

# The Society for Endocrinology BES 2017

## Parents: how to register for a creche place

Open your favourite browser. Go to [www.tinyurl.com/nipperregister](http://www.tinyurl.com/nipperregister)

Please be aware: When logging on to the registration server from a company/ organisation internet service, connections may prove difficult due to in-house security measures. Consult your company's IT manager

### ON YOUR VERY FIRST VISIT:

In the server access window please add the following:

Account Name: the event code **SEH061117**

Password: the first three letters **SEH**

Click Login

You should come to a system page with the Nipperbout logo and Welcome.

Enter your user email address here. (This will be your account name.)

A personal email address is recommended

Click Continue (This will take you to the 'congratulations' screen.)

Click Exit

You will have returned to the server access page. The layout will look similar to the screen at the start of the process.

In the server access window please add the following:

Account Name: your email address

Password: your unique code (in the email we will have just sent you)

Click Login (Your screen will refresh itself)

You may now see a link with the name registrationsystem.

Click on it.

1. Enter your details, 2. Enter your children's details, 3. Register each child for the event  
Click SUBMIT

### THEREAFTER, WHEN YOU RETURN:

Go to [www.tinyurl.com/nipperregister](http://www.tinyurl.com/nipperregister)

In the server access window please add the following:

Account Name: your email address

Password: your unique code

Click Login

WHAT IF YOU HAVE FORGOTTEN YOUR UNIQUE CODE ?

## WHEN YOU HAVE FORGOTTEN YOUR UNIQUE CODE:

Firstly, this code will be within the email we sent you the last time you requested it, or in a safe place. Check in these places.

If the code is lost:

Open your favourite browser. Go to [www.tinyurl.com/nipperregister](http://www.tinyurl.com/nipperregister)

Account Name: the event code **SEH061117**

Password: the first three letters **SEH**

Click Login

You will come to a page with the Nipperbout logo and Welcome.

Enter your user email address here. (The same one as you were using before)

Click '**Forgot my Password**' (A message states a password will be sent to you.)

Click Exit

You will receive an email with your new unique code in.

## THREE STEPS TO COMPLETING CRECHE REGISTRATION:

Once you are within the Nipperbout Online Registration system layout:

1. Go to **MyInfo**

Enter responses to all questions, especially if the boxes are in red

2. Go to **My Children**

Enter responses to all questions, especially if the boxes are in red. Questions about **needs** and **medical** will alert Nipperbout to additional care requirements

3. Go to **Events and Sessions**

i) Either (if you can see the event creche you wish to attend)

Click on the **View, change or submit your registration** button.

Or (if you cannot see your chosen event)

Click on **Register for a new event** button; enter **SEH061117** click **Return**

ii) Enter responses in the '**Criteria**' section. Then click **Done**

iii) '**Register**' your child for the conference sessions. View session options.  
Then click **Done**

iv) Grant '**Consents**' and then click **Done**

v) Click on the **SUBMIT** button

Return to **MyInfo** and click on **Log Out**

You will receive an email confirming receipt of your registration request.

Problems? email [nipperbout@icloud.com](mailto:nipperbout@icloud.com)