Creating a MyEVOLVE Account

Parents/Guardians/Carers and students are encouraged to create a MyEVOLVE account to manage bookings for trips and enrichment activities. Please follow the instructions below to guide you through setting up an account.

Step 1: Follow the Below Link

Click the Link below or scan the QR Code to the left. **Please note, this is the only way to ensure your young person will be linked to your MyEVOLVE account:**

https://evolve.edufocus.co.uk/myevolve/setup.asp?id=reigate

Step 2: Confirm whether you are a Parent/Carer or a Student

Click the appropriate link

Step 3: Set Up my EVOLVE Account

Enter your email address. Please note, this must match the email address we have on the systems at The College. This can be found on the Reigate College Personal Information Portal.
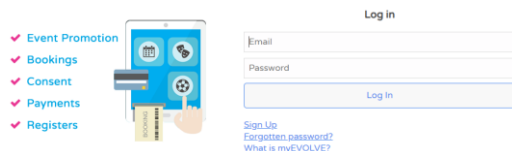
You can access the terms and conditions on this page, and to progress, you must tick to agree to the Terms and Conditions of Use
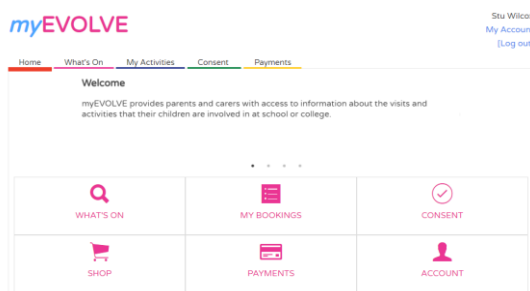
Click Set Up Account

Step 4: Check Your Email Account

You will receive an email which will contain a link to set up a password. Follow the instructions within this email.

Step 5: Login to MyEVOLVE

Use your email address and new password to log in to MyEVOLVE.

Step 6: Using MyEVOLVE

Once you have access to MyEVOLVE, you can use it to see:

"What's On" – Use this link to find current or upcoming trips and events being sold through MyEvolve

"My Bookings" – Click to see bookings that have been made, either in a diary or list view

"Consent" – Click to complete any outstanding consent forms (parents/guardians/carers only)

"Payments" – Click to make any outstanding payments for trips and events