

## Family Centre Registration Form

Nominated members from each quadrant will receive an email notification when a Family Centre Registration Form is completed for a family living in their quadrant.

**Subject:** New family centre registration form for North Hertfordshire District - Ref 31484

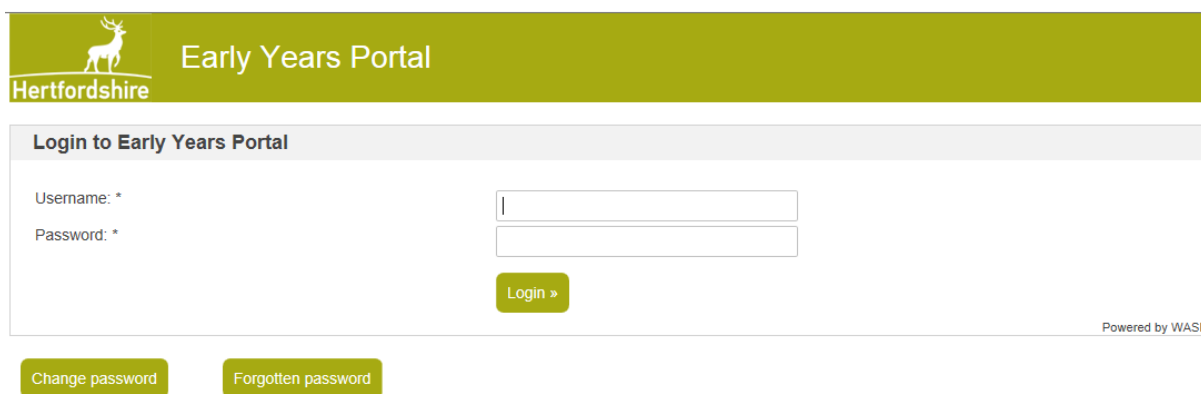
A new registration form has been logged and has not been assigned to a family centre.

Please access the portal [here](#) and manually assign the centre to the record.

**Reference number: 31484**

Family Services Commissioning

Click on **here** in the notification email to be taken to the Early Years Portal to log in and view the registration form.



Early Years Portal  
Hertfordshire

Login to Early Years Portal

Username: \*

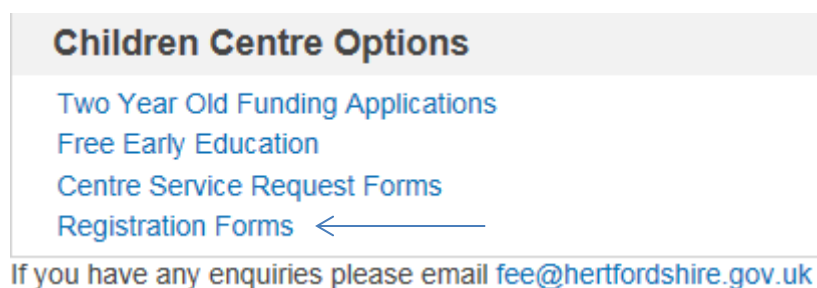
Password: \*

Login »

Change password    Forgotten password

Powered by WASP

Click on **registration forms**



**Children Centre Options**

- Two Year Old Funding Applications
- Free Early Education
- Centre Service Request Forms
- Registration Forms ←

If you have any enquiries please email [fee@hertfordshire.gov.uk](mailto:fee@hertfordshire.gov.uk)

This will then display a search screen where you can enter criteria to narrow your search results. You can narrow your search on **status**, **reference number**, **family centre code (district)**, **submitted date range** and **accepted date range**. Once you have entered your criteria click **search**.

**Enter any criteria to search for family centre online registration forms**

Status:  ←

Reference Number:  ←

Family Centre Codes:  ←

Submitted date range: \*  To \*  ←  
dd/mm/yyyy dd/mm/yyyy

Accepted date range:  To  ←  
dd/mm/yyyy dd/mm/yyyy

This will then display your list of results. Click on the **reference number** to view the registration form.

**Registration Forms**

\*Click Ref to view the registration form summary.

Displaying 1...3 of 3 records

Ref	Date Submitted	Status	Accepted By	Date Accepted	Allocated CC	Carer Name	Postcode
<a href="#">60123</a>	02/01/2019	New			BD	test Test2	EN8 8PU
60027	13/03/2017	New			BD	hhhhhhhh ffffffff	EN8 8PU
60013	10/03/2017	New			BD	retr retreat	SG2 7DN

This then displays a summary of the registration form. Click on **confirm receipt** to change the status to accepted.

## Registration Form Summary for Reference Number: 60123

[<< Main Menu](#)[< Search](#)

Last updated

02/01/2019 12:08:08

### Registration Form Progress

Status:

New [Confirm receipt](#) ←

Date Submitted:

02/01/2019 12:08:08

Date Accepted:

#### Main Parent/Carer Details

Name: test Test2  
Date of Birth: 19/11/1990  
Email:  
Phone: 2232343  
Mobile: 2434234  
Address: 12 RUSHLEIGH AVENUE CHESHUNT  
WALTHAM CROSS HERTFORDSHIRE EN8  
8PU  
Expecting Baby: N Due Date:  
Family Centre: Broxbourne District (BD)

#### Additional Parent/Carer Details

Name:  
Date of Birth:  
Email:  
Phone:  
Mobile:  
Address:

#### Additional Registration Details

Used a Family Centre Previously: Yes  
Contact by email: Yes  
Contact by phone: Yes  
Contact by post: No

After clicking **confirm receipt** your username, date and time will be recorded for reference.

### Registration Form Progress

Status:

Received

Date Submitted:

02/01/2019 12:08:08

Date Accepted:

01/02/2019 14:22:21 Ian Centre

You are now able to view the full details of the registration form by clicking **print PDF** at the bottom of the page.

#### Additional Registration Details

Used a Family Centre Previously: Yes  
Contact by email: Yes  
Contact by phone: Yes  
Contact by post: No

[<< Main Menu](#)[< Search](#)[Print PDF](#)

This will then download the registration form as a PDF. The PDF will open in a new window. To view the file move your cursor to the browser icon and the new window will appear.



You can either print the registration form or use “copy and paste” to enter the information into EHM.