Emergency Day Camp App for Parents

If you have problems or questions, please direct them to the Emergency Day Camp Support email account: tpsdaycampsupport@tacoma.k12.wa.us

Emergency Day Camp App URL: https://daycamp.tpsapps.org

Initial App Registration

1. Contact your employer’s HR department and ask them to add you to the Emergency Day Camp guest list. Provide them with ONE email address to use for your account; you will need access to this email account while at work and at home, and it will become your login ID to register for the Day Camp sessions within the app.

2. Once your account is added to Tacoma Public School’s system, an email will be sent to the account you provided with an invitation to create a new guest account with TPS to use for accessing the Emergency Day Camp app.

3. The email will walk you through the necessary steps of creating the Microsoft account and will drop you into the app when you are finished. If you have any problems or questions, please direct them to the Emergency Day Camp Support email account: tpsdaycampsupport@tacoma.k12.wa.us

4. Your login will be the email address registered with your Human Resources department and you will set up your password for the app as part of this process.
1. Once you are logged into the app, your view will be similar to this on a PC. You will begin with setting up your parent profile by clicking on the blue **UPDATE/VERIFY PARENT PROFILE** button:

![Parent Profile on PC](image1.png)

This is the same view on a mobile device:

![Parent Profile on Mobile](image2.png)

2. Your First and Last Name and Employer will already be filled out, per your employer.

3. Other required fields are denoted with an asterisk (*). These include **Cell (or primary) phone number** and **Home address**.
4. Scroll down to review the Consent information

5. Once you have filled out the form and read the Consent information, click the blue **AGREE AND SUBMIT** button.
   a. Note: the **AGREE AND SUBMIT** button will remain grayed out until you have filled in the required fields.
6. After you have completed the Parent profile and submitted your Consent, you will automatically be brought to the Child Profile input screen. If needed, scroll up to the top of the form:
1. Required fields are denoted with an asterisk (*) and include **Child’s first name**, **Child’s last name**, **Preferred location**, **Birthdate** (age limits are determined by the selected preferred location), and emergency contact info for at least one person (full name, relationship to child, and phone number):
2. Once you have filled out all the necessary fields, click the blue SUBMIT button.
   a. Note: the “SUBMIT” button will remain grayed out until you have filled in the required fields.

3. A notification that your child has been added will appear and prompt you to either ADD ANOTHER CHILD (if you have more than one child to register) or GO TO REGISTRATION (to complete the daycare registration):
Register Children

1. After you click the **GO TO REGISTRATION** button, you’ll be brought to the Registration screen. Check the box next to the child or children you want to register, then select the location you’d like them to attend from the drop-down menu (it will display the location you selected as your Preferred Location in the Child profile as the default):

![Registration Screen]

2. Click on each individual date in the calendar you want your child(ren) to attend Daycamp. The **Selected Dates** will be listed on the right side of the calendar as you click on them. To unselect a date, simply click on it again.

This example demonstrates how to register your child for March 30 and 31, as well as April 1 - 3 and April 6, 13, and 20.

Note that the calendar view will switch to April once you select an April date, but you can see from the list of **Selected Dates** that your March dates are still selected. Use the left and right arrows next to the month to switch between months:
3. When all dates for the selected child(ren) have been selected, click the **REGISTER** button (yellow arrow in the above image) to register the selected children at the indicated site.
4. You’ll be returned to the Home screen, where you can now see all the dates and locations of registration by scrolling down to the View current registrations section:

5. To edit the dates and/or locations, click the blue EDIT link below the registration dates:

6. You’ll be brought back to the Registration window. Note the explanation at the top that states you’ll need to first select the child(ren) and the location where they are currently registered, unselect their current registration date(s), then select a new location and/or registration date(s).
7. Make your changes, then click the blue **REGISTER** button to finish the edit.

   a. The **REGISTER** button will remain grayed out until you make a change that needs to be saved.