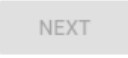bestchance Kindergarten Portal

EXISTING FAMILY

Create a New Registration

If you've received this User Guide, it means you're already an existing family with bestchance. That's great! In this case, you won't need to create a new account or enter new details for yourself or your child; all of this information will be readily available to you in your existing Kindergarten Portal account with bestchance.

In your portal, you will be able to see your children and contacts that have been previously added to your account in our Enrolments database. This means that you aren't required to re-enter any of this information.

Before you get started, there is a NEXT button on the bottom of each page. You might notice at the start that this button is **grey** NEXT and you are not able to click on it. This is because you have not entered all of the required information. Once you have completed all of the required information, the button will turn **red** NEXT and you will be able to click NEXT.

If you're ready, let's get started!

To get started, click on the _Register a New Child_ tab on the far left of your portal homepage.
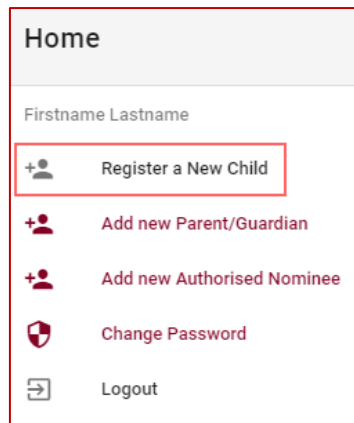
Child Details ✏️

The instructions are to assist you in navigating the portal to add a new year registration for your existing child.

Step 1. Click on the top line that reads '_Select from previously registered children, or register a new one_'. Click on New Child to select from the list

Step 2. This will cause all of the previously available boxes to disappear. This is because the information has been filled based on previous year's information for your child.

BEFORE SELECTING CHILD FROM THE LIST

Child Details

Select from previously registered children, or register a new one

New Child   ▼

First name   Last name

Gender   ▼   📅 Birth Date

Country of birth (start typing to search) ▼   Cultural background   ▼

Main language/s spoken at home   ▼   Religion   ▼

Subsidy Card   ▼   Expiry Date

Immunisation Status   ▼   Next Immunisation Due Date or Exemption Expiry Date

BACK   NEXT

AFTER SELECTING CHILD FROM THE LIST

Child Details

Select from previously registered children, or register a new one

Saxby Howard   ▼

BACK   NEXT

Parent/Guardian Details

Step 1. Click on the top line that reads '*Select from the available contacts, or create a new one'.* Click on New Contact to select from the list

Step 2. This will cause all of the previously available boxes to disappear. This is because the information has been filled based on previous year's information for you.

BEFORE SELECTING CONTACT FROM THE LIST

AFTER SELECTING CONTACT FROM THE LIST

Parent/Guardian Details

Select from the available contacts, or create a new one

Kate Howard   ▾

Relationship to Child   ▾

BACK   NEXT

Step 3. Select your relationship to the child from the dropdown box

Relationship to Child

Mother

Father

Parent

Guardian

Relative

Other

Register for Services

This page is where you can enter the details of your child's new registration as well as enter your kindergarten preferences.

To add a new Registration;

Step 1. Select a Registration Type. This is either 3 Year Old Kinder or 4 Year Old Kinder

Registration type

3 Year Old Kinder

4 Year Old Kinder

Step 2. Select the Year Attending for your child

Year Attending

2019

2020

2021

2022

2023

Step 3. Select the Term that you child will begin at kindergarten

Term

1

2

3

4

Step 4. Once you have entered all of the details, the plus at the far right will turn **green** ➕ Click on this to add your child's registration

Registration type	Year Attending	Term	
4 Year Old Kinder	2020 ▼	1 ▼	➕

Step 5. Once you click the **green** ➕ , the below will appear. This means that you have successfully created a new registration for your child

4 Year Old Kinder, 2020, Term 1   REMOVE

To set your kindergarten preferences;

Step 1. Use the search box to locate your kindergarten preferences

Start typing to search
Wyndh

Wyndham Vale Primary School Kindergarten

Step 2. Once the kindergarten name has appeared, click on it to fill the box

Start typing to search
Wyndham Vale Primary School Kindergarten

Step 3. Click on the **red** ➕ at the far right to add your kindergarten preference. This will automatically become preference #1

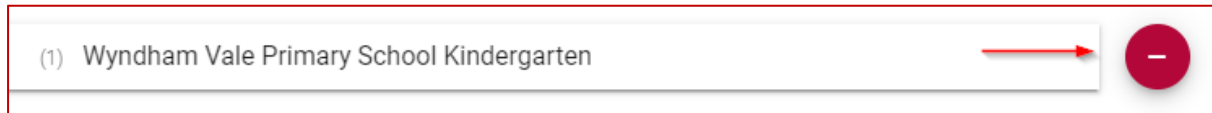Start typing to search
Wyndham Vale Primary School Kindergarten   ➕

(1) Wyndham Vale Primary School Kindergarten

Step 4. To add a second preference, follow the same process as above

(1) Wyndham Vale Primary School Kindergarten

(2) Upwey Pre-School

Notes;

- If you would like to remove a kindergarten preference, click on the **red** ⊖ at the right of the preference

- If you would like to re-order your preferences, drag the preferences up or down to change the order. They will automatically change the preference number

Registration Questions

On this page, please select all of the below that apply;

1. _Child in Out of Home Care/Kinship Care or is known to Child Protection._ If you check this box, you will be required to provide further details
2. _My child has any additional needs._ If you check this box, you will be required to provide further details
3. _Please select checkbox if you have a demonstrated link to the service._ If you check this box, you will be required to provide further details
4. _Child identifies as Aboriginal or Torres Strait Islander_
5. _Child accesses Early Childhood Intervention Services (ECIS)/National Disability Insurance Scheme (NDIS)_

Attachments

In order for your child's registration to be finalised, you are required to provide a Birth Certificate and an up-to-date Immunisation History Statement.

To upload an attachment;

Step 1. Click in the box where you would like to upload an attachment

Step 2. Once you click in the box, a window will appear on your computer that you can use to navigate to locate the relevant document

Step 3. Once you have found the relevant document, click on it and click Open

Step 4. Once you have clicked Open, the document will attach to the box. The name of the document will appear meaning your attachment has been successful
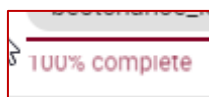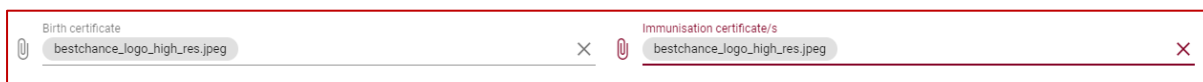
Notes;

- Under the upload box, the status of your upload will appear. This will show the percentage of the upload. You **must wait for the upload to reach 100%** before it attaches to the box. **Do not upload multiple documents**.
- If you would like to remove an uploaded document, click on the red cross on the right of the box

Application Summary 👀

Use this page to check all of the information you have previously entered. Please check that **all** information is correct.

If you find that you have entered something incorrectly, use the numbered list on the far left to navigate back to the relevant page to make the necessary changes. Click on the numbers to take you back to the page.

1 Child Details

2 Parent/Guardian Details

3 Register for Services

4 Registration Questions

5 Attachments

6 Application Submission

7 Payment

Payment and Submission

Use this page to complete the $25 payment for your child's registration.

You will need to enter the following information;

- Full Name
- Card Number
- Expiration Date
- Security Code

Once you have entered the details, a Make Payment button will appear. Click on this to make the $25 payment with the card details you have just entered.

Once your payment has been successful, a tick will appear beside the orange button

To complete your child's registration, click Registration Complete