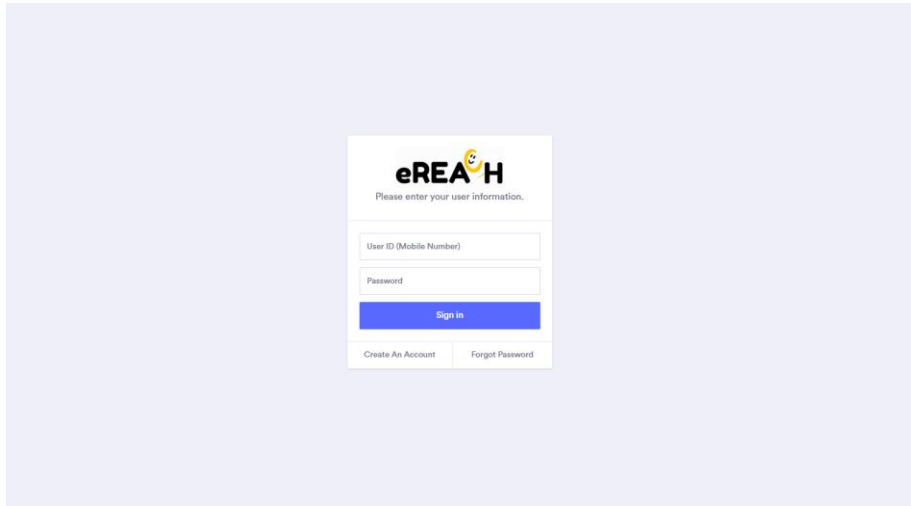


New User Guide

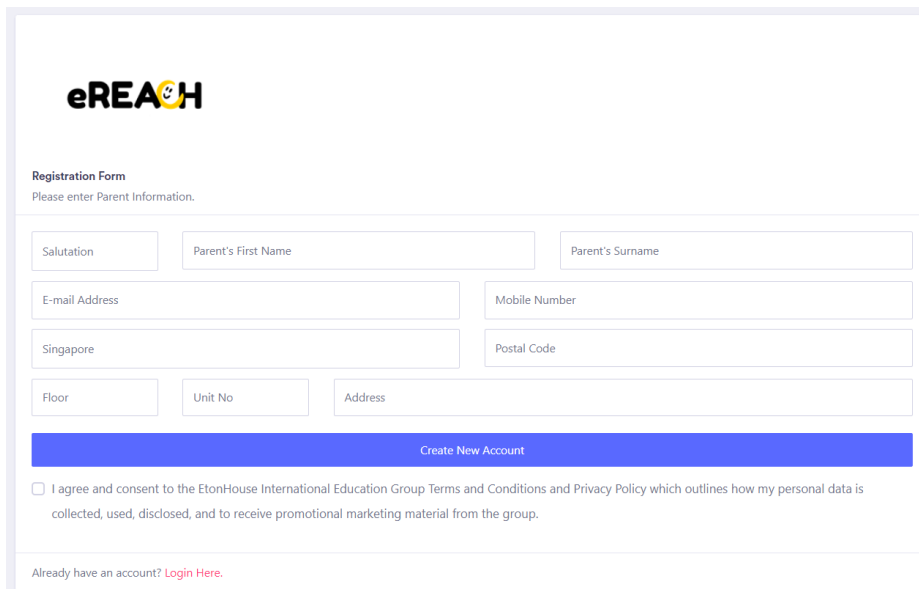
1. Click on **Create An Account**



The screenshot shows the eREACH login page. At the top, the eREACH logo is displayed with the text "Please enter your user information." below it. There are two input fields: "User ID (Mobile Number)" and "Password". A blue "Sign In" button is positioned below these fields. At the bottom of the form, there are two links: "Create An Account" and "Forgot Password".

2. Fill in your parent particulars and submit

- If your email account is already registered in the system, please use the **Forgot Password** to retrieve your account details instead



The screenshot shows the eREACH registration form. At the top, the eREACH logo is displayed. Below the logo, the text "Registration Form" and "Please enter Parent Information." is shown. The form contains several input fields: "Salutation", "Parent's First Name", "Parent's Surname", "E-mail Address", "Mobile Number", "Singapore", "Postal Code", "Floor", "Unit No", and "Address". A blue "Create New Account" button is located below the input fields. Below the button, there is a checkbox with the text: "I agree and consent to the EtonHouse International Education Group Terms and Conditions and Privacy Policy which outlines how my personal data is collected, used, disclosed, and to receive promotional marketing material from the group." At the bottom of the form, there is a link: "Already have an account? [Login Here.](#)"

3. Click on the “Students” tab to add a new student – “Add New Student”

Students Upcoming Classes Billing Register for a New Programme

Add New Student

Show entries Search:

Student's Full Name	Level	Class	School	Action
215	K2	K2A	EtonHouse Pre-School 215 Upper Bukit Timah	Edit Delete

4. Key in your child’s particulars, select his/her school the click SAVE.

Student Particulars ×

Student's Full Name (as per Birth Cert)


Select Level Class

EtonHouse

Select School Name

Close **Save**

5. Select the tab 'Register for a New Programme' to sign up for a new class
- Select your child's name from the drop down list
 - Select the programme that you would like to join, and add to cart
 - After you have selected your programme, please proceed to **Checkout**



Upcoming Classes

Billing

[Register for a New Programme](#)


Filter 🛒 Checkout(\$0.00)

Joshua (N2 N2)

Select Student

Joshua (N2 N2)


Programme A



\$115.56

[Sign Up](#)

Programme B



\$513.60

[Sign Up](#)

Sign up for Art & Craft Camp✕

Select your term that you want to enrol for:

July School Holidays

Select Child's Class

Select Child's Class

K1K2

N2

6. After you click Checkout, please review the summary of the programmes selected.
 - Click **Confirm**. Your child will be added to the interest waitlist.
(Please note most registrations are taken in via waitlist and we will only collect payment when the minimum number of students has been met to start the class)

Checkout ✕

Student Name	Class	Course	School	Fee	Price
Sentosa	K1 K1	July School Holidays Art & Craft Camp (Sentosa) (Waitlist)	EtonHouse International Sentosa	Course	\$513.60
				Subtotal	\$513.60

Click confirm to make payment and/or join the waitlist (if applicable).

Close
Confirm

Order #OD0012101
Date: 2022-05-26 17:23:00
Status: Waitlist

From: EtonHouse Education Centre Pte. Ltd.(200514551G)
8 Stevens Road
Singapore 257819
Email: enquiry@e-reach.com.sg
Phone: +65 6746 3333

To: .

#	Name of Child	Class	Programme Name	Term	Amount (\$)	Quantity	Total (\$)
1	Sentosa n2	N2	Art & Craft Camp	July School Holidays	-	-	Waitlist
						Subtotal (\$)	0.00
						GST (7%) (\$)	0.00
						Total Due (\$)	0.00

7. When the class is confirmed, you will receive an email notification.
 - Click on the link to login to your account and make payment by scanning the QR code using your bank app.
8. After payment, you will receive an email confirmation of payment and a receipt.
(Please check your spam if you did not receive it)