



Hope Lutheran Preschool

Summer Expressions Registration Instructions

Summer Expressions Registration begins on February 20th. Please follow the instructions below to register your child(ren).

1. **If you are new to Hope Lutheran Preschool** and do not have a MyProcure account, click [HERE](#) to set up your MyProcure account. Once your account is created, you will need to sign out and sign back in at www.myprocare.com.
2. **If you are a returning family** go to www.myprocare.com and sign into your account.
3. Once you're signed in, you should see a picture of your child(ren). Under the pictures it says "Registrations are Available". Click "View".
4. Click the button on the right that says "Begin Re-Registration".
5. Click on the picture of the child you are registering. Then click the "Select Programs" button.
6. You will see a list of program options for Summer Expressions. Please choose the one that shows the class you would like to register your child for and click the "Register" button. Then click the "Review Child Information" button.
7. Answer any questions and correct any information that has changed or is incorrect, then click "Continue".
8. If you have more than one child, a window will pop up asking if you want to register another child. If you answer "yes", you will click the second child's picture and complete the steps above for that child. If you answer "no", you will continue through the registration process.
9. This will bring you to the fees page. You will see the total to be charged when you submit your registration. Click "Continue" at the bottom of the page.
10. Answer the questions and continue through the registration questions until you reach the payment page. Enter your payment information and click "Pay Now".
11. At this point your registration is complete, and you will get an email confirmation from Procure.

Once we have processed all registration forms, we will send you a confirmation email letting you know your registration has been accepted and next steps to be completed in the process. If you have any questions, please contact us at 919-453-0388 or by email at preschool@hopelutheranwf.org.