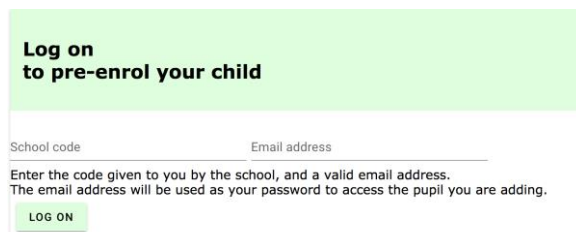


Digital Enrolment Forms - for parents

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



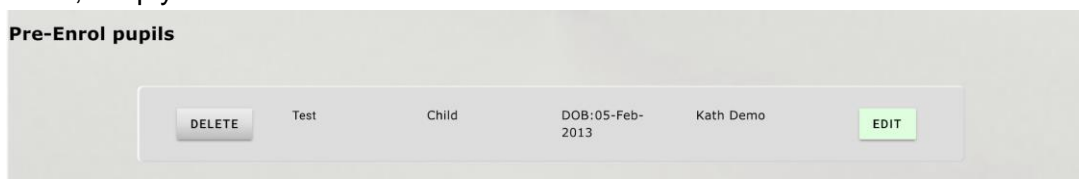
2. On the next page, check school name listed is correct, and click on the Pre Enrol new Pupil button



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*



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.



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

Street (House Address)
123 street place

Suburb
Here

City
There

Caregiver name(s)
M. Omyy & D. Addy

Home phone
07 123456

Mobile

eMail
abc@gmail.com

Eligibility criteria
NZ Citizen

Save

Currently part 1

Finished page, Go to next page

Goto Part 2

Click SAVE before moving to next section.

6.

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.

Medical Conditions

Save

ADD MEDICAL CONDITIONS

Save

Currently part 1

Goto Part 2

8. Your enrolment form is not complete until you have read the parent declaration and clicked to **Save and Confirm**.

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