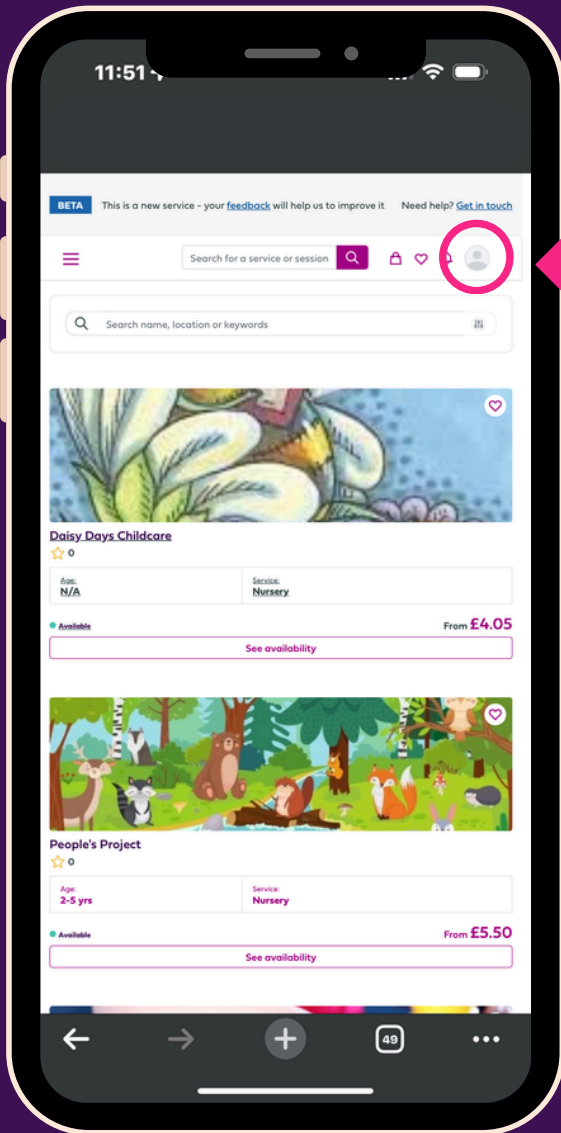
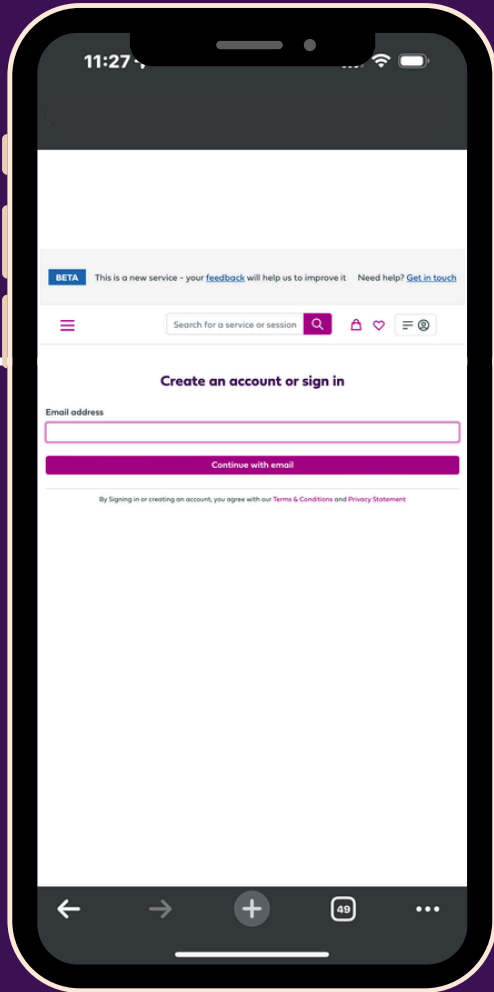


How to create your Parent Account:



1. Open your web browser and go to <https://app.caerus.scot>
2. Click on the "Profile" tab.
3. Select "Register."

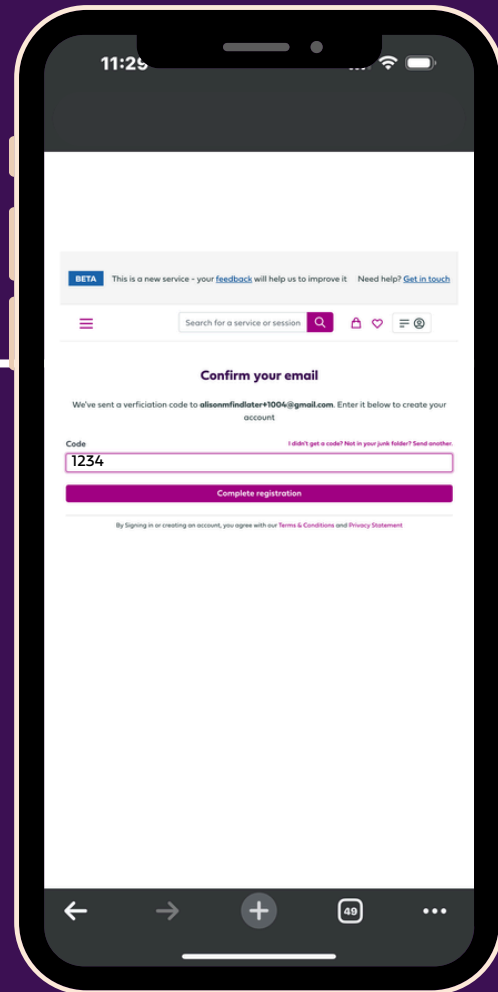
Creating a Password



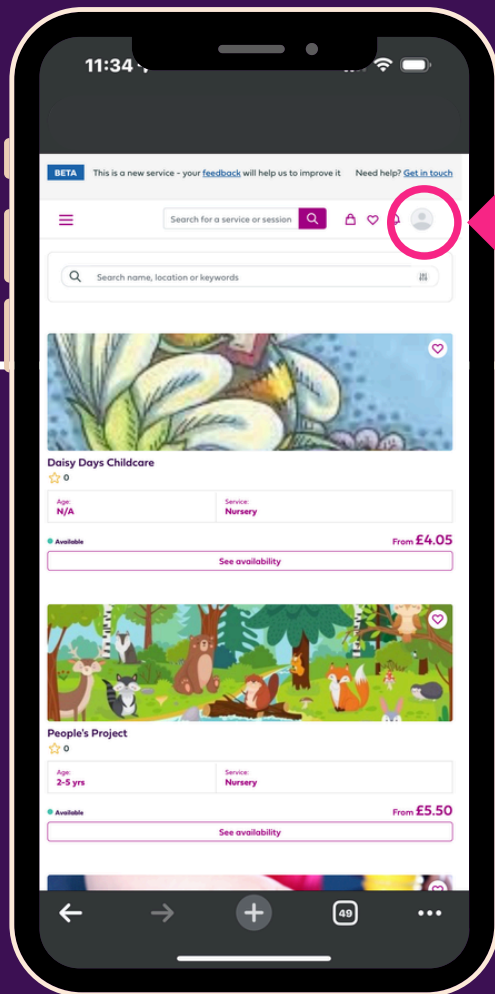
1. Provide your email address.
2. Click on "Continue with email."
3. Create a secure password and confirm it.
4. Select "Create an Account."

Confirming your Email

1. Check your email inbox for a message from Caerus Support Team.
2. Retrieve the 4-digit code from the email.
3. Enter the code into the designated box labelled "Code" and click "Complete Registration."



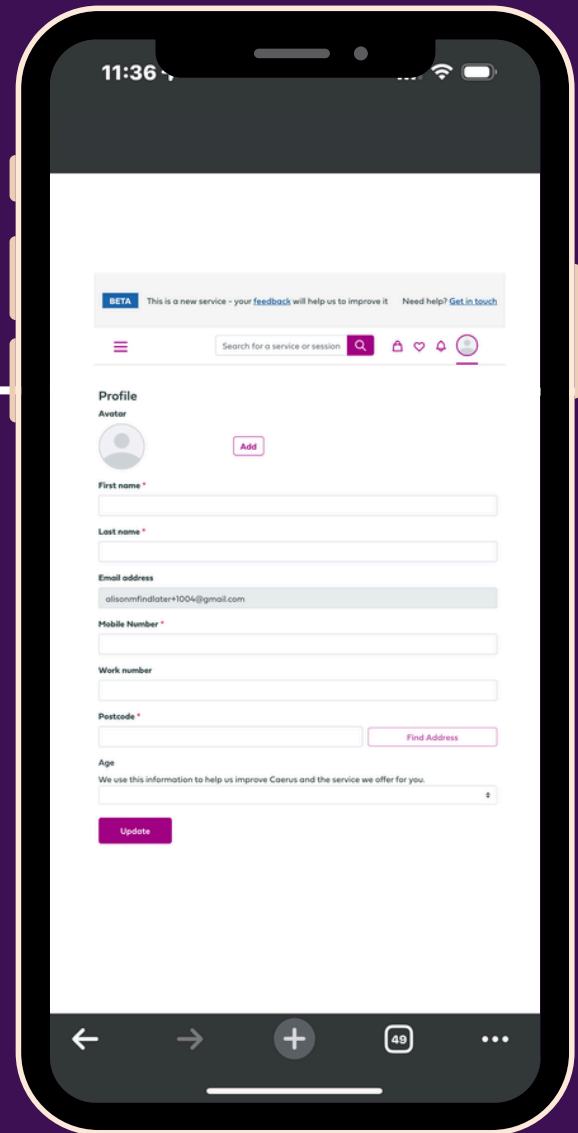
Accessing your Parent Profile



1. After completing the registration, you'll be redirected to the landing page.
2. On the right-hand side, click on the circular icon with a shaded image of a head to access your profile.

Completing your Parent Profile

1. Add a profile picture (optional).
2. Provide your personal information.
3. Click "Update" to save your details.



11:36

BETA This is a new service - your [feedback](#) will help us to improve it. Need help? [Get in touch](#)

Search for a service or session

Profile

Avatar

First name *

Last name *

Email address
alisonmfindlater+1004@gmail.com

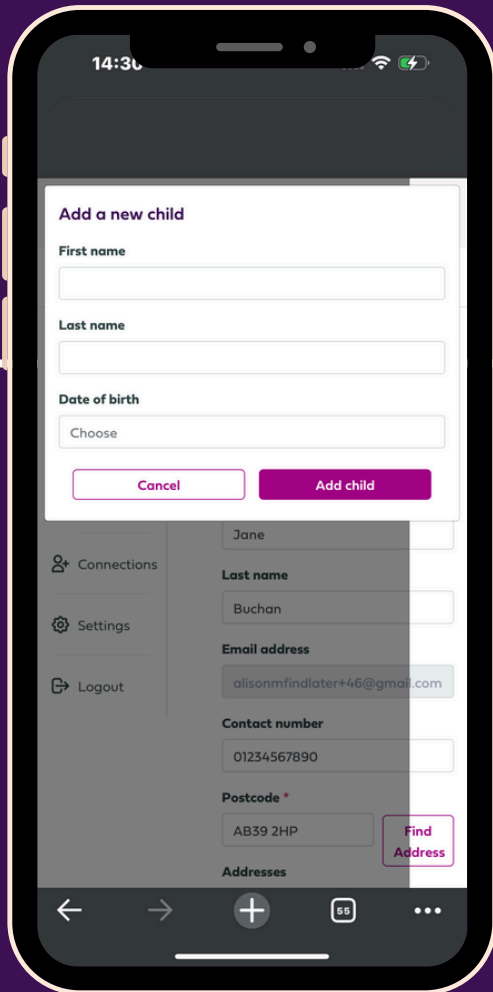
Mobile Number *

Work number

Postcode *

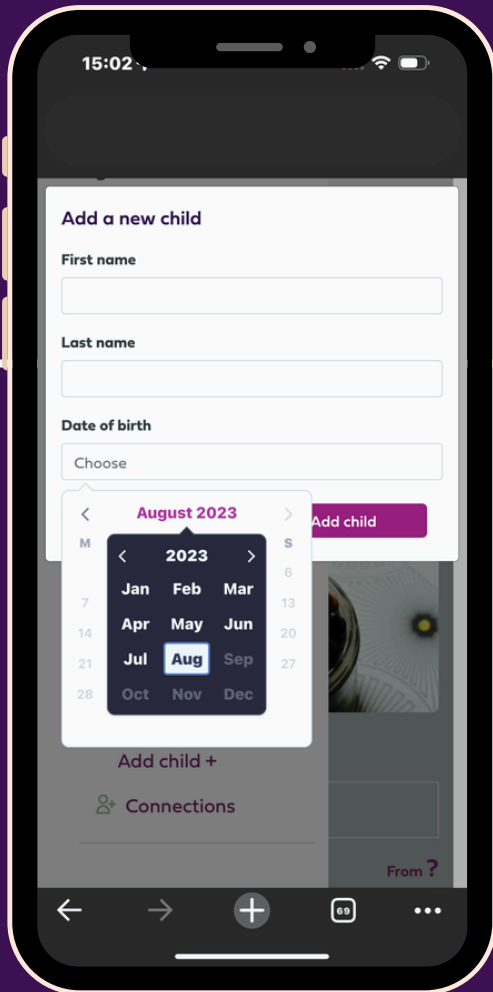
Age
We use this information to help us improve Caerus and the service we offer for you.

Adding your child(ren)



1. Click on the 3 pink lines above the word Profile and select "Settings"
2. Choose "Add a Child."
3. Complete your child's details, including their date of birth using the calendar option (see below).
4. Click "Add Child" to save the information.
5. Repeat this process if you have more than one child.

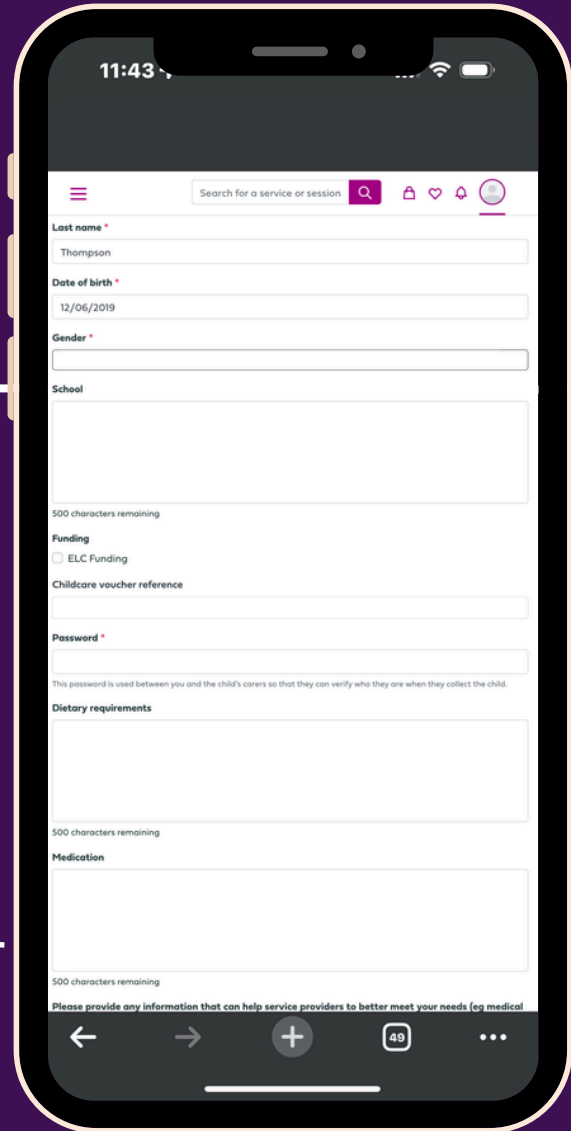
Adding your child(ren)'s date of birth



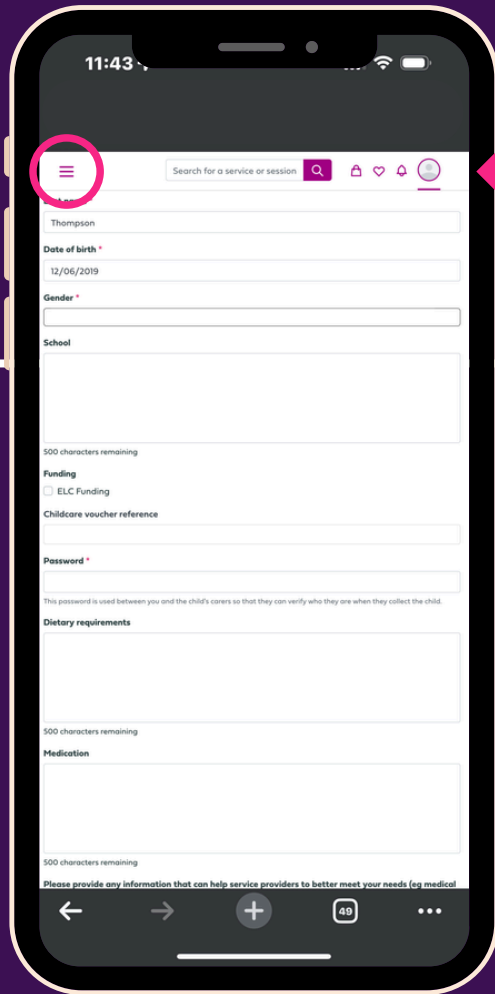
1. Click on the month and year
2. This will open a drop down box.
3. Either use the arrows to scroll through the years, or
4. Click on the year to find further options
5. Select the correct year, month and then the day


Adding Additional Information for a Child

1. Select a child from your list of added children.
2. Scroll down the page and add any additional information, such as ELC Funding eligibility or Childcare Voucher references (if applicable).
3. Create a password to be used for recognising pick-ups, etc.
4. Click "Save" to store the information.

A smartphone screen displaying the Caerus app interface. The screen shows a form for adding additional information for a child. The form includes fields for Last name (Thompson), Date of birth (12/06/2019), Gender, School, Funding (with an unchecked checkbox for ELC Funding), Childcare voucher reference, Password, Dietary requirements, and Medication. The screen also shows a search bar at the top, a navigation menu, and a bottom navigation bar with a plus sign and a 49 notification badge.

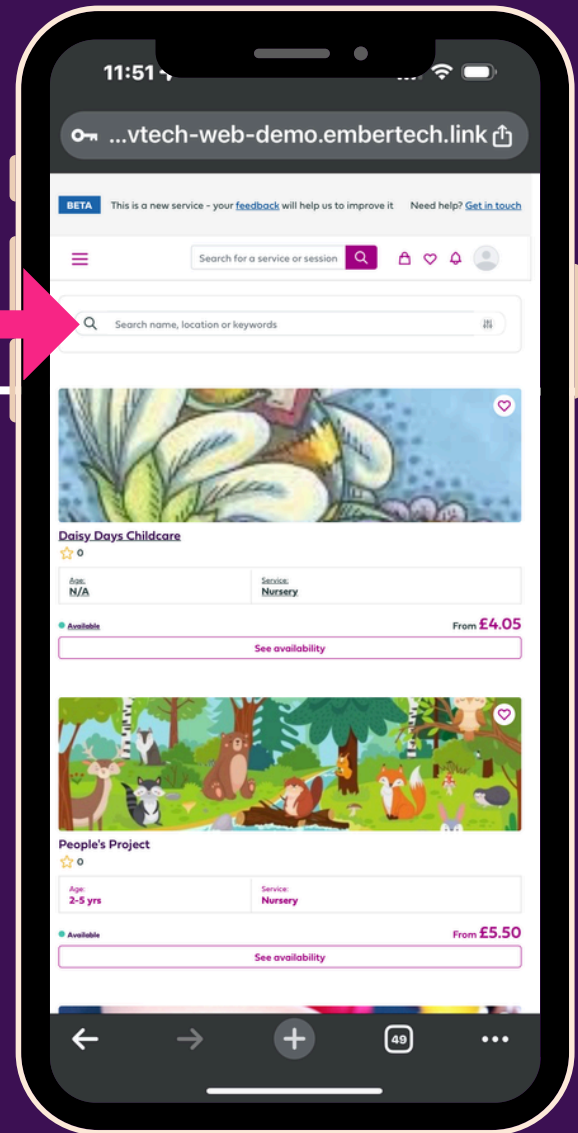
Navigating Back to the Home Page



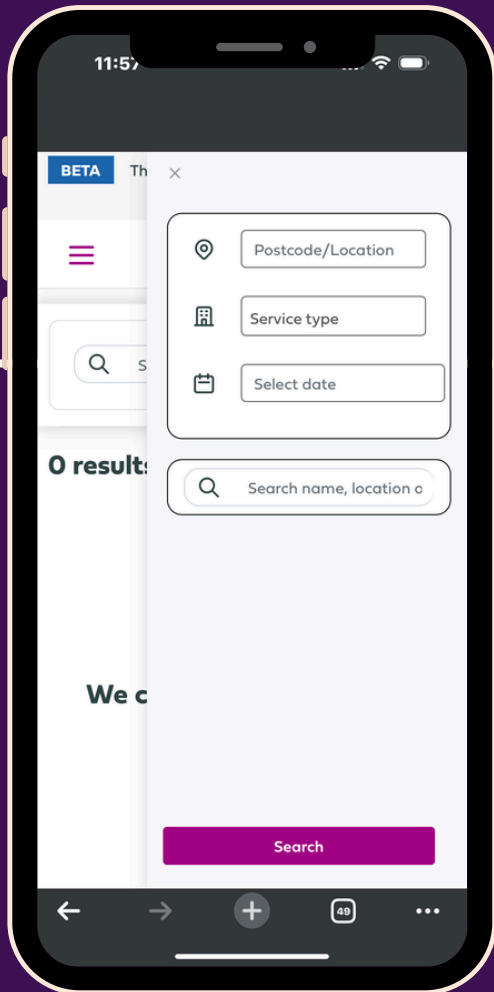
1. To return to the home page, click on three pink lines located at the top left-hand corner of the screen. Then click on the Caerus Logo  Caerus

Finding Your Childcare Service

1. Click on the "Search name, location or keywords" field.

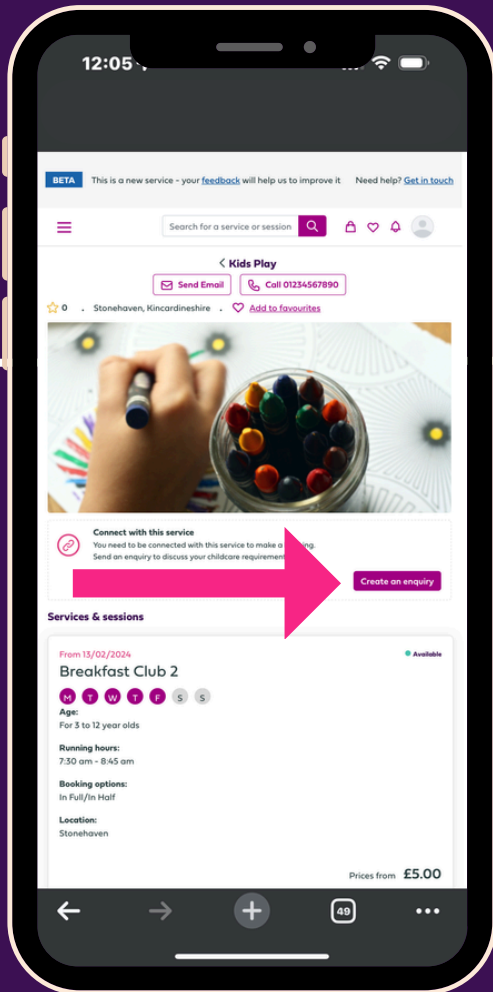


Finding Your Childcare Service - continued



1. Enter either the postcode / location, the service type or name of your preferred provider.
2. Select "Search" to find the service you want to send an enquiry to and connect with.

Creating an Enquiry for a Service



1. Once you have chosen the service you want to connect with
2. Click on "Create an Enquiry."
3. Complete the form, specifying the child you want to connect and the days of attendance (these can be amended later).
4. Select "Send Enquiry" to submit the request.

Once you complete these steps, the service will receive your enquiry and add your information to their account.

Congratulations! You are now registered on Caerus and can begin managing your childcare needs through this platform. If you encounter any difficulties, feel free to reach out to our support team for assistance.

Welcome aboard, and we hope you have a seamless experience with Caerus!
Kind regards

Team Caerus