

- 1) Enter the following address [www.elektronickypredzapis.cz](http://www.elektronickypredzapis.cz)
- 2) Click on "REGISTRACE" at the upper right hand corner of the page. Enter your email address to receive the activation link. Now create a password for your account and click on "ZAREGISTROVAT"
- 3) After the sending the registration, you will receive an activation link, opening it will activate your account. Click on "PŘIHLÁŠENÍ " on the website: [www.elektronickypredzapis.cz](http://www.elektronickypredzapis.cz) in the upper right corner. Enter your email and password and click on "PŘIHLÁSIT".
- 4) At the top of the page there is a search bar. Enter a partial or full name of a kindergarten for which you want to file the electronic request and select it.
- 5) After selecting the kindergarten you will see an information page. Click on: PŘEDZAPSAT DO MŠ and fill in the electronic request. After filling in the request, click on "ODESLAT ŽÁDOST". To send it.
- 6) The next step is booking a slot for the enrolment in the kindergarten. The website will lead you to print the enrolment request. You will be reminded about the mandatory medical check necessary for completing the form. The last step is attending the enrolment in the kindergarten with all necessary documents.