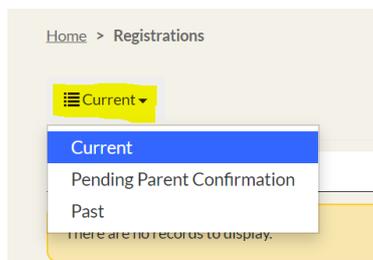


# Adding weeks to an ended registration on NCS

- Click on registrations and select **NCS registrations**



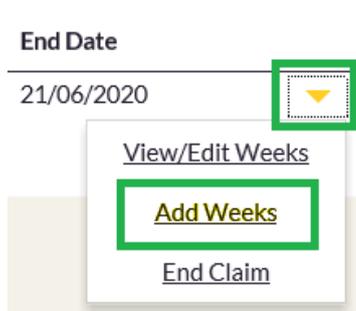
- Change the dropdown to **Past**



- To view the claim, click the dropdown and click **View**



- Click on the drop down and 'add weeks'



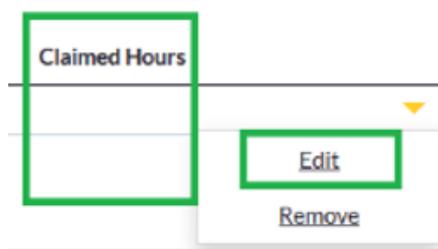
- Enter in the **Start and End date** of the Claim (can only be up to the end of the segments).



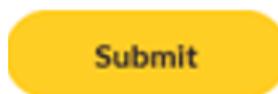
- Click **Next**



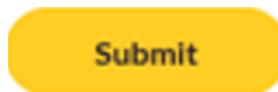
- Click the dropdown arrow under **Claimed hours**  
Select **Edit**



- Enter details under **Claimed hours** and select **Submit**



- Once editing is done click **Submit a final time** from the **main screen** where you can view all the amended details.



**\*\*NOTE: A Notification email will be sent to the Parent on the Applicant portal under NOTIFICATIONS**

**The parent will now have to CONFIRM the registration at this stage**