



## Parent Directions for Kindergarten Registration Appointments

1. Go to the **District** welcome center webpage. <http://www.hilliardschools.org/welcomecenter>
2. Click on the link titled Register for Kindergarten **Next School Year**
3. In the **Step 2** section Click on the name of your child's "home" school.

| STEP 2: Schedule registration appointment using online scheduler  |  |   |
|---|--|---|
| Click the name of your Elementary School for which you would like to schedule a registration appointment. |  |   |
| <a href="#">Alton Darby Elementary</a>  | <a href="#">Darby Creek Elementary</a>       | <a href="#">Norwich Elementary</a>      |
| <a href="#">Avery Elementary</a>  | <a href="#">Hilliard Crossing Elementary</a> | <a href="#">Ridgewood Elementary</a>    |
| <a href="#">Beacon Elementary</a>   | <a href="#">Hilliard Horizon Elementary</a>  | <a href="#">Scioto Darby Elementary</a> |
| <a href="#">Britton Elementary</a>  | <a href="#">Hoffman Trails Elementary</a>    | <a href="#">Washington Elementary</a>   |
| <a href="#">Brown Elementary</a>  | <a href="#">J. W. Reason Elementary</a>      |   |

4. This will take you to the kindergarten registration schedule on a site called "**SignUp Genius**".
5. Scroll down the page to see the available time slots for appointments.  
*(Available times will have a "Sign Up" button next to the time and location)*
6. Choose an available time and click the "**Sign Up**" button for that time.

| Time            | Available Slot   |
|-----------------|--|
| 7:30AM - 7:40AM | Kindergarten Registration Appointment <input type="button" value="Sign Up"/> |
|                 | Kindergarten Registration Appointment <input type="button" value="Sign Up"/> |
| 7:40AM - 7:50AM | Kindergarten Registration Appointment <input type="button" value="Sign Up"/> |
|                 | Kindergarten Registration Appointment <input type="button" value="Sign Up"/> |
| 7:50AM - 8:00AM | Kindergarten Registration Appointment <input type="button" value="Sign Up"/> |
|                 | Kindergarten Registration Appointment <input type="button" value="Sign Up"/> |
| 8:00AM - 8:10AM | Kindergarten Registration Appointment <input type="button" value="Sign Up"/> |
|                 | Kindergarten Registration Appointment <input type="button" value="Sign Up"/> |
| 8:10AM - 8:20AM | Kindergarten Registration Appointment <input type="button" value="Sign Up"/> |
|                 | Kindergarten Registration Appointment <input type="button" value="Sign Up"/> |





7. Enter your CHILD's name in the "Child's Name" field.

A screenshot of the SignUpGenius registration form. At the top, it says "Sign Me Up For:". Below this is a table with three columns: "Date", "Available Slot", and "Child's Name \*". The first row shows "2/5/2013 (Tue. 7:30AM - 7:40AM)", "Kindergarten Registration Appointment", and an empty text box. Below the table are two radio buttons: "I'm a SignUpGenius member" (unselected) and "I do not have a SignUpGenius account" (selected). There are four text input fields for "First Name \*", "Last Name \*", "Email \*", and "Re-enter Email \*". Below these is a note: "The sign up creator requires that you create an account at SignUpGenius in order to sign up for this item. (This will allow you to login and manage your item(s) easily going forward.)" followed by a "Choose a password \*" field. There is a checkbox for "Send me a confirmation email with an iCalendar (.ics) file and a link that will allow me to edit this item later." Below that is "Additional Info:" with a note "Jan Hensworth has asked that you also provide the info below. Your answers will not be displayed publicly." and a "Phone \*" field with a "Phone Type" dropdown menu set to "Home". At the bottom are "SIGN UP" and "Cancel" buttons. A red arrow points to the "Child's Name" field in the table.

8. You will also be asked to create an account using an email address and a password. Once you have filled out all the information, click "Sign Up".

9. On the next page, please click "Return to Sign Up".

***If you need to cancel or reschedule an appointment, please do the following:***

- Go to [www.signupgenius.com](http://www.signupgenius.com)
- Log-in to your account.
- You will see all of your appointments under the section "Items I've Signed Up For"
- Click the Building name that you want to cancel.
- Click the "Edit" or "Delete" button and follow the steps to revise your appointment time.