

Sign up for summer holiday activities

Make sure to have the following things ready before you start signup:

- Your MitID
- Your child's CPR number
- Your payment card

Please note that you may only register your own child for the summer holiday activities.

Please note that it **MUST** be the same parent who signs up the children for the second round as the one who signed them up for the first round.

If you need to sign up multiple children, you must sign them up one at a time. This means you must complete the entire signup for child 1 before starting and completing the signup for child 2.

Signup starts at 6pm

Signup for summer holiday activities takes place at <u>gladsaxe.dk</u>, where you will find three boxes clearly explaining what you need to click on.

You can expect a queue when the registration opens. The system will let you know when you can expect to complete your signup.

It is important that you are by your computer when it is your time, otherwise you will lose your place after 20 minutes of inactivity.

www.gladsaxe.dk



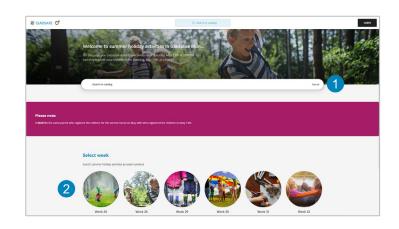
Summer holiday activities banner



Find the activity your child should be signed up for. In the example below, the activity Badminton is used.

You can search for the summer holiday activity in several different ways:

- View all activities by clicking 'See all' in the search field.
- Search for activities by selecting the week your child wishes to participate in an activity.
- 3. Search for a specific activity in the search field by entering the name, e.g., "Badminton".
- 4. When you have found the activity in the overview, hover your mouse over the activity and select "sign up".
- Note that you can use the filter on the left to search for activities based on your child's school grade (before the summer holidays) as well as by weeks during the summer holidays.



Registration page for summer holiday activities



Search for the summer holiday activity Badminton

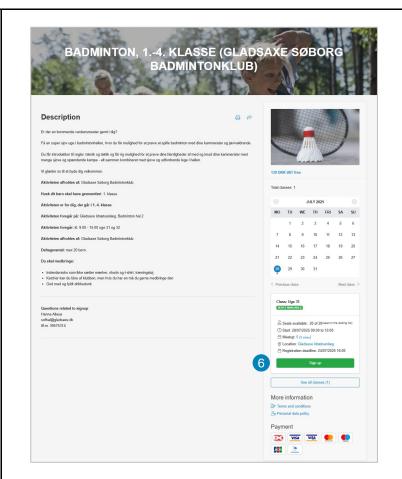


Sign up button for the summer holiday activity Badminton



6. Select the class your child wishes to join and click the "Sign up" button.

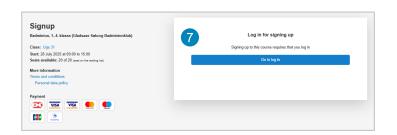
Note that there may be multiple classes, and a class may be full. If a class is full, it will be marked in red.



Description and registration button for the summer holiday activity Badminton

You will now be asked to log in.

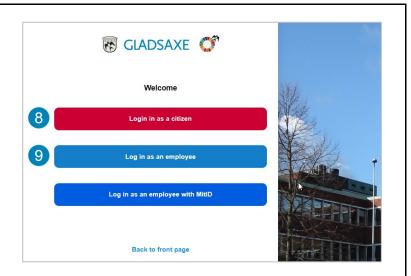
7. Click the "Go to log in" button.



The "Go to login" button



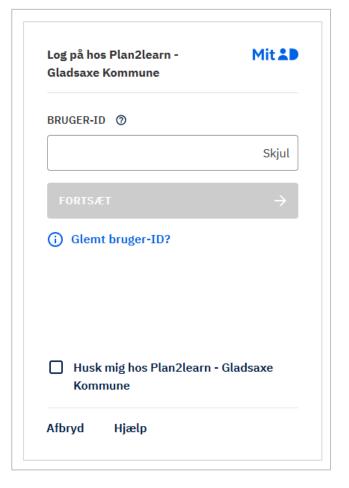
- 8. Click the "Log in as a citizen" button.
- NOTE! If you are an employee of Gladsaxe Municipality, you should instead click the "Log in as an employee" button.



Log in as a citizen or employee

To log in, you will now need to use your MitID.

Log in with **your own** MitID and follow the same login procedure as usual when logging in with MitID.



Log in with MitID



You will now be asked to create a profile in the system.

Your name and social security number will be pre-filled. You will now need to provide the following information to complete your profile:

- 10. Enter your phone number
- 11. Enter your e-mail address
- 12. Repeat your e-mail address

Mark that you have read and accepted our current privacy policy.

13. Check the box under "Data Policy" once you have read it.

You will now need to add your child/children to your profile.

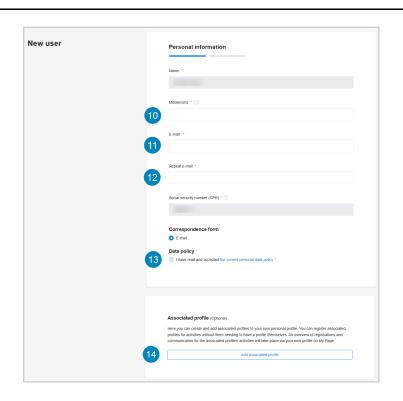
14. Select the "Add associated profile (Child)" button.

You may only add information regarding your own children.

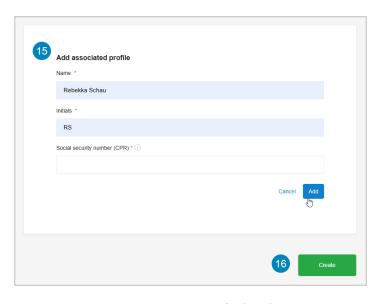
15. Enter your child's Name, Initials (first letters), and CPR number, then click the "Add" button.

Repeat this action for as many children as you wish to add to your profile.

16. Click the "**Create**" button to complete the process."



Enter profile information and add associated profile (Child)

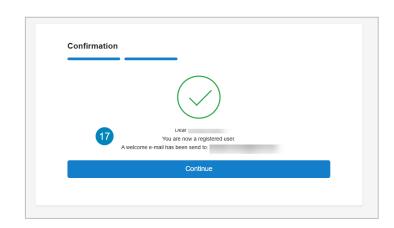


Adding a connected profile (Child)



You and your child/children are now registered in the system. You will receive a confirmation at the email address you provided during signup.

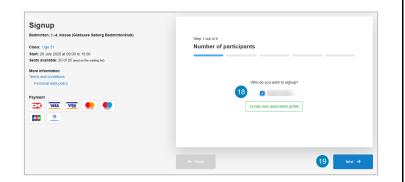
17. Select the "Continue" button.



Creation confirmation page

- 18. Check the box next to your child's name.
- 19. Select the "Next" button.

If you have more children, you can choose to create the remaining profiles now by selecting "Create new associated profile".



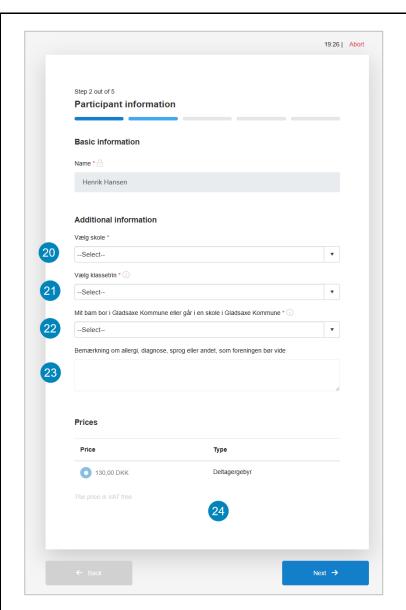
 ${\it Select\ child\ and\ Next\ button\ after\ adding\ associated\ profile}$



To ensure that the children's participation in summer holiday activities is as good as possible, we need some information.

You are now asked to note down:

- 20. Select the school your child attends
- 21. Select the grade your child is in (before the summer holidays).
- 22. Confirm that your child resides in Gladsaxe Municipality.
- 23. Enter any remarks if your child has special needs.
- 24. Select the "Next" button.



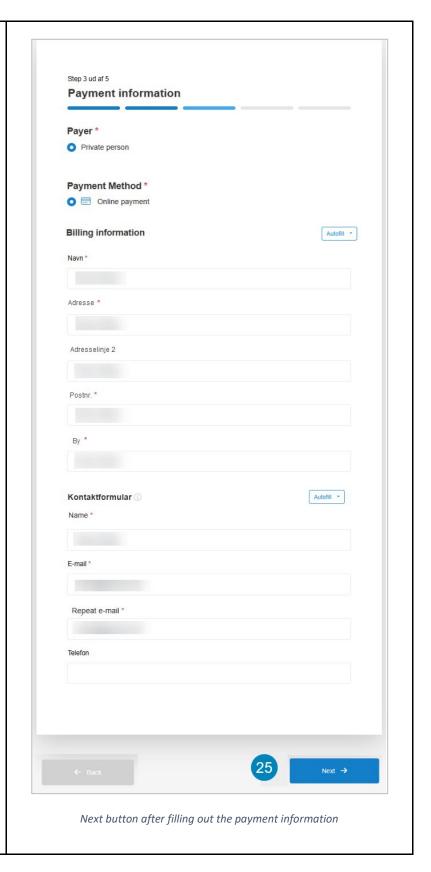
Filling in participant information and the Next button



Now we need information about you – as payer.

Fill in the fields marked with a red star, at least.

25. Select the "Next" button.

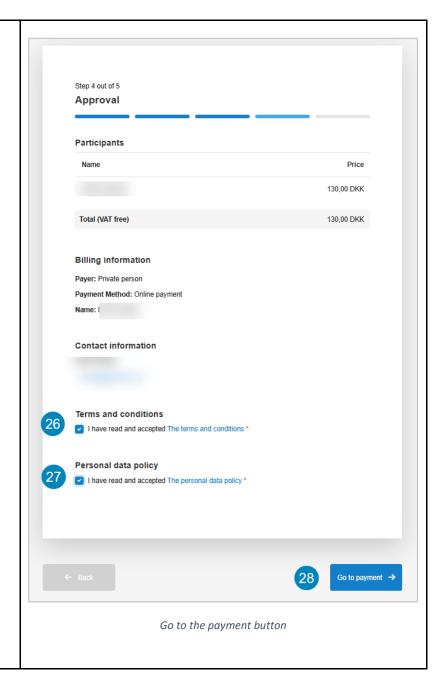




Now you need to approve the signup.

Double check that all information is correct and that you have registered your child for the correct activity.

- 26. Check the box to agree to our **Terms and Conditions**.
- 27. Check the box to agree to our **privacy policy**.
- 28. Select the "Go to payment" button.





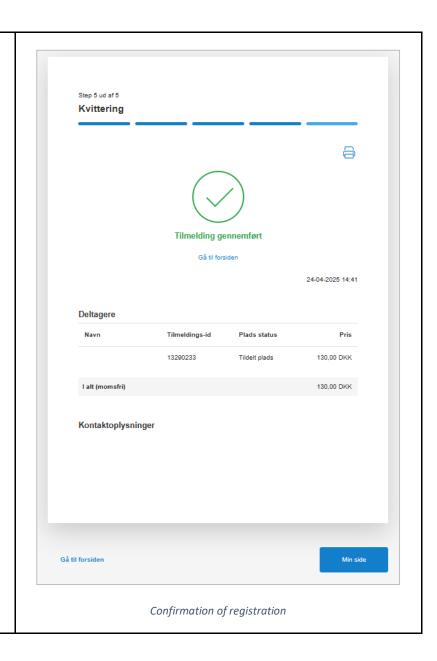
Enter your card details Card number VISA Other Payment Methods Fill in payment information When the system detects that your Navn på kortet card details are correct, the "Pay" field will turn green. XXXXXXXXX 29. Click the "Pay" button to Kortnummer complete the signup. XXXXXXXXX The signup is only valid once you have Korttype: Ovisa Dankort completed the payment. Udløbsdato CVV/CVD 🕜 XX 29 Betal

Pay button after filling in payment details



Once the payment is completed, you can view your receipt.

The receipt will also be sent to the email address you provided during registration.



NOTE!

If you need to signup more children for activities, you must do so now. This way, you will keep your place in the queue.