

Daily Online Programming

(ie. Music and Movement, Baby and Me, Baby and Me Discovery, Venez Jouer et Chanter)

Step 1: Create Your KEyON Account

- Go to <https://www.keyon.ca/> and click Become a Member
- Enter Account Information
 - o Complete all required fields.
 - o If you had previously created a KEyON account, a Phone Number will now be required for contact tracing.
- Enter Adult Information
 - o Emergency Contact name and number are required
 - o Address is needed to differentiate you from others in Ontario with the same name
- Enter Child Information
- Repeat the last step for additional children in your household or under your care.
- **NOTE:** all adults must complete their own account.
- **NOTE:** If you receive a duplication notice, this could be because you have twins or another adult has the child listed in their account. On your next participation in EarlyON Online Programming, an EarlyON Team Member will be able to correct the duplication.

Step 2: Pre-Register for Programs in KEyON

- Login to your account at <https://www.keyon.ca/> and go to Events.
- Choose the Region of Waterloo from the first drop-down menu. Then chose the EarlyON location of your choice from the second drop-down menu.
 - o **NOTE:** For online programming, the location is “*Virtual Delivery*”
- On the calendar, the legend at the top will tell you which programs are available and which programs are full.
- Click an available program and agree to the disclaimer
- Register the number of children you plan to attend the program with you.
 - o **NOTE: Attending with multiple adults?** Each adult needs to complete the pre-registration. If your child is attending with multiple adults, please ensure the adult that is staying the longest pre-registers with the child. When the adult who has pre-registered with the child leaves the program, the child must leave with that adult and will not be able to remain in the program.
 - o **NOTE: What if I am not the parent/guardian?** If you are bringing a child that you are not the parent or guardian of, you can still complete the pre-registration in KEyON. Please

ensure that all children that you are bringing have been added to your KEyON account. You will be required to bring a signed attestation (parent permission form) with you on each visit for each child. The parent / guardian will also need to complete the COVID-19 pre-screen for their child on the day of their visit and this will need to be provided to the EarlyON as requested.

Step 3: Register to Receive Your Zoom Link

- In the program description, for the KEyON program you are pre-registering for, there will be a URL link. This link will ask you to input your KEyON information and email address.
- Once you have completed this form, the Zoom link for the program will be emailed to you.
- **NOTE:** You need to complete the pre-registration in KEyON and the registration form in JotForm found at the URL link in order to receive your Zoom invitation.

NOTE: Registration and Pre-Registration closes at midnight 48 hours before the program begins.

Targeted Online Programming

(ie. Preparing for Parenthood, Sleep and Your New Baby, Stork Secrets. Parenting in a New Society, Parenting My Baby, Infant Massage, Make the Connection)

Step 1: Create Your KEyON Account

- Go to <https://www.keyon.ca/> and click Become a Member
- Enter Account Information
 - o Complete all required fields.
 - o If you had previously created a KEyON account, a Phone Number will now be required for contact tracing.
- Enter Adult Information
 - o Emergency Contact name and number are required
 - o Address is needed to differentiate you from others in Ontario with the same name
- Enter Child Information
- Repeat the last step for additional children in your household or under your care.
- **NOTE:** all adults must complete their own account.
- **NOTE:** If you receive a duplication notice, this could be because you have twins or another adult has the child listed in their account. On your next participation in EarlyON Online Programming, the EarlyON Facilitator will be able to correct the duplication.

Step 2: Register at EarlyYearsInfo.ca to Receive Your Zoom Link

- Go to <https://earlyyearsinfo.ca/>
- Then go to <https://earlyyearsinfo.ca/find-a-program-service/> to search for a program based on the name, date or age range.

- **NOTE:** the location for online programming is listed as “*EarlyON Online with Zoom*”
- Select the program you would like to register for and click Register.
- Once you have filled out the form, your registration will be sent to our EarlyON team.
- 24 hours (or 1 business day) before your program begins, an EarlyON Team Member will email you your Zoom link and any additional information in regards to your program.
- **NOTE:** additional adults in your household are welcome to attend. However, they are required to complete their own registration form, so we can track their attendance in KEyON.

NOTE: Registration closes at midnight 48 hours (or 2 business days) before the program begins. Registration for Monday EarlyON programs and services will close at midnight on the Thursday of the week before.

Viewing and Changing your Pre-Registered Programs

- Login to your account at <https://www.keyon.ca/> and go to Events.
- Choose the Region of Waterloo from the first drop-down menu. Then chose the EarlyON location of your choice from the second drop-down menu.
 - **NOTE:** For online programming, the location is “*Virtual Delivery*”
- Click View Pre-Registered Programs.
- Click Edit to change the number of children registered for the program. Please ensure that any children you plan on bringing to the EarlyON have been added to your EarlyON account.
- Click Cancel to cancel your registration for the program. All pre-registrations including you as the adult and the children you were planning to bring will be cancelled.
- **NOTE:** If the pre-registration window has closed and/or your program has already begun, you are encouraged to email earlyyearsinfo@ckw.ymca.ca to cancel your pre-registration.

Receiving a KEyON Key Tag Online

- Email earlyyearsinfo@ckw.ymca.ca with your First Name, Last Name, Address and Phone Number.
- You will be contacted with an image of your new key tag.
- The actual key tag will be mailed to you through Canada Post.
- **NOTE:** Key tag assignment could take up to 2 business days to process and the key tag could take up to 2 weeks to arrive to your address. You are able to utilize the KEyON number that is emailed to you to pre-register and attend EarlyON programs once it is received.

Receiving a KEyON Key Tag In Person

- Once you have your KEyON account created you can pre-register to attend our in person programs without having a physical key tag or KEyON number. The key tag will be assigned to you in person at your visit and provided to you during your visit.

- **NOTE:** It is preferred for you to request a copy of your key tag via the email steps above.
 - o However, if you would prefer to pick up your KEyON key tag in person, when our EarlyON team calls you to confirm your pre-registration and to discuss your in person visit, please let them know that you plan to pick up your KEyON key tag during your visit and we can have it ready for you when you arrive.

Participating in Online Programming

- Ensure you have registered for EarlyON programming
- Start the Zoom meeting from the link provided in your registration confirmation email
- Facilitators will take attendance and will manually sign you in/out of the program in KEyON