



Frisco Fire Safety Town
8601 Gary Burns Drive
Frisco, TX 75034
Phone: (972) 292-6350
<http://www.friscofiresafetytown.com>

Frisco Fire Safety Town (FFST) has implemented a NEW registration system called **ABC Signup**. When a link for registration is accessed within FFST's site a new browser window will open and take you to the appropriate page on ABC Signup to review and ultimately register for events.

Beginning the Process:

- To register for programs (aka events), you will need to create an account with ABC Signup, which will also allow you to easily recall/change your registrations as well as have automated reminders sent. You will be prompted to create an account as part of the registration process. The site is also mobile friendly for those who prefer using a device.

Selecting a Time Slot.

- You may register for one or two classes to come at the same time. The minimum is 10 and maximum number of students you can register for a single timeslot is 45 students. (Home school groups, max is 20.)
- If scheduling visits for more than two classes you will need to register for more than one time slot. The maximum number of students allowed per timeslot is 45.
- If you have an 'odd' number of classes (example 5 second grade classes) in your school, you can book two classes per time slot – for two separate times, then a single class will come for a third time slot—three times slots will involve a minimum of 2 days to accommodate your entire grade level.
- What if the **grade level you need is NOT showing as an option** for the date you desire? The schedule shown on our calendar is designed for the FISD groups. However, for out-of-district groups, sometimes substitutions can be made; For instance, we could sub a 2nd or 4th grade in a 3rd grade time slot. You should call during regular business hours to ask about the possibility of a substitution if you need one. Please note: Kinder and First both ride jeeps as part of their visit; We can NOT book two 'jeep riding' classes at the same time; If a Kinder or First grade class is already booked on a given date, we cannot substitute those same grades in the remaining available time slot.

Finalizing your Registration and Cancellations

- A 'Shopping Cart' feature has been implemented to allow registrants to book multiple program at one time. In the scenario above with five classes, you can select multiple time slots during a single 'transaction'. Please note that all FFST events continue to be FREE.
- You are considered 'BOOKED' for a program once you've proceeded through the registration process. You no longer need to wait for a confirmation from FFST staff. You will get automated CONFIRMATION EMAIL within 10 minutes of your submittal that has important information about your visit.
- **If a need to CANCEL** arises, please refer to the link in your confirmation email to do so. Upon cancellation you can re-register for a new time slot if needed. Each time slot must be cancelled individually.
- You will receive an automated email REMINDER for each confirmed booking two weeks prior to scheduled visit. Please share this email reminder with the respective teachers on all scheduled dates.

Important Reminders

- Our programs are for those in Kindergarten through Fifth grades only.
- We need a minimum of 10 students to book a program.
- Home School Groups – Class Maximum is 20 students per timeslot.
- Keep your confirmation email for future reference.

Should you have any questions, comments or suggestions, please don't hesitate to contact us at safetytown@friscofire.com. Or 972-292-6350.