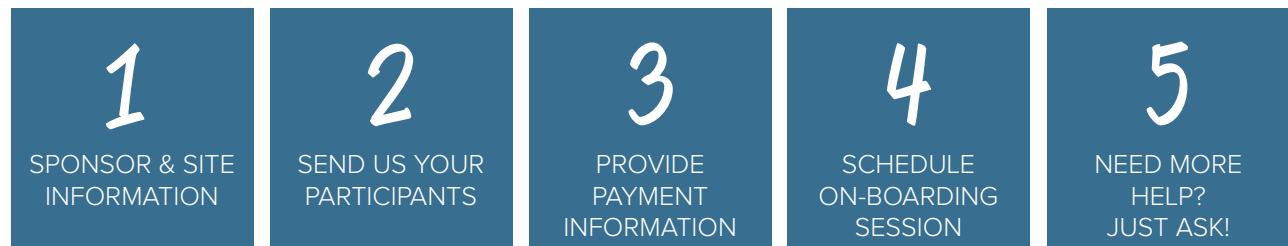


## SIGN UP PACKET

### Welcome to Ready Records!

Thank you for using Ready Records to manage your paperwork for the USDA Child and Adult Care Food Program. To sign up for our software, please complete each of the steps below.



There are three ways to sign up. Please choose the one that works best for you:

- Fill Out PDF Online
- Download PDF and Fill Out by Hand
- Printed Packet (via mail)

All of these methods will work, but keep in mind that the fastest way is filling out the PDF online.

If at any time you have questions, please don't hesitate to contact us. There are many ways to get in touch, including:

Email: [info@ready-records.com](mailto:info@ready-records.com)

Phone: 651-433-7345

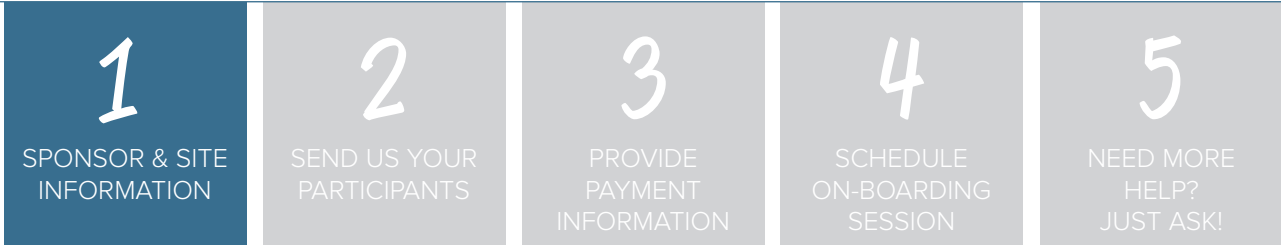
Website: <https://ready-records.com/contact-us/>

Web Chat: <https://ready-records.com> and click on the orange chat box in the lower right corner

Thank you again for choosing Ready Records.

**Let's get started!**

# Step 1: Sponsor & Site Information



Step 1: Send us information about your sponsorship and site(s) using the following pages.

### REQUIRED\* (THESE FIELDS ARE MARKED WITH AN ASTERISK)

- Name of your company
- Address, phone number and email address for primary contact person
- Site(s) that you sponsor and their type: child care, adult care, afterschool, emergency shelters, summer

### RECOMMENDED

- Sponsor Admin preferred usernames and passwords

Please complete the information below for the SPONSOR.

#### Sponsor Address

Sponsor Name\*: \_\_\_\_\_  
Street\*: \_\_\_\_\_  
City\*: \_\_\_\_\_ State\*: \_\_\_\_\_ Zip\*: \_\_\_\_\_  
Email\*: \_\_\_\_\_

If you have more than 5 admins or age ranges please attach additional details on a separate sheet.

#### Sponsor Admins

All passwords need to be 12-24 characters. No other requirements.

Name	Username	Password	Email	Phone

Please complete the information below for your SITE.  
You will need to make copies of these forms for each site.

**Site Details**

Legal Name\*: \_\_\_\_\_

Address\*:  Same as Sponsor

Street\*: \_\_\_\_\_

City\*: \_\_\_\_\_ State\*: \_\_\_\_\_ Zip\*: \_\_\_\_\_

Email Address: \_\_\_\_\_

Site Type\*:  Child Care  Adult Care  Afterschool  Emergency Shelter  Summer

Site Identification Number: \_\_\_\_\_

**Site Policies**

Normal Hours:

Day of the Week	Open Time	Close Time	Second Open Time	Second Close Time

CACFP Meals Served:  Early Snack  Breakfast  AM Snack  Lunch  
 PM Snack  Supper  Evening Snack

**Site Employees** (review the Permissions Matrix on page 4 to see which level is appropriate)

All passwords need to be 12-24 characters. No other requirements.

Name	Access Level (Site Manager/Director, Staff, Kitchen Staff)	Username	Password

1

SPONSOR & SITE  
INFORMATION

2

SEND US YOUR  
PARTICIPANTS

3

PROVIDE  
PAYMENT  
INFORMATION

4

SCHEDULE  
ON-BOARDING  
SESSION

5

NEED MORE  
HELP?  
JUST ASK!

### Step 2: Send us your list of participants (CACFP only) using the following pages.

You can send us your list in any way that is convenient for you: scan, email or fax. Below is the information about your participants that we need. Once we receive your list of participants, we will enter it for you.

#### REQUIRED\* (THESE FIELDS ARE MARKED WITH AN ASTERISK)

- Name
- Date of Birth
- Parent/Guardian Name
- Address, phone, email
- Typical schedule and meals eaten

#### RECOMMENDED

- Roster or Classroom

Please complete the information below for your SITE.  
You will need to make copies of these forms for each site.



### Participants & Rosters

You may also attach separate documentation.

Full Name*	Date of Birth*	Roster	Parent/ Guardian Name	Address, Phone, Email							
Normal Hours	Circle Normal Days of Care / Meals* the Child Normally Receives while in Care each Day										
_____ to _____	<table border="1"> <tr> <td>Mon B A L P S E</td> <td>Tues B A L P S E</td> <td>Weds B A L P S E</td> <td>Thurs B A L P S E</td> <td>Fri B A L P S E</td> <td>Sat B A L P S E</td> <td>Sun B A L P S E</td> </tr> </table>	Mon B A L P S E	Tues B A L P S E	Weds B A L P S E	Thurs B A L P S E	Fri B A L P S E	Sat B A L P S E	Sun B A L P S E			
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Normal Hours	Circle Normal Days of Care / Meals* the Child Normally Receives while in Care each Day										
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Mon B A L P S E	Tues B A L P S E	Weds B A L P S E	Thurs B A L P S E	Fri B A L P S E	Sat B A L P S E	Sun B A L P S E					

## Step 3: Provide Payment Information

1

SPONSOR & SITE  
INFORMATION

2

SEND US YOUR  
PARTICIPANTS

3

PROVIDE  
PAYMENT  
INFORMATION

4

SCHEDULE  
ON-BOARDING  
SESSION

5

NEED MORE  
HELP?  
JUST ASK!

### Step 3: Provide payment information on the following page.

Please complete the form on the following page to authorize recurring subscription fee of \$49 per site. You may provide credit card information or checking account information. There are no other charges. No initial set-up fees, no maintenance fees and no annual fees. You will be emailed an invoice for each payment.

## Recurring Payment Authorization Form

Schedule your payment to be automatically charged to your Visa, MasterCard, American Express or Discover Card. Just complete and sign this form to get started!

### Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your credit card. You will be charged the amount indicated below each billing period. A receipt for each payment will be emailed to you and the charge will appear on your credit card statement as an "WAV\*GENIUS PROGRAMS." You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

I \_\_\_\_\_ authorize Ready Records to charge my credit card indicated below for **\$TBD** per site plus any state and local taxes on the \_\_\_\_\_ of each month for payment of my Ready Records subscription.

Billing Address \_\_\_\_\_

Phone# \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

### CREDIT CARD

Visa

MasterCard

Amex

Discover

Cardholder Name \_\_\_\_\_

Account Number \_\_\_\_\_

Exp. Date \_\_\_\_\_ Zip Code \_\_\_\_\_ CCV \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify Ready Records in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. I certify that I am an authorized user of this credit card and will not dispute these scheduled transactions with my credit card company; so long as the transactions correspond to the terms indicated in this authorization form.

## Step 4: Schedule On-Boarding Session

1

SPONSOR & SITE  
INFORMATION

2

SEND US YOUR  
PARTICIPANTS

3

PROVIDE  
PAYMENT  
INFORMATION

4

SCHEDULE  
ON-BOARDING  
SESSION

5

NEED MORE  
HELP?  
JUST ASK!

### **Step 4: Schedule an on-boarding session with our helpful, friendly customer service representatives.**

Ready Records is a sophisticated and highly-customizable software. We want to make sure that your software is set up to match your operations and your state regulations. During this 30-minute web-based session, we will provide you with your username and password and give you a brief walk-through of how to use Ready Records.



## Step 5: Need More Help? Just Ask!

1

SPONSOR & SITE  
INFORMATION

2

SEND US YOUR  
PARTICIPANTS

3

PROVIDE  
PAYMENT  
INFORMATION

4

SCHEDULE  
ON-BOARDING  
SESSION

5

NEED MORE  
HELP?  
JUST ASK!

### Step 5: Need more help? Just ask!

A good place to start with questions is our comprehensive training guides.

Go to [ready-records.com](https://ready-records.com) and click on “Training”. You’ll find print materials that explain exactly how our system works.

If you’re still in need of help, we’re here! Please reach out to us by phone 651-433-7346, email [info@ready-records.com](mailto:info@ready-records.com) or a web chat at [ready-records.com](https://ready-records.com).

The entire on-boarding process can happen as quickly or as slowly as you need. We have gotten through all these steps in the same day with customers and had them up-and-running in hours. Other customers take more time and that’s fine by us. What we want is a successful experience for YOU!

### JOIN THE CONVERSATION!

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[Ready Records](https://www.youtube.com/ReadyRecords)