

## Registering and signing up for overblijven

### Parents register themselves 1x

- Go to <https://nellestein.tsopro.nl> (note! Without www.).
- Go to the page 'Aanmelden' and click on the green button 'Registreren'.
- Enter your email address and a password (remember your password!). Enter your password again at 'herhaal wachtwoord'. Click on 'Registreren'.
- You will receive an email. In the email, click the 'Bevestig e-mailadres' button.
- Go back to the website.

### Step 1: Enter your details

- In 'Stap 1' click on the link 'Voer je gegevens in'. Enter your name, address, etc.. Under 'Noodgegevens', enter the details of your MD and dentist, and a person we can call if you are unreachable.
- Click on 'Verzenden'.

### Step 2: Print the authorization form

With this form you authorize Eigen & Wijzer to debit the payment for het overblijven from your account (automatische incasso).

- Print the form.  
Don't have a printer? Please contact Haidy Vianen through:  
email address: [tso.nellestein@eigen-en-wijzer.nl](mailto:tso.nellestein@eigen-en-wijzer.nl)  
telephone number: xxx
- Sign your name and fill in the place and date.
- Submit the form to a teacher.

### Do you have multiple children at the same school?

You only need to register once on TSOpro and submit 1 form.

### Details of your child

When you have submitted the form, you will receive an email. The email will state that you have to enter your child(ren)'s details in TSOpro.

- Log in to <https://nellestein.tsopro.nl>.
- Go to the page 'Kinderen'.
- Click on '+ Nieuw kind'.
- Enter your child's details.
- Do you have multiple children at this school? Click on '+ Nieuw kind' again.

### Sign up for overblijven

You can now sign your child up for the days on which he/she overblijft.

*If your child overblijft every week on the same day or days:*

- Go to the page 'Kalender'.
- Click on '+ Aanmelden meerdere dagen'.
- Indicate which child you want to sign up.
- Indicate what you want to sign him/her up for.

- Indicate at 'datumrange' the date from today up to and including the last day of school before the summer holiday.
- Specify on which days your child always overblijft.
- Click on 'Opslaan'.
- Repeat this if you have more children who overblijven.

*If your child occasionally overblijft for just a day or an extra day*

- Go to the page 'Kalender'.
- Click on the day on which your child will overblijven.
- Indicate which child will overblijven that day.
- Click on 'Opslaan'.

### **When your child does not attend on a certain day**

- Go to the page 'Kalender'.
- Click on the day for which you want to cancel the sign up for your child.
- Indicate which child you are cancelling for.
- Click on 'Opslaan'.

### **Do you have any questions?**

Do you have a question about het overblijven or TSOpro? Please contact Haidy Vianen through:  
email address: [tso.nellestein@eigen-en-wijzer.nl](mailto:tso.nellestein@eigen-en-wijzer.nl)  
telephone number: xxx