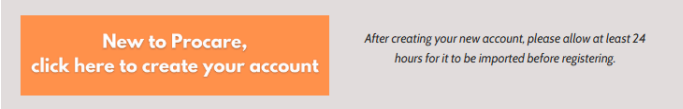
Procare Instructions

North Shore Youth Council utilizes the child care management portal, Procare, to facilitate program management and registrations for our School Age Child Care, Middle School Drop-In, and Summer Recreation programs.

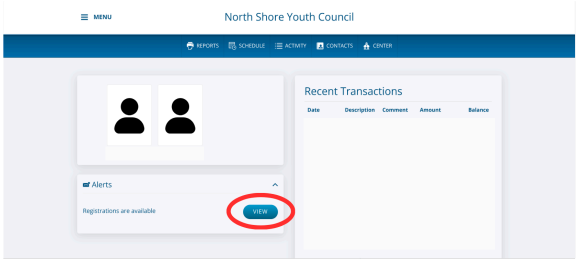
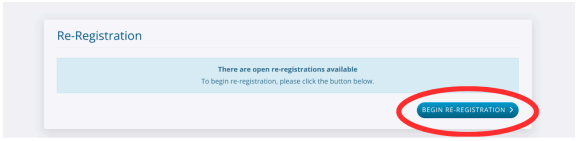
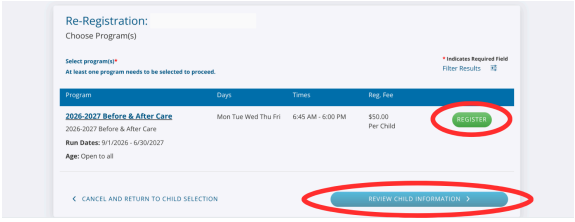
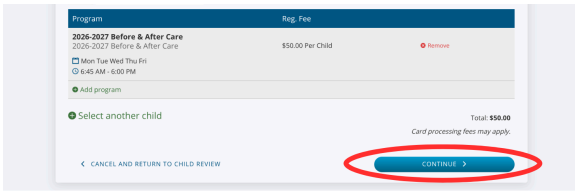
Every parent/guardian must create a Procare account in order to register their child. Accounts are a one-time setup and cannot be duplicated with another parent/guardian, however, more than one parent/guardian may have access to the account at the discretion of the main account holder. Additional children can be added to the account at the time of setup or, if at a later time, by calling our main office.

We have created the following step-by-step instructions to help you through the process. If you have any questions or issues regarding your account, please call the NSYC Main Office at 631-744-0207.

Creating your account



- Navigate to the specific program page and look for the following icon.
- Follow the instructions and prompts to initially create your account. **Please note, creating an account does not register your child for the program.** Accounts must be imported by our Billing Department before registration can be completed. We kindly require at least 24 hours for accounts to be imported (regular business days, M-F).

Registering for a program

- Once your account has been imported, visit www.myprocare.com to login with the email you used at setup.
- On the main account page (dashboard), in the **Alerts** notification box, it will say **Registrations are Available**. Please click **View** to see all the programs available for registration.
- Select **Begin Re-Registration**, click on the child you want to register, then click **Select Programs**.
- Choose from the list of programs available.
- Select the green **Register** button.
- Select **Review Child Information.**
- Review the information, select your child's school and grade level for the school year, and complete the registration questions and acknowledgments.
- Click **Continue**.
- When registering two or more children, please do not click the pop-up option to add additional children to the registration in process. Please complete each child's registration and submit before completing the next registration.
- Review the program registration then select **Continue**.
- Proceed to review account information and the secure checkout page to complete registration payment and submit the registration.
- After payment has been processed, a **Registration Confirmation Page** will appear that can be printed by selecting the Print Icon in the upper right hand corner. The registration summary will also be sent to the account email.
- The registration will be sent to the Billing Department for review and will appear as **Pending** on your account dashboard and registration history. Once it has been reviewed and approved, the status will change to **Approved**.