Overview

Parents should be contacted prior to implementing parent eSignIn/Out in the holiday program. The following template has been set up in 27 Systems to email to your parents. It is also recommended that a poster is provided at the signin table to inform parents on how to change their password if they have not done so. Also it is recommended to initially have someone at the signin/out table to help parents with this process.

Email and Instructions to parents

Template: HP Electronic Sign In/Sign Out Parent email

Hi {first_name},

Thank you for booking into our holiday program. To streamline the process of signing in and out your child we now have an online system.

Prior to your child commencing at our holiday program, it is really important that you go online to Kelly Sports www.kellysports.co.nz and update your Electronic Sign in/out Pin, as you will need this to sign in and out your kids from our program. The instructions for changing your Pin can be found below.

Please note:
- The Pin is shared between the primary and secondary caregivers so when the Pin is updated please make sure the new Pin is communicated.
- Please ensure that anyone else who will be dropping off or picking up your child are either listed as an emergency contact or alternative pickup person or please email or call to let us know if somebody else is picking up your child. This will be logged in our system.

When you arrive at Kelly Sports, our team will be available to help you out.

We look forward to seeing you at Kelly Sport in the holidays.
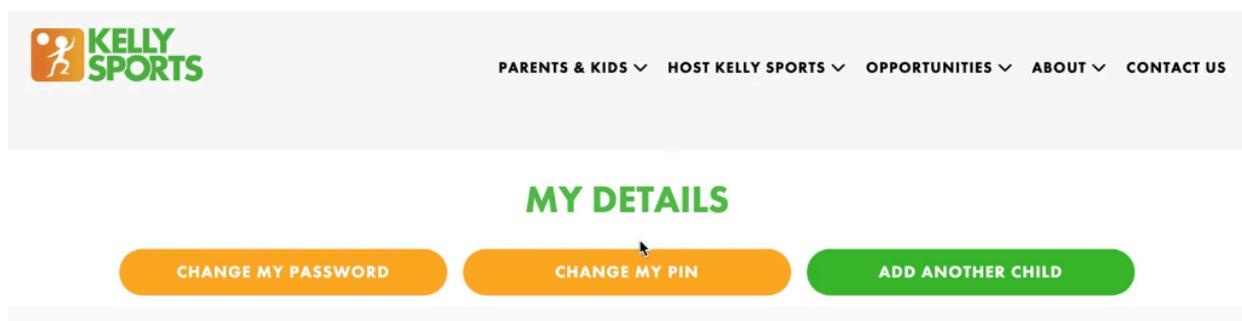
Kind regards,
{sender_name}

How to change your Electronic Sign in/out Pin

1. **Log in to your profile on our Kelly Sports Website: kellysports.com.au**

2. **Click on my Details**

MY BOOKINGS   SEARCH EVENTS   MY INVOICES   **MY DETAILS**   MY CART   LOGOUT

3. **Click Change My Pin:**

KELLY SPORTS

PARENTS & KIDS ⌄   HOST KELLY SPORTS ⌄   OPPORTUNITIES ⌄   ABOUT ⌄   CONTACT US

MY DETAILS

CHANGE MY PASSWORD   CHANGE MY PIN   ADD ANOTHER CHILD

4. **Choose a 4 digit pin, confirm 4 digit pin and click save:**

CHANGE ELECTRONIC SIGN-IN PIN

This is to change the 4 digit PIN you use for electronic sign-in when you drop off / pick up your child at the programme.

CHOOSE A 4-DIGIT PIN*

CONFIRM PIN*

SAVE CHANGES