Registration Process
2023

Welcome to the Tommy Toys Registration Site.

Please use Google Chrome as your browser. Items and functionality work differently and display differently in Internet Explorer or another browser.

Click on the link or type it into your browser address bar. www.mptn-nsn.gov/TommyToyFund

You and your Agency *must be registered* in this application <u>before you can access the site.</u>

Each person using this site will have their own User ID and Password. If you have used this site in previous years, your login and password will be the same. If this is your first time, find out who your Agency Admin is and they will get you set up.

This is the home page for the registration site. On the right side of the page you will see a *Resources* section which will have the latest documentation, along with few other useful links.

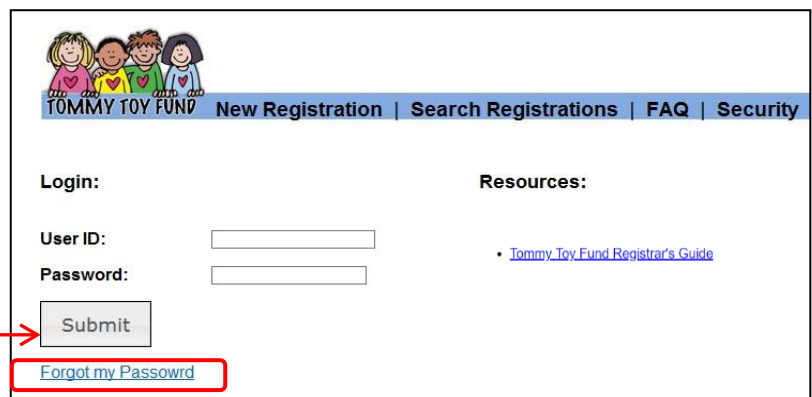## Log-in

User ID: Enter your User ID
- Your user ID will be your <u>email address</u>.

Password:
- Enter your **password**
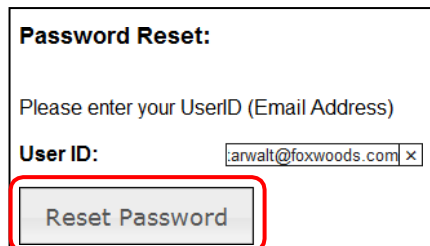- Click **Submit**

NOTE: If you are new to the Tommy Toy registration database or if you do not remember your password from last year;
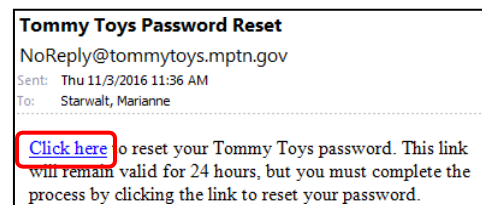
- Click the **Forgot my Password link**

Password Reset:

- Enter your **User ID** (email address)
- Click **Reset Password**

A message will be displayed letting you know that an email has been sent to your account. The email will contain a link to reset your password.

Check your Email IN Box – The subject line for the email will be Tommy Toys Password Reset. Open the email, **click the link.** (check your junk mail if your security is tight)

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Password Reset :

- Create your **new password** based on the requirements.

- Confirm your new password by **entering it again**

- Click on **Set Password**

Your password has been reset. Please Log In

- Click on the words "Log In", enter your User ID and New Password.

- Click Submit

Once you Login, the application will stay open for 60 minutes. *It is important that you click the save button after you enter information.*

The Menu bar will open

New Registration | Search | FAQ | Agency | Security | Log Out

Agency: Boys and Girls Club,   User: Prabha Test

Each menu item will take you to a different location of the application.

You will notice that after you log in, on the right corner of the menu bar will be the Agency name you are affiliated with and your name.

Security: This menu item allows you to ***Change Your Password***.
If for some reason you want to change your password, this can be done under Security.

- **Old Password**: The current one you are using.

- **New Password**: Create one that you will remember (should be a *minimum* of 6 letters, one capital and numbers (ex. Bear12).

- **Confirm Password**: This is the same as the new password you entered.

- Click **Submit – You will use your new password the next time you log in.**

Search **Tab**

- Start with Search for lookup into past Registration.
- Enter any information into any of the fields and Click **Search.** Your search results will list all the records that meet the search criteria.

Pages: The database will display all names that match your criteria. Make sure you look to see if there is more than just one page of names. Look at the bottom of the page to see how many pages are listed for the name you are searching for.

Sort: Each category is a link so you can also click on the link to put in Alpha order.

Last Name	First Name	Address	City	Zip	Soc. Sec. Last 4	Phone	Location	Picked Up	Children

Import – Client who has registered in the pasts, can be imported for this years registration.
Once you click on Import, the full form will be displayed.
- Verify that this is the correct name you are looking for.
  - If you selected the wrong name, Click CANCEL and start the process again.
- Review and update the information as needed.
- Include Client's Email address, if available.
- The children's ages are automatically updated from last year.
- Add any additional children or remove those that are no longer in the household.
- If a child is over 12, they will be removed from the list automatically. However, if the child is *over 12* with *special needs*, they will remain on the list.
- **Click SAVE** when done.

NOTE: It is very important that once you make the changes you click on **SAVE**. **Only click ONCE**.

Review & Email or Print:

Once you click on SAVE, the screen will allow you to verify all Client Data.
At the bottom, you can *Edit, Close, Print Confirmation, Email Confirmation* button*.*

Edit	Close	Print Confirmation	Email Confirmation

Email Confirmation: *Will send an email confirmation to the client with their unique Client-ID*

Print Confirmation: *Will print the confirmation page for the client with their unique Client-ID*

View – Client who has **already registered for this year**, will be displayed as <View>

TOMMY TOY FUND   **New Registration | Search | FAQ | Agency | Security | Log Out**

Agency: Boys and Girls Club, **User:** Prabha Test Registrar

| Last Name: | smith | First Name: | | City: | |
| ZIP: | | Soc. Sec. Last 4: | | Phone: | |

Agency: -- Select One --   Pickup Location: -- Select One --

Client ID:

| Search | Clear |

	Year	ClientID	Last Name	First Name	Address	City	Zip	Soc. Sec. Last 4	Phone	Location	Picked Up	Children
Import	2020		Smith	Brittany	19 Bazinet Lane	Plainfield	06374	3519	860-849-5668	Dayville	True	1
View	2021	B2DEE7C5	Smith	Desiree	53 Hawthorne Dr	New London	06320	9581	8609009181	New London	False	1
Import	2020		Smith	Desiree	53 Hawthorne DR	New London	06320	9581	8609009181	New London	False	1
Import	2020		Smith	Jessica	88 R Prospect Ave	Danielson	06239	9999	860-377-2960	Dayville	True	3

Once you click on View, the full form will be displayed.
- At the bottom, you can use *Edit, Close, Print Confirmation, Email Confirmation* button*.*

Edit	Close	Print Confirmation	Email Confirmation

NOTE: **Client should bring the confirmation page or the email with unique Client-Id to the distribution site when coming for toys pickup. The pick-up dates and times will also be listed on the confirmation.**

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New Registration TAB

- First make sure the Client is not registered by another agency by clicking on <Search>.
- If the Client is NOT already registered, Click New Registration on the menu bar. The registration page will be displayed.

NOTE: All fields except for Apt and email address are required to have information. If the person does not have a phone, enter 9999. If you forget a field that is required, when you click on the submit button, the field(s) that need to be completed will be highlighted in RED. Complete them then click submit.

Last Name:	The parent or guardian of the child/children that are being registered. To prevent duplication the name of the adult submitting the application must be accurate based on ID presented to the agency employee.
First Name:	The parent or guardian of the child/children that are being registered. The name of the adult submitting the application must be accurate based on ID presented to the agency employee.
Address:	Address where the parent/children live.
Apt/Suite/Unit:	The apartment, suite or unit for the address entered.
City:	City the parent/child lives.
Zip:	City the parent/child lives

Social Security: (last 4) The parent or guardian's last 4 digits of Social Security number.

Phone:	The parent or guardian's Phone number
Email address:	Enter or leave blank if they don't have one. Next year we will be able to send them information concerning Tommy Toys.
Pickup Location:	Click on the arrow and select one of the locations for pick-up.
Notes:	Enter info that you feel is important to this pickup.

Add Children

Name	Gender	Is Under 1 Year	Age-Years	Age-Months	S.N.	
Davis	○M ○F	☐	▾	▾	☐	Remove
	○ M ○ F	☐	▾	▾	☐	Add

[Save] [Cancel]

- Enter the **Childs name**

- **Gender**

- **Is under 1 year - Put a check in the box if the child is under 1 year. Only the age in month field will be active.**

- **Age –Years. If child is over 1, click on the dropdown arrow to select the years.**

- **S.N**. (Special Needs) Put a check mark if the child has special needs. Also, please put a note in the section above.

Click ADD to record the child. Once Add is clicked, you will have ability to make changes to the form. Always click ADD to record the child.

Click SAVE when done.

Review & Email or Print:

Once you click on SAVE, the screen will allow you to verify all Client Data.
At the bottom, you can *Edit, Close, Print Confirmation, Email Confirmation.*

[Edit]   [Close]   [Print Confirmation]   [Email Confirmation]

Email Confirmation: *Will send an email confirmation to the client with their unique Client-ID*

Print Confirmation: *Will print the confirmation page for the client with their unique Client-ID*

As a Registrar, you will only be able to Edit clients that have been entered previously.

NOTE: Client should bring the confirmation page or the email with unique Client-Id to the distribution site when coming for toys pickup. The pick-up dates and times will also be listed on the confirmation.

Days of Pick-Up (Additional Information)

At any time during the pick-up process, the agency can go into the "Search" and see if their client has picked up their toys.

There is also a Picked-up column so at a quick glance you can see the status.

False means they have not been picked up. True means they have been picked up.

Last Name:	First Name:	City:
ZIP:	Soc. Sec. Last 4:	Phone:
		Agency: -- Select One --

[Search] [Clear]

Last Name	First Name	Address	City	Zip	Soc. Sec. Last 4	Phone	Location	Picked Up
a	b	b	b	a	b	a	New London	False
Davis	Betty	Mockingbird Lane	Norwich	06360	9999	99999999	Norwich	False

Frequently Asked Questions   Click **FAQ** on the menu bar for additional information.

✔ Reminders:

- Login into: www.mptn-nsn.gov/TommyToyFund

- **Start with <Search> to lookup past registration and if found, <Import>**

- Enter <New Registration> when needed. Collect emails for ease of sending confirmation.

- If Client is already registered for this year, will appear as <View>