

How to use the



Online

Childcare

Reservation

System



Step 1

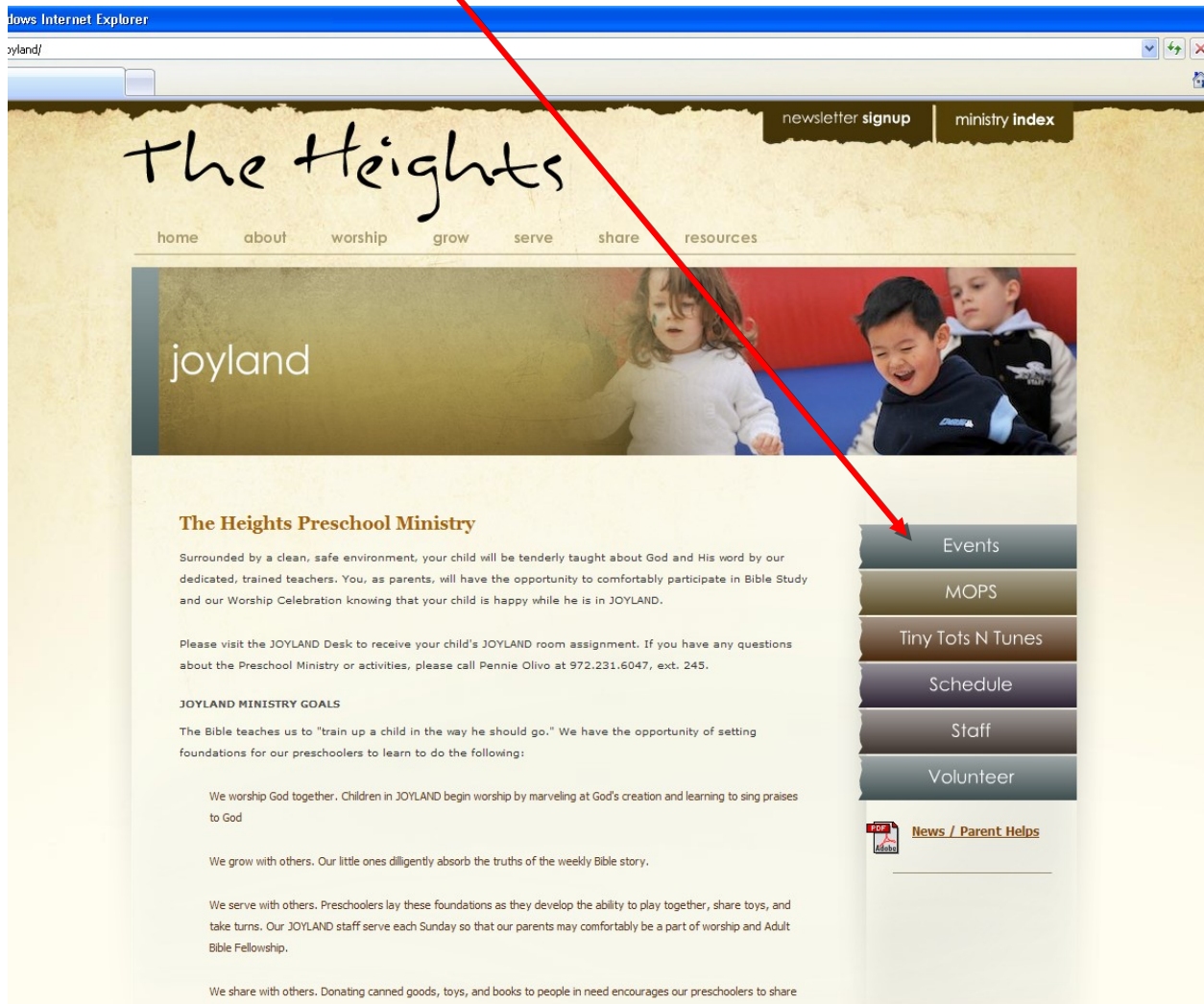
To begin using the online childcare reservation system, go to www.theheights.org and click on “preschool” under the “grow” tab.



The screenshot shows a web browser window displaying the homepage of The Heights Baptist Church. The browser's address bar shows "theheights.org". The website features a navigation menu with the following items: home, about, worship, grow, serve, share, and resources. The "grow" tab is selected, and a dropdown menu is visible, listing the following options: Preschool, Children, Students, Circle Of Friends, Singles, Married Adults, 65 and Better, Women's, and Men's. The "Preschool" option is highlighted. Below the navigation menu, there are three vertical columns: "current events", "i'm new here", and "sermon series". To the right, there are three circular icons labeled "grow", "serve", and "share". Below these icons, the text "Living Intentionally for Christ" is displayed. At the bottom of the page, there is a search bar with the text "site search" and "keywords here..." followed by a "go" button. The footer contains the copyright information: "Copyright © 2009 The Heights Baptist Church, 201 West Renner Road • Richardson, Texas • 75080 | Tel. 972.238.7243 | Fax: 972.238.8416".

Step 2

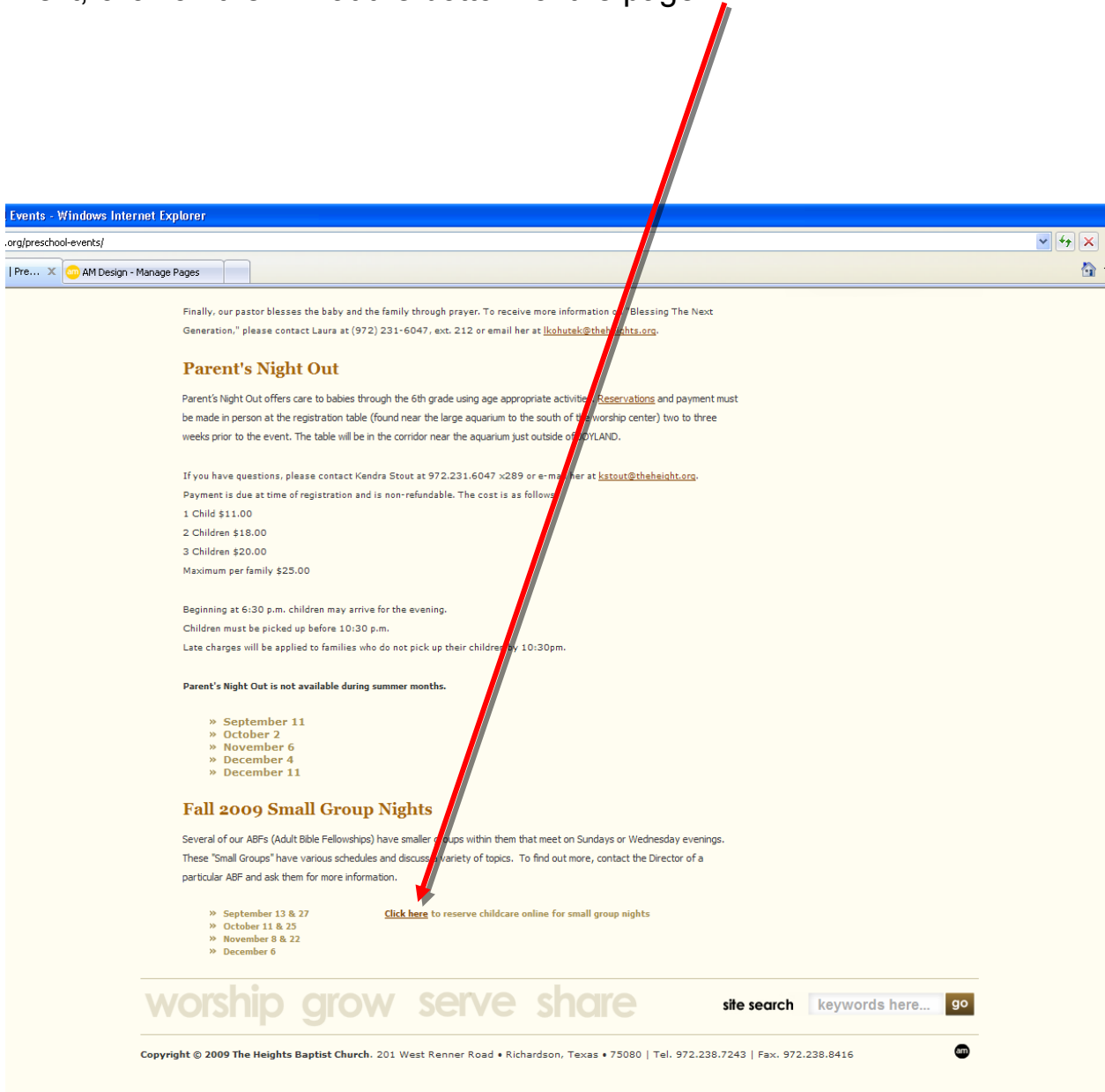
Click on the “Events” link on the right side of the screen.



The screenshot shows a web browser window titled "Internet Explorer" with the address bar containing "joyland/". The website header features the logo "The Heights" in a handwritten font, with navigation links for "home", "about", "worship", "grow", "serve", "share", and "resources". A secondary navigation bar includes "newsletter" and "signup" (with a dropdown arrow) and "ministry" and "index" (with a dropdown arrow). Below the header is a banner image of children with the text "joyland". The main content area is titled "The Heights Preschool Ministry" and contains several paragraphs of text. On the right side, there is a vertical menu with buttons for "Events", "MOPS", "Tiny Tots N Tunes", "Schedule", "Staff", and "Volunteer". The "Events" button is highlighted with a red arrow pointing to it from the text above. Below the menu is a "News / Parent Helps" section with a small icon.

Step 3

Next, click on the link at the bottom of the page.



Events - Windows Internet Explorer

.org/preschool-events/

Pre... X AM Design - Manage Pages

Finally, our pastor blesses the baby and the family through prayer. To receive more information on "Blessing The Next Generation," please contact Laura at (972) 231-6047, ext. 212 or email her at lkohutek@theheights.org.

Parent's Night Out

Parent's Night Out offers care to babies through the 6th grade using age appropriate activities. [Reservations](#) and payment must be made in person at the registration table (found near the large aquarium to the south of the worship center) two to three weeks prior to the event. The table will be in the corridor near the aquarium just outside of BOYLAND.

If you have questions, please contact Kendra Stout at 972.231.6047 x289 or e-mail her at kstout@theheights.org. Payment is due at time of registration and is non-refundable. The cost is as follows:

- 1 Child \$11.00
- 2 Children \$18.00
- 3 Children \$20.00

Maximum per family \$25.00

Beginning at 6:30 p.m. children may arrive for the evening.
Children must be picked up before 10:30 p.m.
Late charges will be applied to families who do not pick up their children by 10:30pm.

Parent's Night Out is not available during summer months.

- » September 11
- » October 2
- » November 6
- » December 4
- » December 11

Fall 2009 Small Group Nights

Several of our ABFs (Adult Bible Fellowships) have smaller groups within them that meet on Sundays or Wednesday evenings. These "Small Groups" have various schedules and discuss a variety of topics. To find out more, contact the Director of a particular ABF and ask them for more information.

- » September 13 & 27
- » October 11 & 25
- » November 8 & 22
- » December 6

[Click here](#) to reserve childcare online for small group nights

worship grow serve share

site search go

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Step 4

Next, click on the link with the date of the evening for which you desire to reserve childcare (it will be underlined as a link).

The screenshot shows a web browser window titled "reservation - Windows Internet Explorer" with the address bar containing "ldcare-reservation/". The page header includes "The Heights" in a script font, with navigation links for "home", "about", "worship", "grow", "serve", "share", and "resources". There are also links for "newsletter signup" and "ministry index". The main heading is "abf - childcare reservation".

Childcare Reservations
Thank you for choosing to use our online childcare reservation system. If you've never used this system before, [click here](#) to download a pdf with step-by-step instructions on how to begin using this tool.

Please remember - childcare reservations must be completed one week prior to the event. The system will not allow users to reserve childcare past that deadline.

Please click on the event below to begin the childcare reservation process.

Small Group Night Childcare (9-13-2009)
Registration begins 8-23-09 and ends 9-6-09

[Login](#) | [Logout](#)
[Reset Password](#)
[Login Help](#)
[Profile Editor](#)

20s
30s and 40s
50s and 60s
65 and Better

Upcoming Events

Heights Night at Hawaiian Falls
Sunday, August 30, 2009, 6:00 PM - 9:00 PM

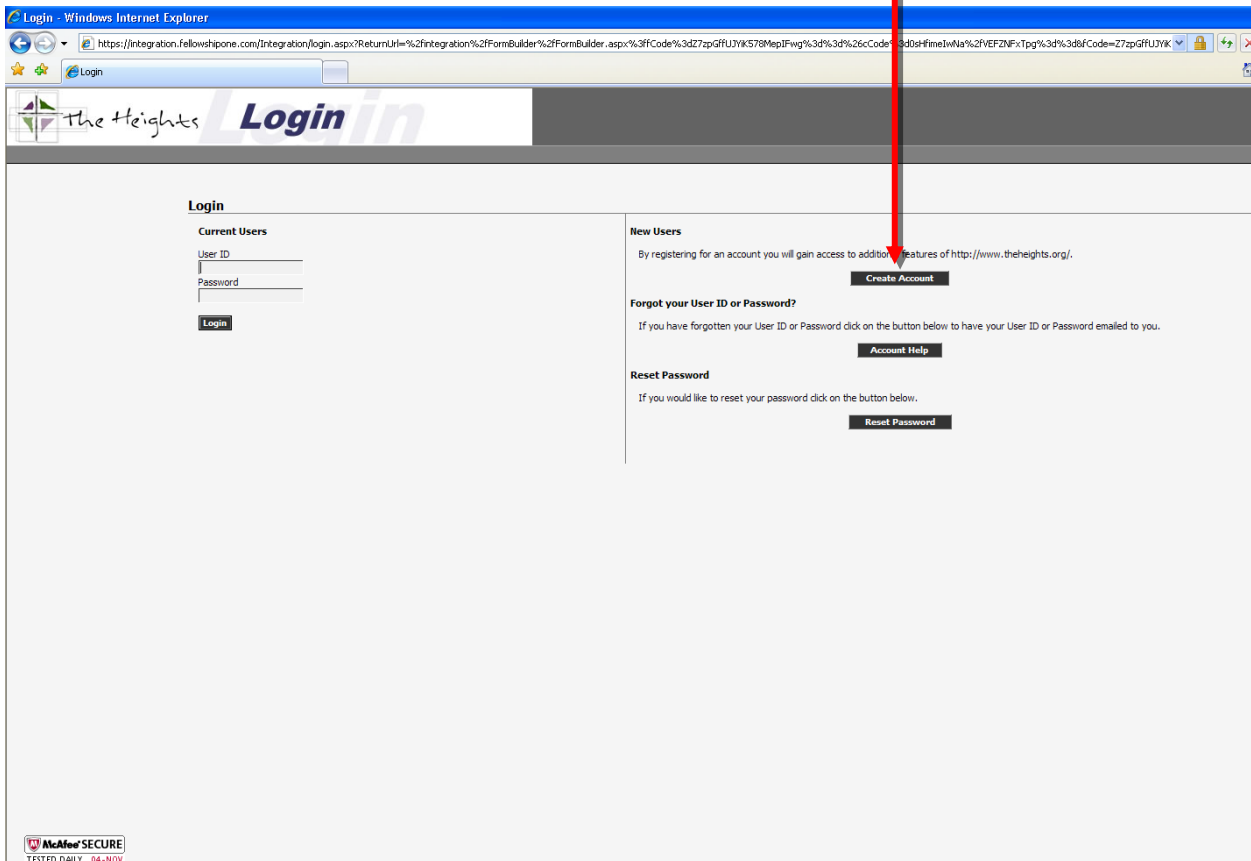
Fall Festival
Wednesday, October 28, 2009, 5:00 PM - 9:00 PM

Countdown to Christmas - Women's Ministry

Step 5

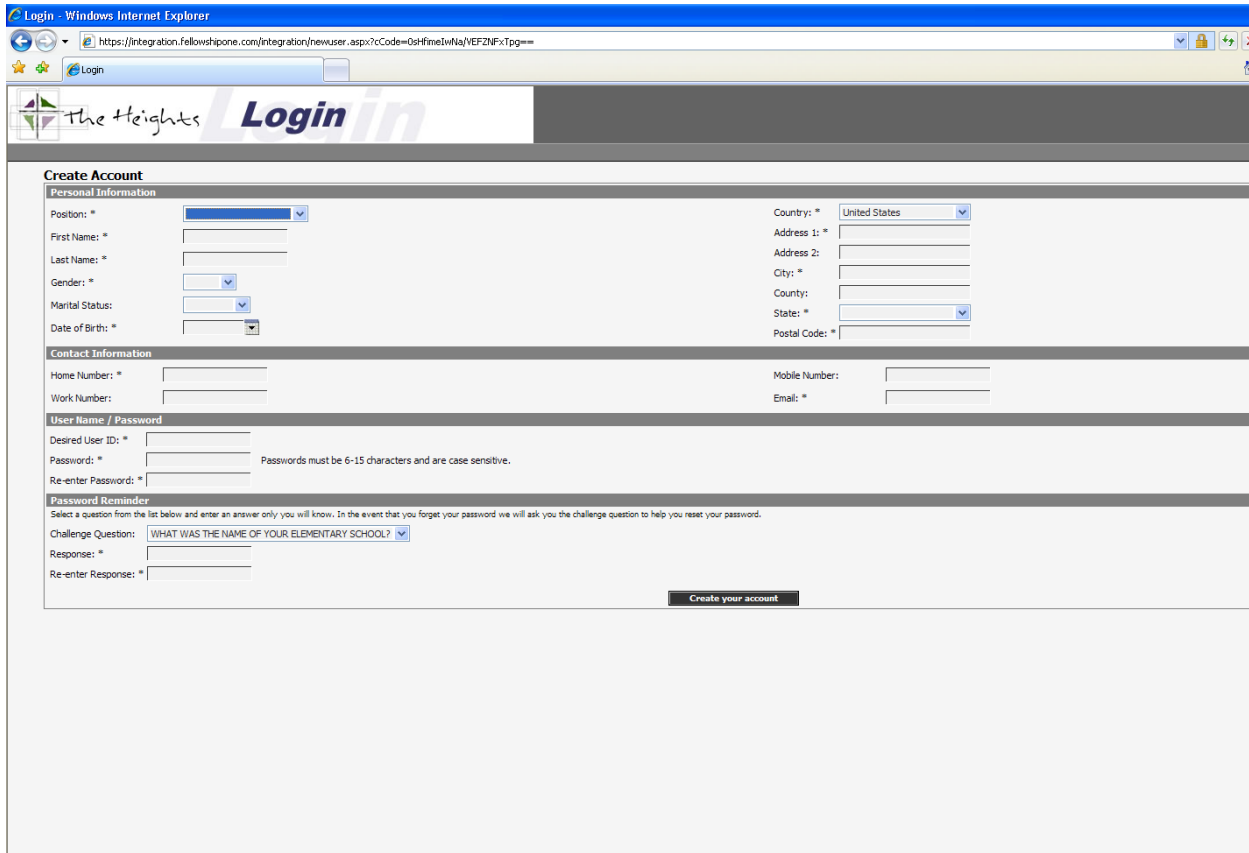
You are now on the login screen for Fellowship One. At this point, you will need to login to the system.

If you have never logged in here before, you will need to create an account that you can use for childcare reservation right now, and for future church activities that will require reservations. To create a new account, click the “Create Account” button in the upper right hand portion of the screen.



Step 5 - (cont'd for those setting up an account for the 1st time)

You must fill in all the fields with an asterisk (*) on this page and then click the "create your account" button at the bottom.



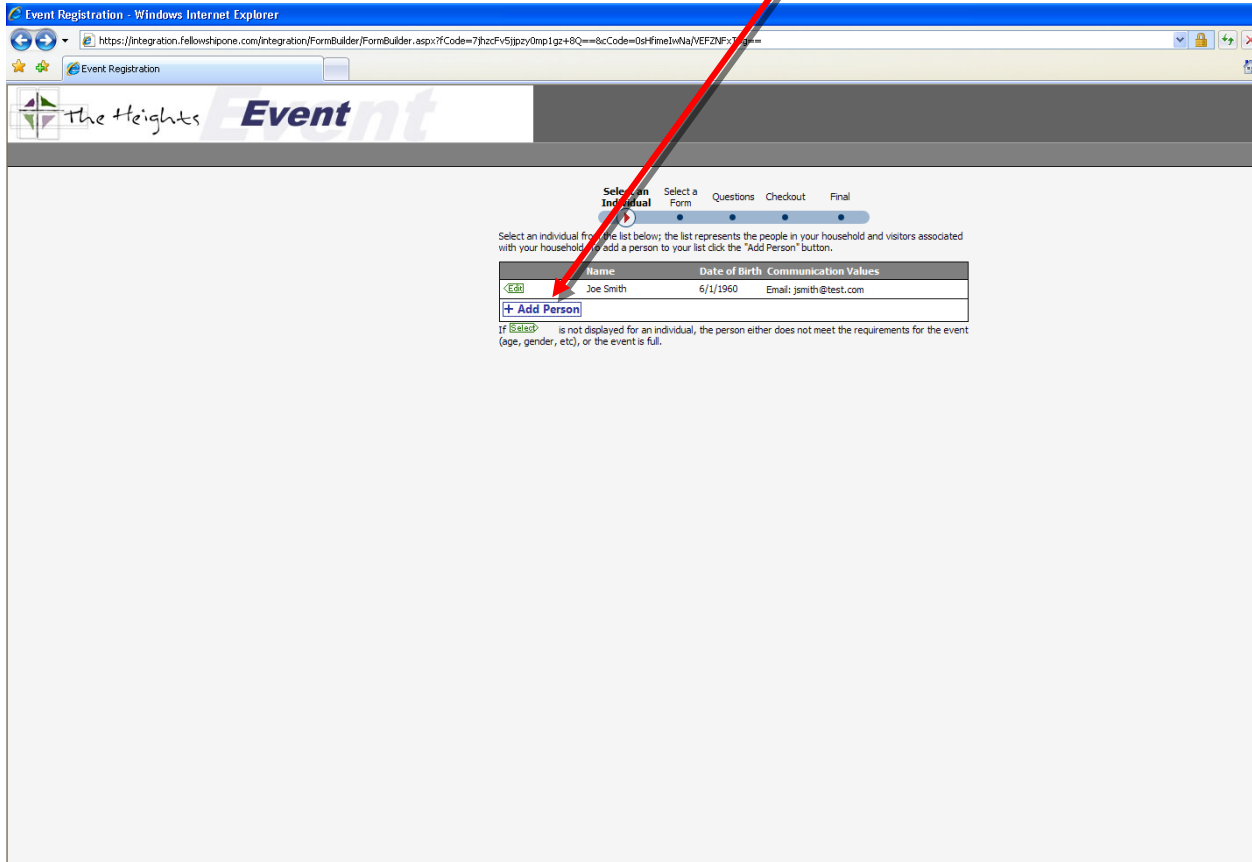
The screenshot shows a Windows Internet Explorer browser window with the URL <https://integration.fellowshipone.com/integration/newuser.aspx?cCode=0dHfmeIwNa/NEFZNFxTpg==>. The page title is "Login - Windows Internet Explorer". The main content area features the "The Heights Login in" logo and a "Create Account" form. The form is divided into several sections:

- Personal Information:** Includes fields for Position (*), First Name (*), Last Name (*), Gender (*), Marital Status (*), Date of Birth (*), Country (*), Address 1 (*), Address 2, City (*), County, State (*), and Postal Code (*).
- Contact Information:** Includes fields for Home Number (*), Work Number, Mobile Number, and Email (*).
- User Name / Password:** Includes fields for Desired User ID (*), Password (*), and Re-enter Password (*). A note states: "Passwords must be 6-15 characters and are case sensitive."
- Password Reminder:** Includes a "Challenge Question" dropdown menu (selected: "WHAT WAS THE NAME OF YOUR ELEMENTARY SCHOOL?"), and fields for Response (*), and Re-enter Response (*).

At the bottom of the form is a "Create your account" button.

Step 5 - (cont'd for those setting up an account for the 1st time)

To add other family members, click on the blue “+ Add Person” button and fill out their information on the next screen. Continue this process until all family members have been added.



The screenshot shows a web browser window titled "Event Registration - Windows Internet Explorer". The address bar contains a URL from "Integration.Fellowshipone.com". The page header features the logo "The Heights Event". A progress bar at the top indicates the current step is "Select an Individual". Below the progress bar, a text instruction reads: "Select an individual from the list below; the list represents the people in your household and visitors associated with your household. To add a person to your list click the 'Add Person' button." A table with the following data is displayed:

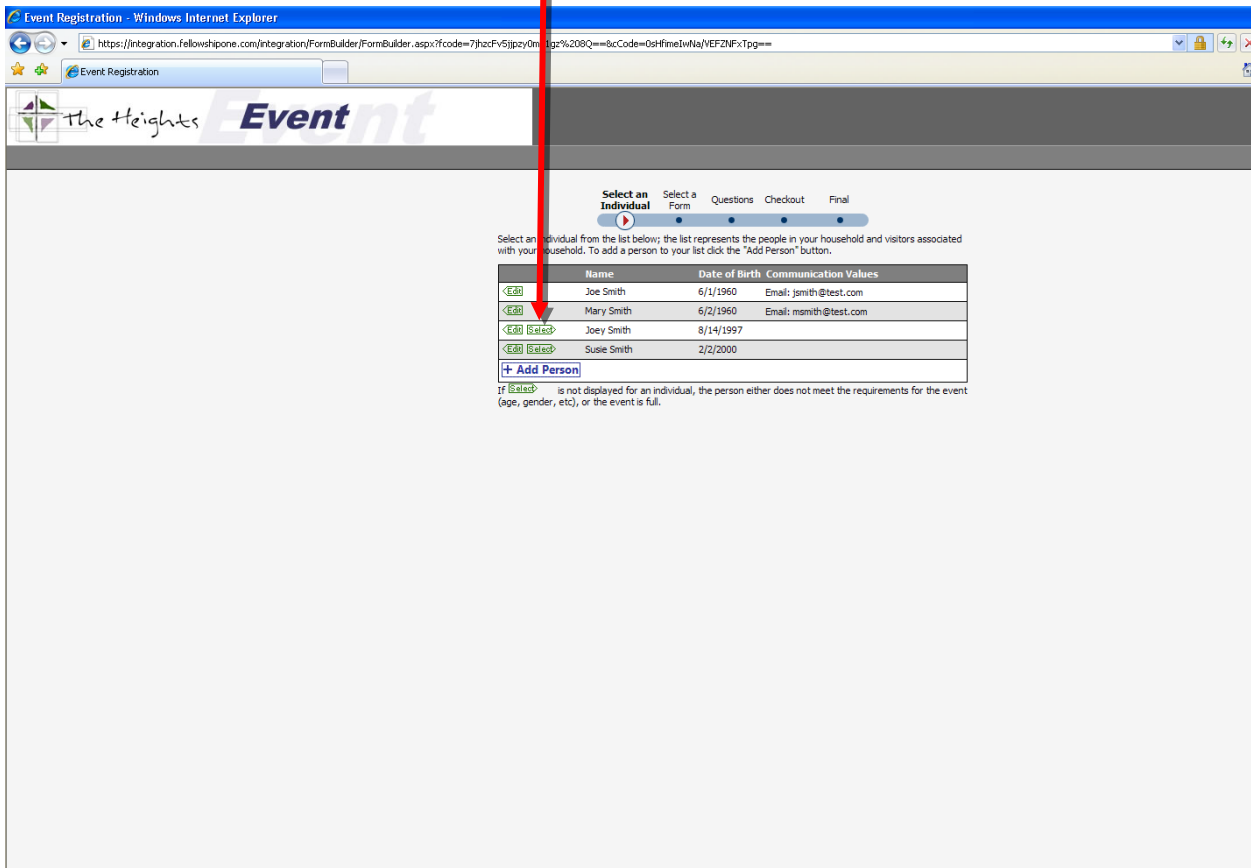
	Name	Date of Birth	Communication Values
<edit>	Joe Smith	6/1/1960	Email: jsmith@test.com

Below the table is a blue button labeled "+ Add Person". A red arrow points from the text in the instructions above to this button. A small note at the bottom states: "If <edit> is not displayed for an individual, the person either does not meet the requirements for the event (age, gender, etc), or the event is full."

Step 6

You should now see everyone in your family on this screen.

There should be a green “select” button beside the names of your kid(s). To begin, click on the green “select” button. If you have more than one child, you will come back and “select” your other children in a few steps. The system is designed to register each child individually (and not as one group).



The screenshot shows a web browser window titled "Event Registration - Windows Internet Explorer". The address bar contains a URL: <https://integration.fellowshipone.com/integration/FormBuilder/FormBuilder.aspx?rcode=7jhzcfv5jipzy0m...>. The page header includes the logo "The Heights Event". A progress bar at the top indicates the current step: "Select an Individual" (active), "Select a Form", "Questions", "Checkout", and "Final". Below the progress bar, a text instruction reads: "Select an individual from the list below; the list represents the people in your household and visitors associated with your household. To add a person to your list click the 'Add Person' button." A table lists the household members:

	Name	Date of Birth	Communication Values
<edit>	Joe Smith	6/1/1960	Email: jsmith@test.com
<edit>	Mary Smith	6/2/1960	Email: mmith@test.com
<edit> <select>	Joey Smith	8/14/1997	
<edit> <select>	Susie Smith	2/2/2000	

Below the table is a "+ Add Person" button. A red arrow points from the text in the previous block to the green "select" button next to "Joey Smith". At the bottom, a note states: "If <select> is not displayed for an individual, the person either does not meet the requirements for the event (age, gender, etc), or the event is full."

Step 7

Fill in the fields with the appropriate information.

Fields with an asterisk (*) must be answered in order to go on to the next step.

Event Registration - Windows Internet Explorer
https://integration.fellowshipone.com/integration/formBuilder/SelectAForm.aspx?rcode=7fzcfv5jpyz0mp1gz%208Q==8cCode=0d#timeInNa/VEFZNF<Pg==

The Heights **Event**

Select an Individual Select a Form **Questions** Checkout Final

Form Information
Attendee: Joey Smith
Form: Test for 11.23
Schedule:

Questions

Parent Questions/Information
What ABF are you in? *

Cell Number you can be reached at *

What is the name of your small group leaders? *

Child Questions/Information
Any allergies we need to know about? If "yes," please list

<< Select a Different Individual Continue >>

Step 8

If you are only registering one child, click on the “Submit Form” in the bottom right hand corner. Move on to Step 8.

If you are registering more than one child, click on the “Register Another Person” button in the upper right hand corner. Go back to and select the green “select” button by your other children’s names and fill in the fields again for each child.

Event Registration - Windows Internet Explorer

https://integration.fellowshipone.com/integration/FormBuilder/FormOrder.aspx?fcode=73zcfv5jpyz0mp1gz%208Q==8cCode=04#fme1vNa/VEFZNFxTpg==

The Heights **Event**

Select an Individual Select a Form Questions **Checkout** Final

Finished?

If you would like to fill out an additional form before submitting, click the button to the right. If you are finished, fill out the appropriate information below and submit the form(s).

[Register Another Person](#)

Payment

Joey Smith

Test for 11.23

Confirmation

Send a confirmation email to: jsmith@test.com

Carbon Copy email:

Submit Form(s)

Step 9

This final screen is a summary screen of who you are requesting childcare for and the event.

The system will send a confirmation email to the address shown in the window towards the bottom of the screen. You'll see another field ("carbon copy email") where you can enter the email address of someone else you'd like to receive a confirmation email (i.e. your spouse).

If everything is correct, click on the "Submit Form" button in the lower right hand corner.

Event Registration - Windows Internet Explorer
https://integration.fellowships.../integration/FormBuilder/FormOrder.aspx?code=7?zcf=5jpy0mp1ge%20Q==&cCode=0stfme1wNaVEFZNFxTpg==

The Heights Event

Select an Individual Select a Form Questions **Checkout** Final

Finished?
If you would like to fill out an additional form before submitting, click the button to the right. If you are finished, fill out the appropriate information below and submit the form(s). [Register Another Person](#)

Payment

Joey Smith	
Person Test for 11.23	
Susie Smith	
Person Test for 11.23	

Confirmation

Send a confirmation email to:

Carbon Copy email:

[Submit Form\(s\)](#)

This is a final confirmation screen. You will also receive a confirmation email with the same information. This confirmation screen and the confirmation email will have reminders for you.

Event Registration - Windows Internet Explorer

https://integration.fellowshipone.com/integration/FormBuilder/FormOrder.aspx?code=7jzcfv5jpyzomp1gz+8Q%3d%3d8cCode=0sfime1w%2fVEFZNFxtpg%3d%3d

The Heights **Event**

Select an Individual Select a Form Questions Checkout **Final**

Joey Smith	3817853C	
Test for 11.23		
Susie Smith	3817853C	
Test for 11.23		

Joey Smith

Test for 11.23 -
Thanks for using our online childcare reservation system.

As a reminder, please:

- Make sure you have fed your kids before dropping them off.
- Check-in at the Joyland desk to find the correct room for your child(ren).
- Email Kendra (kstout@theheights.org) if you need to cancel your reservation.

Susie Smith

Test for 11.23 -
Thanks for using our online childcare reservation system.

As a reminder, please:

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Message

Form Submission Confirmation From The Heights

Reply Reply to All Forward Delete Move to Folder Create Rule Other Actions Block Sender Safe Lists Not Junk Junk E-mail Categorize Follow Up Mark as Unread Find Related Select Send to OneNote

From: kstout@theheights.org
To: jsmith@test.com
Cc: Chris Havard
Subject: Form Submission Confirmation From The Heights Baptist Church -11/5/2008 8:14:07 AM

Joey Smith	3817853C	
Test for 11.23		
Susie Smith	3817853C	
Test for 11.23		

Joey Smith

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