
Eindhoven Carpark Zwemcentrum Tongelreep Antoon Coolenlaan

**School Year (\*)**  
2019 - 2020

**Installments (\*)**  
Single payment

Sign up Child

*Transport signup and registration overview page*

For occasional transport you specify the child, the bus stop, the day and the direction (to school or from school)

The screenshot shows the 'Occasional Transport Signups' section. At the top, there is a table with the following columns: Child, Day, Bus stop city, Bus stop location, and Unregister. Below this table is a form for signing up a child:

### Signing up a child

**Child (\*)**  
Boeren BOND

**Bus Stop (\*)**  
Eindhoven Carpark Zwemcentrum Tongelreep Antoon Coolenlaan

**Day (\*)**  
jj/mm/aaaa

**Direction (\*)**  
ToSchool

Sign up Child

## STEP 4: Signup/Daycare

For every child you can select the daycare timeslot you want to register. Based on the level and the grade of the child (e.g. primary 3) some timeslots will not be possible (e.g. Monday 13:30-16:15 for a primary 3).

Parents Association  
Overview Account Parents Doctors Children Signup Chosen Services Checkout Logout

Overview / Signup / Signup for Daycare

### Time slots

| SchoolYear  | Semestre  | SchoolDay | Start | End   | Fee    |
|-------------|-----------|-----------|-------|-------|--------|
| 2019 - 2020 | Sep - Jan | Monday    | 13:30 | 16:15 | 120.00 |
| 2019 - 2020 | Sep - Jan | Monday    | 16:15 | 18:00 | 76.00  |
| 2019 - 2020 | Sep - Jan | Tuesday   | 16:15 | 18:00 | 76.00  |
| 2019 - 2020 | Sep - Jan | Wednesday | 12:30 | 18:00 | 235.00 |
| 2019 - 2020 | Sep - Jan | Thursday  | 16:15 | 18:00 | 76.00  |
| 2019 - 2020 | Sep - Jan | Friday    | 12:30 | 16:15 | 160.00 |
| 2019 - 2020 | Sep - Jan | Friday    | 16:15 | 18:00 | 76.00  |

### Daycare Signups

| Child | Timeslot | Unregister |
|-------|----------|------------|
|-------|----------|------------|

### Signing up a child

Child (\*)  
Boeren BOND

Timeslot (\*)  
2019 - 2020 Sep - Jan Monday 13:30 - 16:15 (120.00 €)

Sign up Child

Once the daycare timeslots are defined you can select the activities (signup -> daycare activities). These activities (Dutch, piano, arts and craft...) are optional. An activity is only possible if the regular daycare has been selected.

Parents Association  
Overview Account Parents Doctors Children Signup Chosen Services Checkout Logout

Overview / Signup / Signup for Daycare Activity

### Activities

| SchoolYear  | Semestre  | SchoolDay | Start | End   | Fee   | Name           |
|-------------|-----------|-----------|-------|-------|-------|----------------|
| 2019 - 2020 | Sep - Jan | Monday    | 13:30 | 16:15 | 35.00 | Dutch          |
| 2019 - 2020 | Sep - Jan | Friday    | 12:30 | 16:15 | 35.00 | Dutch          |
| 2019 - 2020 | Sep - Jan | Monday    | 13:30 | 16:15 | 35.00 | Piano          |
| 2019 - 2020 | Sep - Jan | Friday    | 12:30 | 16:15 | 35.00 | Piano          |
| 2019 - 2020 | Sep - Jan | Monday    | 13:30 | 16:15 | 35.00 | Arts and craft |
| 2019 - 2020 | Sep - Jan | Friday    | 12:30 | 16:15 | 35.00 | Multi sport    |

### Daycare Activity Signups

| Child | Activity | Unregister |
|-------|----------|------------|
|-------|----------|------------|

### Signing up a child

Child (\*)  
Boeren BOND

Activity (\*)  
2019 - 2020 Sep - Jan Monday 13:30 - 16:15 : Dutch

Sign up Child

## STEP 5: Overview

In the "chosen services" page you have the status overview of every service (paid or not, next instalment...) for every child.

The screenshot shows a web interface for the Parents Association. At the top, there is a navigation bar with the logo and menu items: Overview, Account, Parents, Doctors, Children, Signup, Chosen Services, and Checkout. A 'Logout' button is also present. Below the navigation bar, the breadcrumb 'Overview / Chosen Services' is displayed. The main content area is titled 'Overview of Chosen Services' and is divided into several sections for the year 2019 - 2020:

- Yearly Membership Fee**: A section with a group of people icon. It states: 'The yearly Parents Association membership fee of 30.00 must be paid by every family that uses services organised by the Parents Association.'
- Transport Services**: A section with a bus icon. It lists:
  - Transport services for Boeren BOND cost 1600.00 and will be paid all at once.
  - Transport services for Lili BOND cost 1200.00 and will be paid in 2 installments.It then states 'This next installments are:' followed by a list:
  - 600.00.
  - 600.00.
- Daycare Services**: A section with a person icon. It has a sub-section 'Sep - Jan 2019 - 2020' with a list:
  - Lili BOND has been signed up for dacare on Friday 12:30 - 16:15 at a price of 160.00 and have not been paid for.
  - Lili BOND has been signed up for Dutch on Friday at 12:30:00 - 16:15:00 at a price of 35.00 and have not been paid for.
- Occasional Transport Services**: A section with a bus icon. It lists:
  - Occasional transport services for Boeren BOND on Wednesday 10 July 2019 (to school) cost 15.00.

At the bottom of the main content area, there is a blue button labeled 'Proceed to checkout'.

### *General overview page*

By clicking on "proceed to checkout" you will be transferred to the payment interface.

## STEP 6: Payment

This is the last step of the registration where you will proceed with the payment. A confirmation email will be sent when the registration/payment is complete. The registration is only valid if the services have been paid.

The screenshot shows the 'Choose Services to pay for' page. It features two tables of services with their respective amounts and selection checkboxes. The first table is for the 2019-2020 period, and the second is for Occasional Transport Service. At the bottom, there are 'Proceed to payment' and 'Back' buttons.

| Service   | Amount    | Select                              |
|---|-----------|-------------------------------------|
| Yearly fee for 2019 - 2020  | 30.00 €   | <input checked="" type="checkbox"/> |
| Bus services for Boeren BOND  | 1600.00 € | <input checked="" type="checkbox"/> |
| Bus services for Lill BOND installment  | 600.00 €  | <input checked="" type="checkbox"/> |
| Bus services for Lill BOND installment  | 600.00 €  | <input type="checkbox"/>            |
| Daycare for Lill BOND for Sep - Jan 2019 - 2020 on Friday at 12:30:00 - 16:15:00                  | 160.00 €  | <input checked="" type="checkbox"/> |
| Daycare activity for Lill BOND for Sep - Jan 2019 - 2020 on Friday at 12:30:00 - 16:15:00 : Dutch | 35.00 €   | <input checked="" type="checkbox"/> |

| Child       | Day                    | Amount  | Select                              |
|-------------|------------------------|---------|-------------------------------------|
| Boeren BOND | Wednesday 10 July 2019 | 15.00 € | <input checked="" type="checkbox"/> |

[Proceed to payment](#) [Back](#)

*Overview of the services to pay*

By clicking on "proceed to payment" you will be transferred to the payment gateway: Stripe.

The screenshot shows the Stripe payment gateway interface overlaid on the checkout page. The gateway is for PAESMOL Services and displays a form for entering card details. The total amount to be paid is 2440.00 €. The background shows the checkout page with an invoice table.

| Description  | Cost    |
|--|---------|
| Yearly membership fee (2019 - 2020)                                | 30.00   |
| Yearly bus fee for Boeren BOND                                     | 1600.00 |
| Installation of the yearly bus fee for Lill BOND                   | 600.00  |
| Daycare services for Lill BOND on Friday at 12:30 - 16:15 of some  | 160.00  |
| Daycare activity Dutch for Lill BOND on Friday at 12:30 - 16:15 of | 35.00   |
| Occasional Transport for Boeren BOND on Wednesday 10 July 20       | 15.00   |
| Total  | 2440.00 |

**PAESMOL Services**

Numéro de carte

MM / AA CVV

Se souvenir de moi

[Payer 2 440,00 €](#) [Pay](#)