

# HOW TO REGISTER

## INTRODUCTION

To register your child/children onto an after-school activity programme, you will need to click on this link: <https://esm.ae/login>

### Step 1:

Create a log in username, password, parent profile and children's profile. Creating each Child's profile including adding DAA as a school is important to be able to see the timetable of activities.

### Step 2:

Once all profiles have been created, select 'Dashboard' (this will take you back to the homepage).

- ⇒ Select 'After School Activities'
- ⇒ Select 'Add booking'.
- ⇒ Select 'School and term'
- ⇒ Click 'Next step'.

### Step 3:

- ⇒ Choose the activity you wish to register your child for.
- ⇒ Click 'book'.
- ⇒ This will be 'added to cart – go to checkout' or select more activities
- ⇒ Click 'proceed to checkout' if there is a fee to pay.

### **\*\*24-hour lockout\*\***

There is a 24-hour cut off period where you cannot register onto a programme that starts less than 24 hours before that particular class.

This is a child safeguarding protocol to ensure that all class teachers have the correct lists of children to be brought to each activity. We are not able to guarantee your child a place on the activity if they are booked with less than 24hrs to go to the class and they will be added to the register for the following week.