

# Digital Enrolment Forms - for parents

1. Please go to <https://enrol.etap.co.nz/> and enter your email address and School Code **1728** on this page .



The image shows a digital log-on screen with a green header bar containing the text "Log on to pre-enrol your child". Below the header are two input fields: "School code" and "Email address". A note below the fields says: "Enter the code given to you by the school, and a valid email address. The email address will be used as your password to access the pupil you are adding." At the bottom is a green "LOG ON" button.

2. On the next page, check school name listed is correct, and click on the Pre Enrol new Pupil button



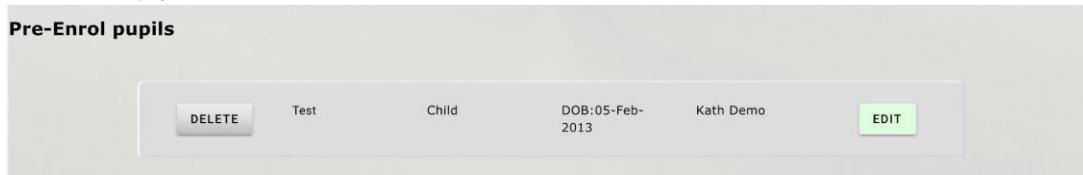
The image shows a "Your schools" section of a digital form. It includes a note: "Click PRE-ENROL to start enrolling a new pupil", a "School code" input field, a green "ADD SCHOOL" button, and a list of schools: Otonga Road School, Otonga Road, Rotorua, and a phone number 07 348 6443. At the bottom right is a green "PRE-ENROL NEW PUPIL" button.

3. Fill in the correct legal names as shown on child's birth certificate, DOB and gender. *Hint: click the heading on the calendar to switch to year view, and scroll right through years, then choose month, then day. **SAVE***



The image shows a "Key identifying information" section. It has notes: "Please enter legal name, surname, date of birth, and gender of the child." and "Please note, the first name and surname given here MUST match the identification document eg. Birth Certificate or Passport." Below are fields for "Legal first names", "Legal surname", "Date of birth" (set to 01-01-2006), "Gender" (with radio buttons for Male and Female), and a green "SAVE" button.

4. You will be taken to this page. Click the **EDIT** next to the child's name to continue filling in the enrolment form. If at any stage you need to stop make sure you have clicked **SAVE** in the section you are in and close the browser. To continue editing at a later date - Go back to 1. Above, and on the second page you will see your child listed, simply click **EDIT** to continue.



The image shows a "Pre-Enrol pupils" table. It has columns for "DELETE", "Test", "Child", "DOB:05-Feb-2013", and "Kath Demo". There is also a green "EDIT" button at the bottom right of the table area.

5. Work through every section/page of the form filling in everything you can that is relevant. In each section (box) you must click **SAVE** before moving on. At the end of each page click Go to Part # . Any compulsory questions will be highlighted at this stage - fill those in before being allowed to move on.

**Child Details**

Preferred name (Alias) Test	Preferred Family name (Alias) Child	Save
Street / Pobox Address 123 street place	Suburb Here	
City There	Caregiver name(s) M. Ommy & D. Addy	
Home phone 07 123456	Mobile	
eMail abc@gmail.com	Eligibility criteria	NZ Citizen
Currently part 1		Save
		Click SAVE before moving to next section.
		Goto Part 2

6.

*Finished page,  
Go to next page*

7. Some fields are straight type in, some are dropdowns, and some are **ADD ...** buttons. Click on each relevant button once, to open the fields for filling in. You may be taken to the top of the page again, just scroll back down to see the fields and fill them in. **SAVE** after each one.
8. Your enrolment form is not complete until you have read the parent declaration and clicked to **Save and Confirm**.

**Medical Conditions**

ADD MEDICAL CONDITIONS	Save
Currently part 1	Goto Part 2

**Parent declaration:** I declare that all information provided is true and correct, and that it is my responsibility to make sure all details are kept up to date. By clicking the Save and Confirm button I have signed this form.

Save and confirm

Please check all parts before confirming.

Any problems, please ring the school on 07 824 3206 or 027 482 4360 for help.

We will also need to see your child's birth certificate and immunisation certificate.

Thank you