



# Kinderportal vom Land Steiermark

(Guide for  
pre-registration)

Abteilung 6 Bildung und Gesellschaft



# Guide for pre-registering your child on Kinderportal

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- Step-by-step guide for the pre-registration process
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# Description of Kinderportal

## Function and purpose

- **Kinderportal** can be used at any time and from the comfort of your own home - whether via computer, smartphone or tablet.
- **Kinderportal** is a search engine. On Kinderportal you can find out about institutional childcare facilities in Styria in an uncomplicated and transparent way - without any obligation and even without registering.
- With **Kinderportal** you can (after registering and logging in) select your favourite childcare facilities directly on the website and make a pre-registration for your child in up to 3 childcare facilities. You will of course also be shown which facilities have free places.

# Description of the pre-registration

## The pre-registration process consists of 3 steps:

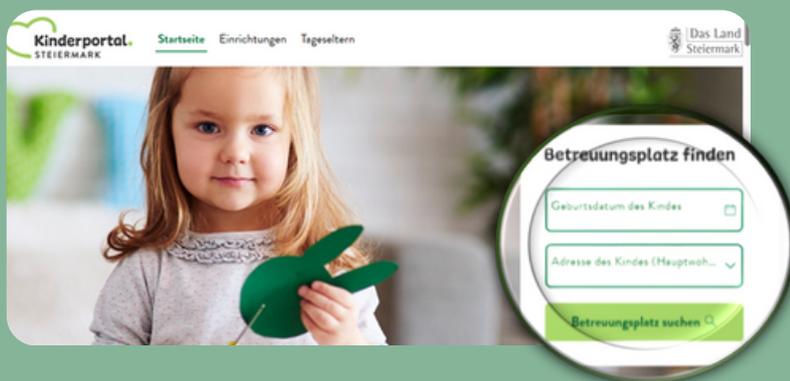
- Platzsuche (Search for a childcare place)
- Platzauswahl (Childcare place selection)
- Vormerkung (pre-registration)

The following pages will show you how to perform all the individual steps of the pre-registration process so that you can pre-register your child at up to 3 childcare facilities of your choice.

# Step 1

## search for a childcare place

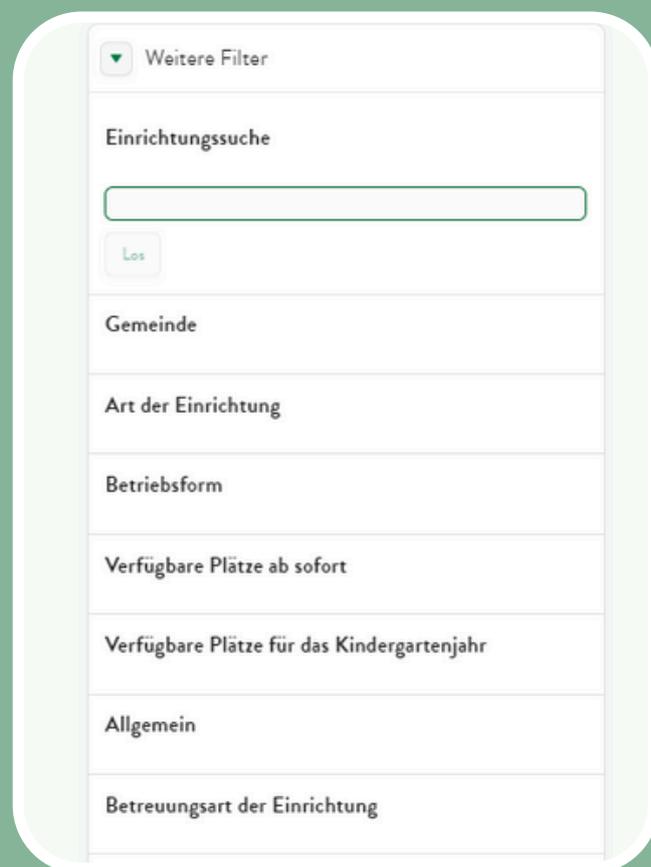
Fill in the search form on the start page and click on **Search for a childcare place**.



The screenshot shows the 'Kinderportal STEIERMARK' website. The navigation menu includes 'Startseite', 'Einrichtungen', and 'Tageseltern'. The main header features a photo of a young girl holding a green leaf. A circular callout highlights the 'Betreuungsplatz finden' search form, which contains the following fields:

- Geburtsdatum des Kindes
- Adresse des Kindes (Hauptwoh...)
- Betreuungsplatz suchen

On the next page you will find further **filter options** to choose from:



The screenshot shows the 'Weitere Filter' section of the search results page. It includes the following filter options:

- Einrichtungssuche
- Los
- Gemeinde
- Art der Einrichtung
- Betriebsform
- Verfügbare Plätze ab sofort
- Verfügbare Plätze für das Kindergartenjahr
- Allgemein
- Betreuungsart der Einrichtung

# Step 2

## childcare place selection

After entering your desired criteria, all the relevant childcare facilities will be displayed.

The screenshot displays the 'Kinderportal STEIERMARK' website interface. The top navigation bar includes 'Startseite', 'Einrichtungen', and 'Tageseltern'. The 'Einrichtungen' section is active. On the right, the 'Das Land Steiermark' logo is visible. The main content area shows search results for 26 facilities. On the left, there is a search filter panel with the following elements:

- A map with a green button labeled 'Auf Karte anzeigen'.
- A text input field for 'Geburtsdatum des Kindes'.
- A dropdown menu for 'Adresse des Kindes (Hauptwohnsitz)' with 'Musterhausen, Hauptplatz 1' selected.
- A 'Suche im Umkreis' section with radio buttons for 1 km (selected), 5 km, 10 km, and 25 km.
- A 'Weitere Filter' section with a dropdown arrow.
- An 'Einrichtungssuche' text input field with a 'Los' button.
- A 'Gemeinde' section with a checkbox for 'Musterhausen'.
- An 'Art der Einrichtung' section with a checkbox for 'Kindergarten (13)'.

The search results are displayed in a list format, each with a photo of the facility, its name, address, and a status indicator:

- Musterkindergarten 1**  
Gemeinde Musterhausen  
Mustergasse 23  
Aktuell Plätze verfügbar
- Musterkindergarten 2**  
Gemeinde Musterhausen  
Musterstraße 32  
Aktuell Plätze verfügbar
- Musterkindergarten 3**  
Gemeinde Musterhausen  
Musterplatz 4  
Aktuell Plätze verfügbar

In this view, you can also see whether a childcare facility has free places available. On the next page you will find a detailed explanation of each **status** that a childcare facility can have.

## Step 2 childcare place selection

Below each childcare facility, you can see whether there are free places available or not based on the status. In detail, the individual statuses mean the following:

### Currently no places available:

- You can have your child placed on the waiting list for the coming childcare year (KBJ).

Aktuell keine Plätze verfügbar (Warteliste)

### Pre-registration currently not possible

- Please contact the childcare facility directly. It is not (yet) possible to make a pre-registration via Kinderportal.

Online-Vormerkung derzeit nicht möglich

### Places available from next autumn

- There are still places available for the coming childcare year. You can pre-register your child.

KBJ 2025/26 Plätze verfügbar

### Currently places available

- There are currently places available. You can pre-register your child for a childcare place in the current childcare year.

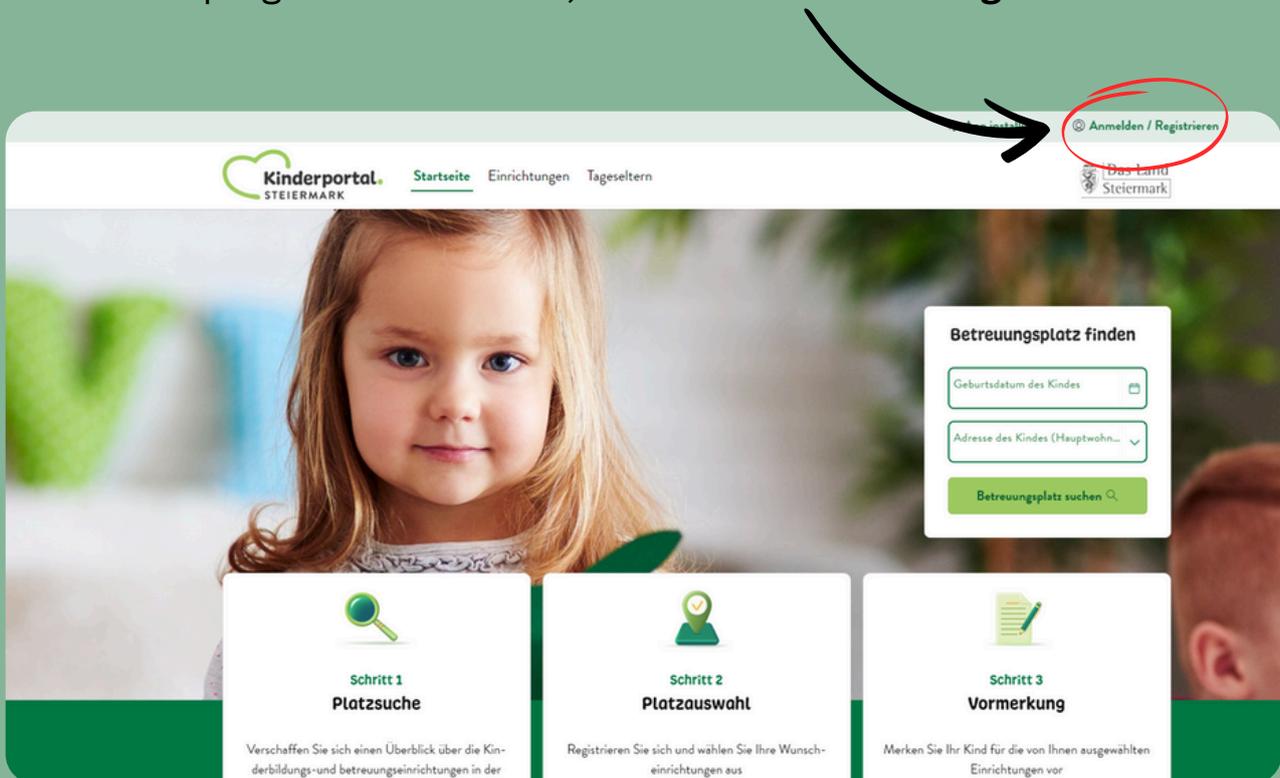
Aktuell Plätze verfügbar

# Step 2 childcare place selection

## Login / Register

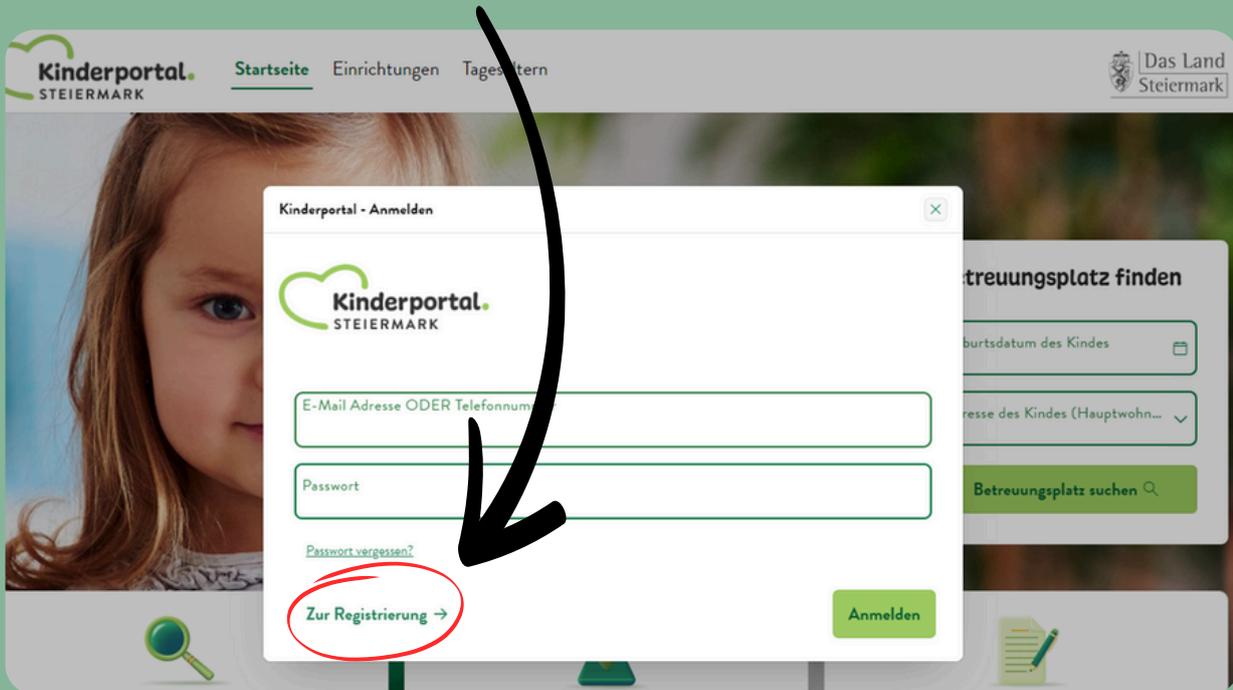
Once you have gained an overview of all childcare facilities in your area, you can add your preferred facilities to your 'shopping basket'. To do this, you must first register on Kinderportal. This works as follows:

1. At the top right of the screen, click on **Anmelden/Registrieren**.



# Step 2 childcare place selection

2. Then click on **Zur Registrierung**.

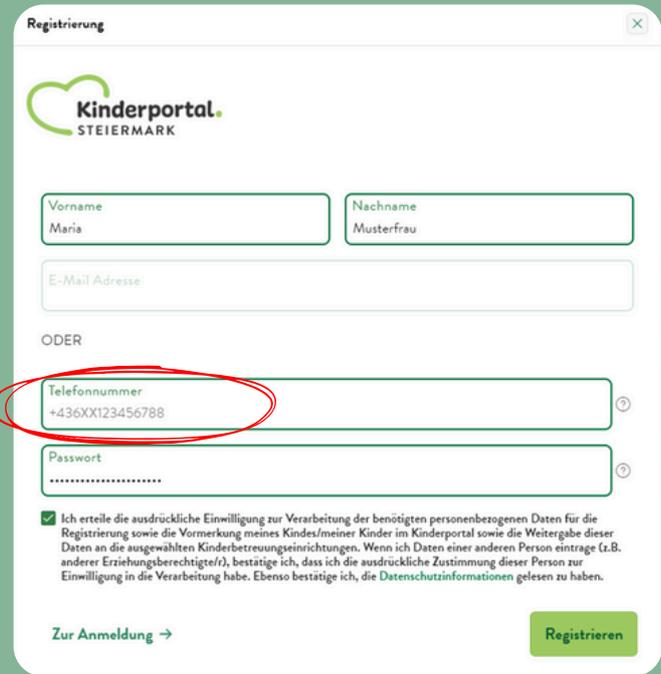


3. Enter your name, your e-mail address and a password. After agreeing to the data protection information, you can confirm your entries by clicking on **Registrieren**.



## Step 2 childcare place selection

3. If you do not have an e-mail address, you can click on the field *Ich habe keine E-Mail-Adresse* and complete the registration with your **telephone number**.



Registrierung

Kinderportal.  
STEIERMARK

Vorname: Maria

Nachname: Musterfrau

E-Mail Adresse:

ODER

Telefonnummer: +436XX123456788

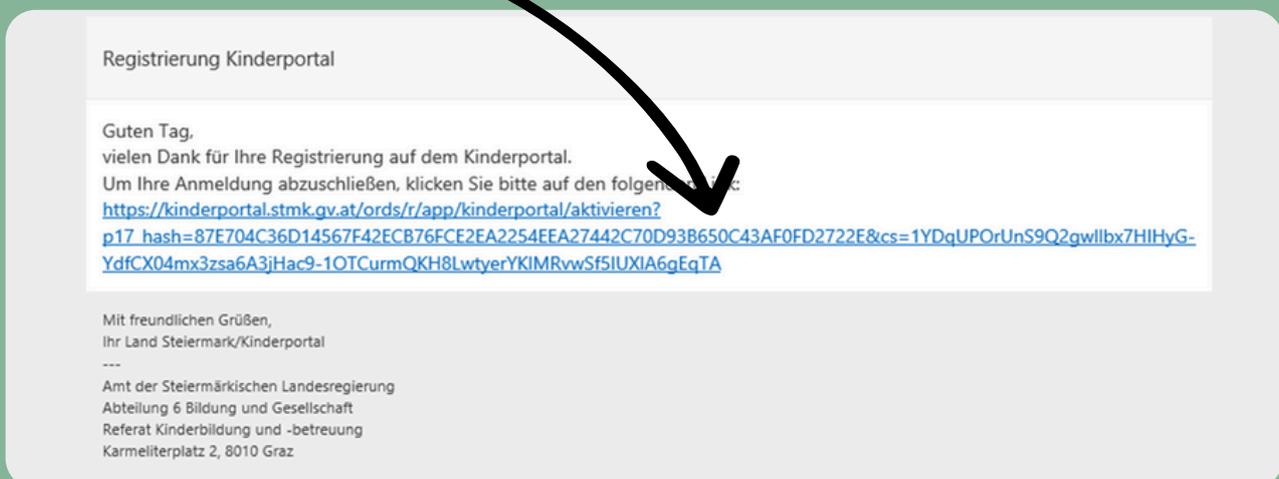
Passwort: .....

Ich erteile die ausdrückliche Einwilligung zur Verarbeitung der benötigten personenbezogenen Daten für die Registrierung sowie die Vormerkung meines Kindes/meiner Kinder im Kinderportal sowie die Weitergabe dieser Daten an die ausgewählten Kinderbetreuungseinrichtungen. Wenn ich Daten einer anderen Person eintrage (z.B. anderer Erziehungsberechtigte(r)), bestätige ich, dass ich die ausdrückliche Zustimmung dieser Person zur Einwilligung in die Verarbeitung habe. Ebenso bestätige ich, die Datenschutzinformationen gelesen zu haben.

Zur Anmeldung →

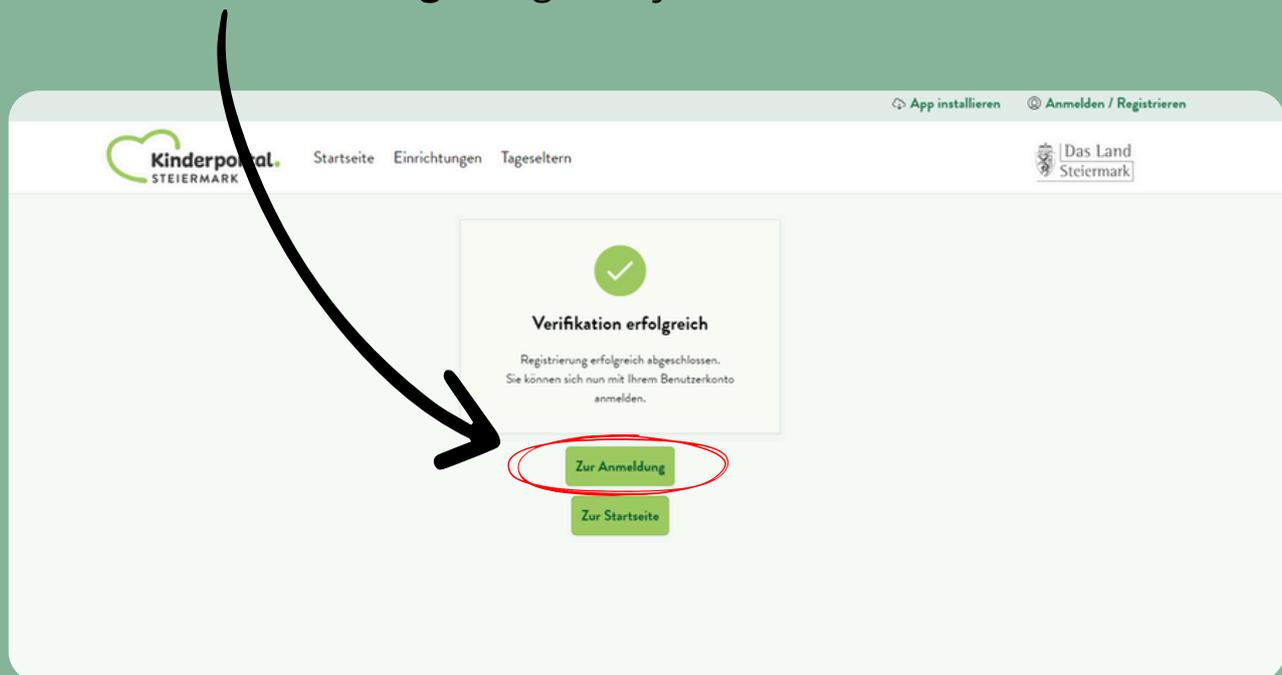
Registrieren

4. Then check your e-mail inbox. You should find an e-mail from Kinderportal there. To complete your registration, please click on the **Verification Link**.

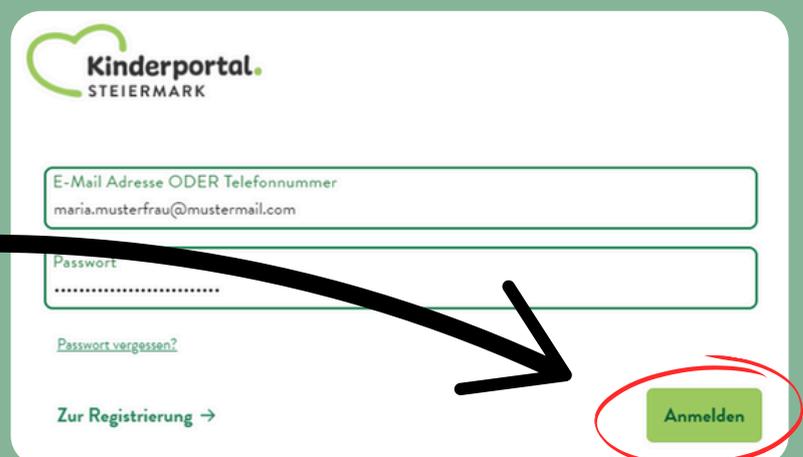


## Step 2 childcare place selection

5. You have now successfully completed the registration process. Click on **Zur Anmeldung** to log in to your account.



6. Enter the same login data that you defined during the registration process. Then click on **Anmelden**. You are now logged in and can proceed to the pre-registration.



The screenshot shows the login form on the Kinderportal website. It includes the 'Kinderportal. STEIERMARK' logo at the top left. The form has two input fields: 'E-Mail Adresse ODER Telefonnummer' with the example 'maria.musterfrau@mustermail.com' and 'Passwort' with a masked password '.....'. Below the password field is a link for 'Passwort vergessen?'. At the bottom left of the form is a link 'Zur Registrierung ->'. At the bottom right is a green 'Anmelden' button, which is circled in red. A large black arrow points from the text above to this button.

# Step 2 childcare place selection

## Marking your favourite childcare facilities

After you have logged in with your registration data, you can now add the childcare facilities selected in step 1 (*search for a childcare place*) to your 'shopping basket'. To do this, click on a **childcare facility**.

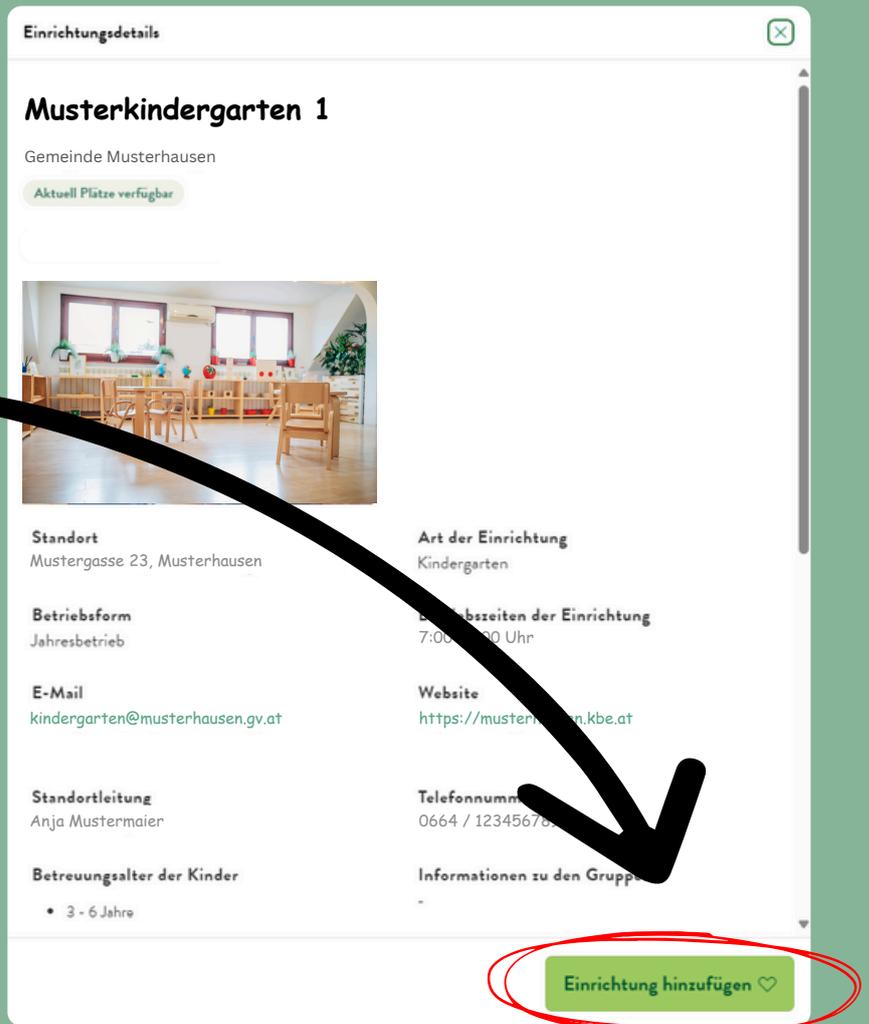
The screenshot shows the 'Kinderportal. STEIERMARK' website interface. The top navigation bar includes 'Startseite', 'Einrichtungen', and 'Tageseltern'. The main content area displays search results for 'Einrichtungen gefunden: 26'. On the left, there is a search filter sidebar with a map, a search button 'Auf Karte anzeigen', and various filter options like 'Geburtsdatum des Kindes', 'Adresse des Kindes', 'Suche im Umkreis', and 'Weitere Filter'. The search results list three entries:

- Musterkindergarten 1**  
Gemeinde Musterhausen  
Mustergasse 23  
Aktuell Plätze verfügbar
- Musterkindergarten 2**  
Gemeinde Musterhausen  
Musterstraße 32  
Aktuell Plätze verfügbar
- Musterkindergarten 3**  
Gemeinde Musterhausen  
Musterplatz 4  
Aktuell Plätze verfügbar

A black arrow points from the text 'click on a childcare facility' to the first entry, 'Musterkindergarten 1'.

## Step 2 childcare place selection

Add a childcare facility to the 'shopping basket' You can then click on the field **Einrichtung hinzufügen** to add a facility to your 'shopping basket'.

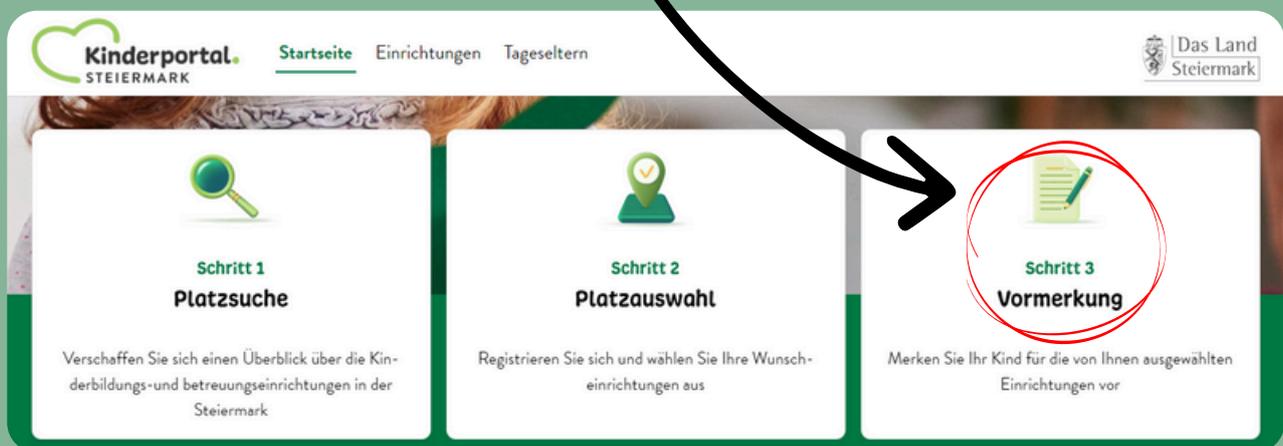


The screenshot shows a mobile application interface for selecting a childcare facility. The title is "Einrichtungsdetails" with a close button. The facility name is "Musterkindergarten 1" in the municipality of "Gemeinde Musterhausen". A green badge indicates "Aktuell Plätze verfügbar". There is a photo of a bright, modern kindergarten room. Below the photo, details are listed in two columns: "Standort" (Mustergasse 23, Musterhausen), "Betriebsform" (Jahresbetrieb), "E-Mail" (kindergarten@musterhausen.gv.at), "Standortleitung" (Anja Mustermaier), "Betreuungsalter der Kinder" (3 - 6 Jahre), "Art der Einrichtung" (Kindergarten), "Betriebszeiten der Einrichtung" (7:00 - 19:00 Uhr), "Website" (https://musterhausen.kbe.at), "Telefonnummer" (0664 / 12345678), and "Informationen zu den Gruppen" (-). At the bottom right, a green button labeled "Einrichtung hinzufügen" with a heart icon is circled in red. A large black arrow points from the text "Einrichtung hinzufügen" in the left column to this button.

The childcare facilities selected in this way will then be displayed for you to choose from when you make your pre-registration. The order is not yet important here. You only prioritise the childcare facilities in the next step.

## Step 3 pre-registration

On the start page, under step 3, you will find the pre-registration. **Click on this symbol** to go to the pre-registration process.

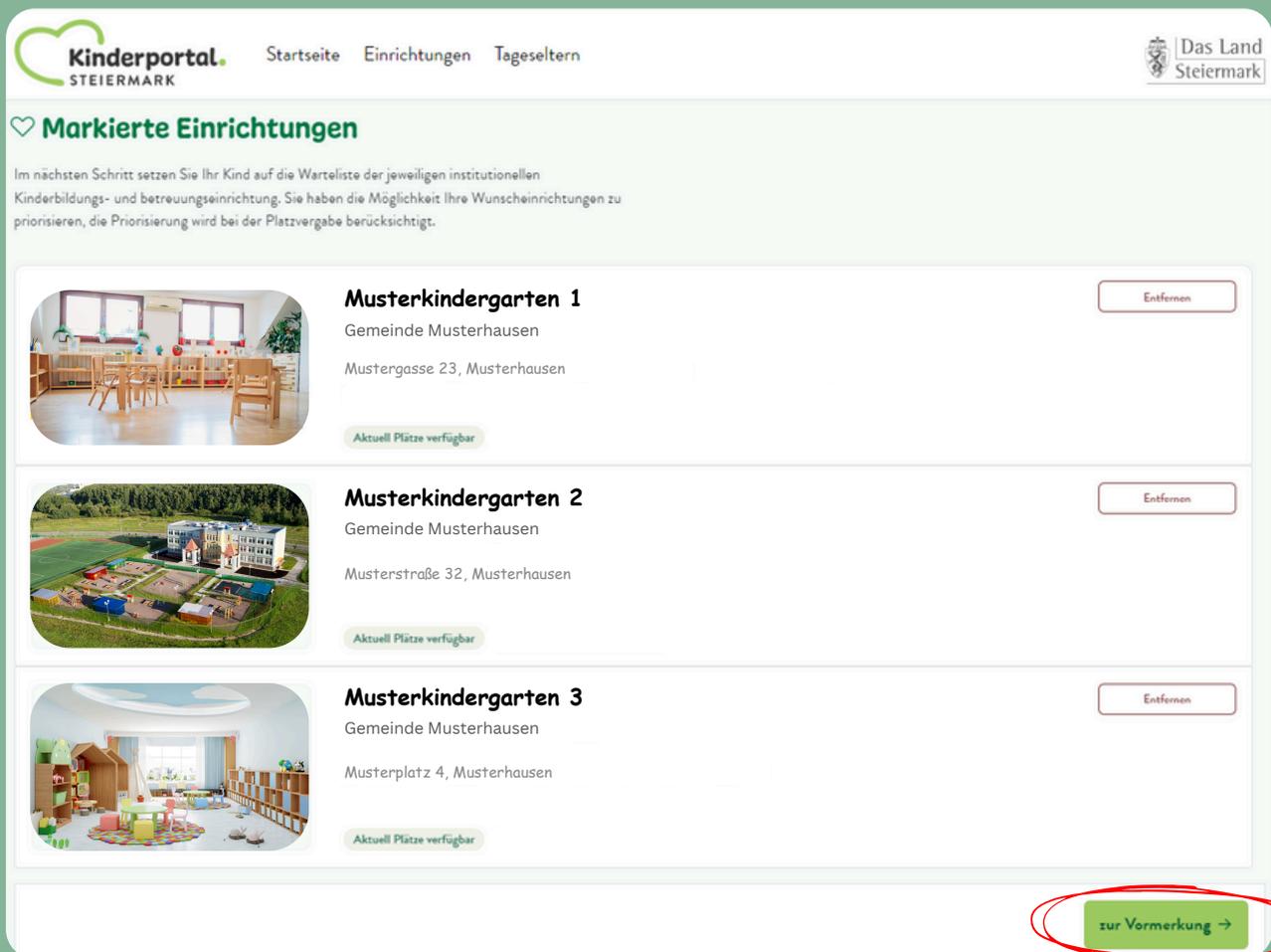


You are now on the page where all your selected facilities are displayed in a list, i.e. you can see your 'shopping basket'.

### ♥ Markierte Einrichtungen

Im nächsten Schritt setzen Sie Ihr Kind auf die Warteliste der jeweiligen institutionellen Kinderbildungs- und Betreuungseinrichtung. Sie haben die Möglichkeit Ihre Wunscheinrichtungen zu priorisieren, die Priorisierung wird bei der Platzvergabe berücksichtigt.

# Step 3 pre-registration



The screenshot shows the 'Kinderportal STEIERMARK' website. At the top, there are navigation links for 'Startseite', 'Einrichtungen', and 'Tageseltern'. The main heading is 'Markierte Einrichtungen'. Below this, a text block explains the next step: 'Im nächsten Schritt setzen Sie Ihr Kind auf die Warteliste der jeweiligen institutionellen Kinderbildungs- und betreuungseinrichtung. Sie haben die Möglichkeit Ihre Wunscheinrichtungen zu priorisieren, die Priorisierung wird bei der Platzvergabe berücksichtigt.' Three facility cards are listed, each with a photo, title, address, and a status indicator 'Aktuell Plätze verfügbar'. Each card also has an 'Entfernen' button. At the bottom right of the list, there is a green button labeled 'zur Vormerkung →' which is circled in red and has an arrow pointing to the explanatory text below.

**Kinderportal.**  
STEIERMARK

Startseite Einrichtungen Tageseltern

Das Land Steiermark

## ♥ Markierte Einrichtungen

Im nächsten Schritt setzen Sie Ihr Kind auf die Warteliste der jeweiligen institutionellen Kinderbildungs- und betreuungseinrichtung. Sie haben die Möglichkeit Ihre Wunscheinrichtungen zu priorisieren, die Priorisierung wird bei der Platzvergabe berücksichtigt.

- Musterkindergarten 1**  
Gemeinde Musterhausen  
Mustergasse 23, Musterhausen  
Aktuell Plätze verfügbar
- Musterkindergarten 2**  
Gemeinde Musterhausen  
Musterstraße 32, Musterhausen  
Aktuell Plätze verfügbar
- Musterkindergarten 3**  
Gemeinde Musterhausen  
Musterplatz 4, Musterhausen  
Aktuell Plätze verfügbar

zur Vormerkung →

If you are happy with your selection of childcare facilities, you can proceed to the next step and start the pre-registration by clicking on **Zur Vormerkung**.

## Step 3 pre-registration

This step involves entering your personal data. The fields marked with a red asterisk are mandatory and must be completed. After filling in the fields, check your data and then click on **Weiter**.

Schritt 1

### Daten des 1. Erziehungsberechtigten

Vorname *	Maria	Nachname *	Musterfrau
Geburtsdatum *	01.01.1990	Geschlecht *	weiblich
Titel		Titel nachgestellt	
Staatsangehörigkeit *		Österreich	

### Hauptwohnsitz des 1. Erziehungsberechtigten

Straße *	Karmeliterplatz	Hausnummer *	2
PLZ *	8010	Ort *	Graz

### Angaben zum Beschäftigungsausmaß

Beschäftigungsausmaß *	100%	Name Dienstgeber	Musterfirma
<input type="checkbox"/> In Ausbildung	<input type="checkbox"/> In Karenz		

Speichern **Weiter >**

# Step 3 pre-registration

Next, enter your child's data. Then click **Weiter** again.

Schritt 2  
**Daten des Kindes**

Erster Erziehungsberechtigter ist für das Kind alleinerziehend

Geschlecht * weiblich	Vorname * Anne
Nachname * Musterkind	Geburtsdatum * 02.02.2020

**Hauptwohnsitz des Kindes**

Hauptwohnsitz gleich wie beim ersten Erziehungsberechtigten

Straße * Karmeliterplatz	Hausnummer * 2
PLZ * 8010	Ort * Grez
Staatsangehörigkeit * Österreich	Religionsbekenntnis * keine Angabe
Erstsprache * Deutsch	
Wie schätzen Sie die Deutschkenntnisse Ihres Kindes ein? * sehr gut	
Gewünschter Betreuungsumfang * 6 Stunden ohne Mittagessen	

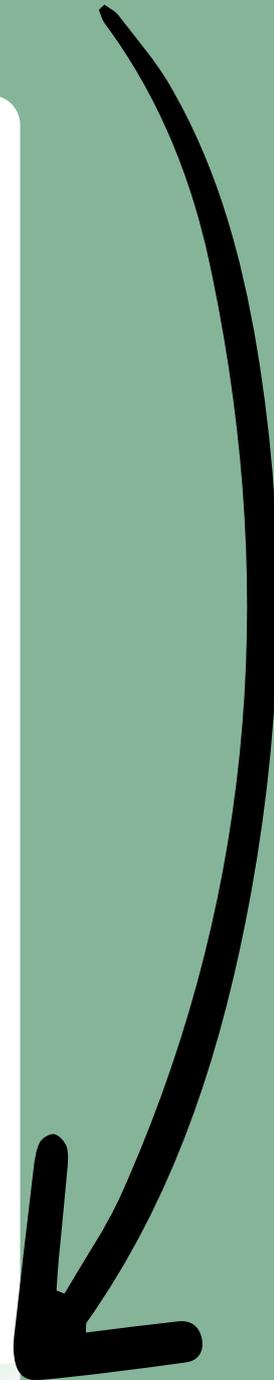
Mein Kind benötigt einen Integrationsplatz ?

Mein Kind bekommt derzeit bzw. braucht eine Förderung

Ist Ihr Kind gegen MMR (Masern, Mumps, Röteln) geimpft? \*  
<bitte auswählen>

**i** Ein Nachweis über die erfolgte MMR Impfung ist bei der Anmeldung vorzulegen. Falls Ihr Kind aus medizinischen Gründen nicht geimpft ist, benötigen Sie eine fachärztliche Bestätigung.

Speichern **Weiter >**



## Step 3 pre-registration

If you are a single parent, you can enter this in the previous step (child's data). Otherwise, you will be asked for the data of the 2nd legal guardian. Once you have completed the fields and checked your data, click on ***Speichern und Weiter***.

Schritt 2.5

### Daten des 2. Erziehungsberechtigten

Geschlecht * männlich	Titel
Vorname * Maximilian	Nachname * Mustermann
Titel nachgestellt	Geburtsdatum * 10.10.1990
Staatsangehörigkeit * Österreich	

### Hauptwohnsitz des 2. Erziehungsberechtigten

Straße * Karmeliterplatz	Hausnummer * 2
PLZ * 8010	Ort * Graz

### Angaben zum Beschäftigungsausmaß

Beschäftigungsausmaß * 100%	Name Dienstgeber * Musterbetrieb
--------------------------------	-------------------------------------

In Ausbildung       In Karenz

Speichern **Speichern und Weiter >**

## Step 3 pre-registration

In the last step of the pre-registration process, you prioritise your selected childcare facilities. If you have an immediate need for childcare in a childcare facility, you can indicate this here.

### Betreuungsbedarf ab sofort

Betreuungsplatz wird ab sofort benötigt

Ein Betreuungsbedarf ab sofort besteht, wenn Sie noch im laufenden Kinderbildungs- und betreuungsjahr einen Platz benötigen.

Now select a childcare facility for each of your (up to) 3 priorities. If you wish, you can also write a comment with additional relevant information about you or your child.

### Priorität 1

Betreuungseinrichtungen  
Musterkindergarten 1

[Details anzeigen](#)

Geschwisterkind bereits in der Einrichtung

Kommentar (max. 500 Zeichen)

Im Kommentarfeld haben Sie die Möglichkeit, der Einrichtung zusätzliche Informationen über Ihr Kind mitzuteilen.

## Step 3 pre-registration

Also select a childcare facility for the other priorities (if desired). If there is already a sibling in one of the childcare facilities, tick the box and enter the name.

### Priorität 2

Betreuungseinrichtungen  
Musterkindergarten 2

Geschwisterkind bereits in der Einrichtung

Name/n Geschwisterkind/er \*  
Paul Musterkind

Kommentar (max. 500 Zeichen)

Im Kommentarfeld haben Sie die Möglichkeit, der Einrichtung zusätzliche Informationen über Ihr Kind mitzuteilen.

### Priorität 3

Betreuungseinrichtungen  
Musterkindergarten 3

Geschwisterkind bereits in der Einrichtung

Kommentar (max. 500 Zeichen)

Im Kommentarfeld haben Sie die Möglichkeit, der Einrichtung zusätzliche Informationen über Ihr Kind mitzuteilen.

## Step 3 pre-registration

You have now reached the end of the pre-registration process. You can now either save your pre-registration for later or send it directly by clicking on **Abschließen**.



After you have sent your pre-registration form, you will receive a confirmation by e-mail.

Vormerkung Erfolgreich

Sehr geehrte Damen und Herren,

hiermit bestätigen wir, dass Ihre Vormerkung am Kinderportal erfolgreich durchgeführt wurde. Nach dem Ende des Hauptvormerkzeitraums wird Ihre Vormerkung von Ihren ausgewählten Wunscheinrichtungen bearbeitet. Daran anschließend erhalten Sie in der ersten Aprilhälfte erneut eine Auskunft per Mail, in der Sie über den Status Ihrer Vormerkung informiert werden.

Bei Fragen zum Vormerkprozess können Sie sich gerne an die von Ihnen ausgewählten Einrichtungen sowie an das Postfach des Kinderportals ([kinderportal@stmk.gv.at](mailto:kinderportal@stmk.gv.at)) wenden.

Mit freundlichen Grüßen  
das Team des Kinderportals

# Further information

## Further information on Kinderportal

- When making a **pre-registration for a Hort (after-school care centre)**, please always state which school your child attends and which grade he/she is currently in in the comments field of the facility.
- It is possible to **withdraw or edit your pre-registration** until the end of the main pre-registration period. How exactly editing a pre-registration works is described from page 26 onwards.
- **When during the main pre-registration period** you submit your pre-registration, has no influence on the allocation of childcare places.
- As soon as your child has been assigned a **status (accepted/waiting list/rejected)**, you will receive another notification by email.
- If you have any **further questions** about the pre-registration or Kinderportal in general, you can contact the mailbox [kinderportal@stmk.gv.at](mailto:kinderportal@stmk.gv.at) or visit the homepage of the Abteilung 6 - Bildung und Gesellschaft to find out about other support services.

## Appendix (Help for special cases)

In this section we would like to show you how to proceed in two frequently occurring problem cases:

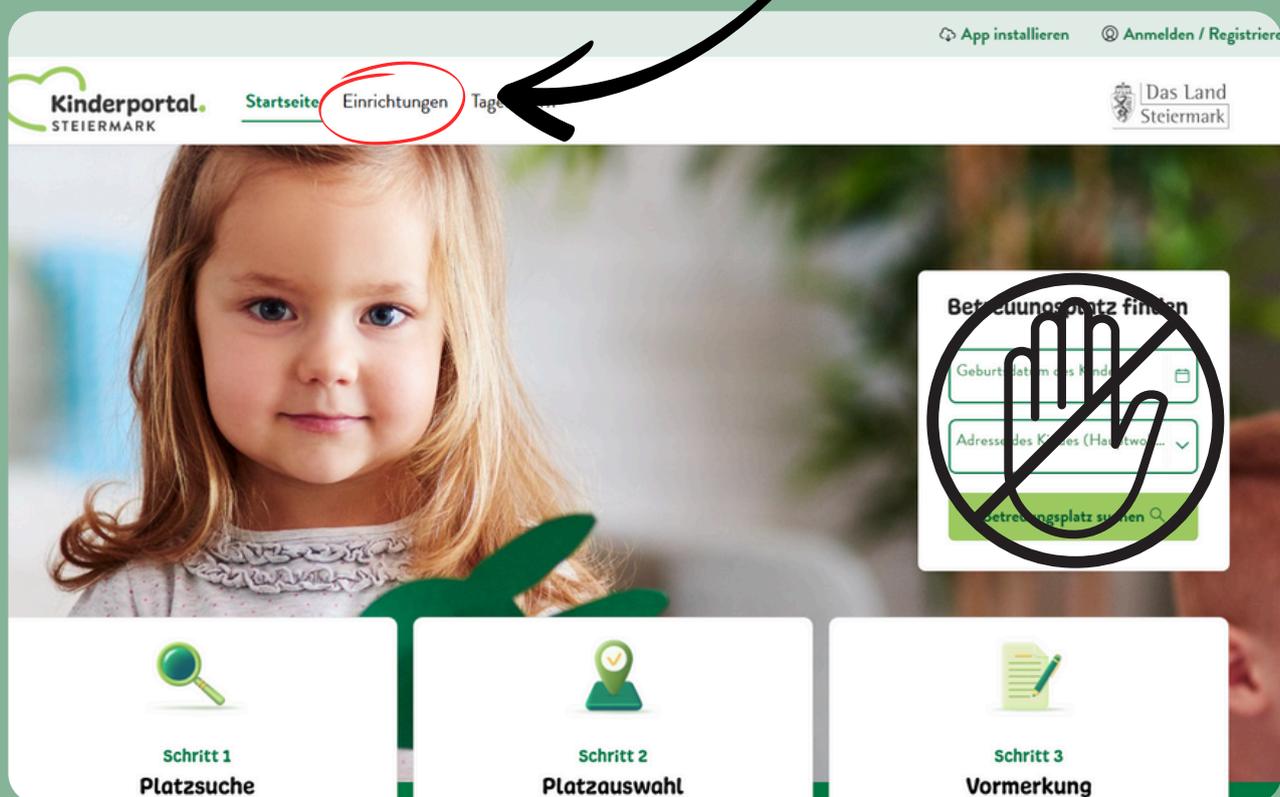
**Case 1:** A specific **childcare facility is not displayed** when searching via the search mask on the start page.

**Case 2:** You have made a mistake when filling in the pre-registration form and you would like to **edit your pre-registration** or withdraw it completely.

# Case 1: Searching via the field „Einrichtungen”

If you have searched for childcare facilities in your area as explained on page 5, but have not been able to find the facility you are looking for, you can alternatively search in the following way:

1. Leave the fields on the search mask on the start page (child's date of birth and address) blank and click on **Einrichtungen** instead.



# Case 1: Searching via the field „Einrichtungen“

1.1 You will then see all 1160 childcare facilities in Styria in a first step.

Einrichtungen gefunden: 1.167

1.2 If you see fewer childcare facilities, your browser has saved old filter criteria that you selected earlier.

Delete these by clicking on **Alle löschen**.

Einrichtungen gefunden: 6

Einrichtungssuche enthält Graz X Betreuungsort der Einrichtung Ganztags 12h mit Essen X **Alle löschen**

2. You can now **search for your favoured childcare facilities by name** in the ‘Einrichtungssuche’ field on the left-hand side of your screen.

2.1 Alternatively, you can also simply click on **Alle anzeigen** and then select the municipality in which your favoured childcare facility is located.

The screenshot shows a search interface with a map at the top displaying a green button labeled 'Auf Karte anzeigen' with a location pin icon. Below the map are several filter sections: 'Geburtsdatum des Kindes' with a calendar icon, 'Adresse des Kindes (Hauptwohnsitz)' with a dropdown arrow, and 'Weitere Filter' which is expanded to show the 'Einrichtungssuche' field with a search input and a 'Los' button. Below this is a 'Gemeinde' section with a list of municipalities and their counts: Admont (4), Aflenz (2), Aich (1), and Aigen im Ennstal (2). At the bottom of this section is a link labeled 'Alle anzeigen'.

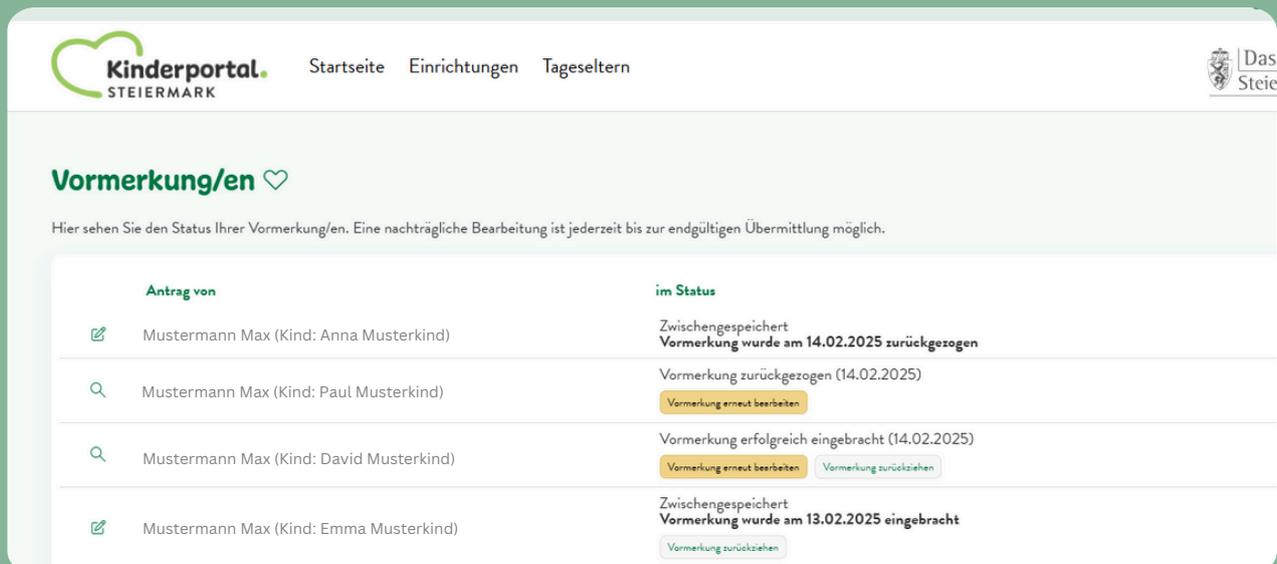
# Case 2: Edit or withdraw a pre-registration

If you want to edit or withdraw a pre-registration that has already been sent, you can do so as follows:

1. Click on your name at the top right of the screen and then on the field **Meine Vormerkung/en**.



2. You can now see all pre-registrations that have been created via your account.



## Case 2: Edit or withdraw a pre-registration

As a pre-registration can have different statuses, we will now look at what each of them means and what actions are available to you in each instance.

### 2.1 Vormerkung erfolgreich eingebracht

This status means that you have already sent your pre-registration and that it has been successfully transmitted to your favoured childcare facilities. You can either check it by clicking on the **loupe-icon**, make changes by clicking on „**Vormerkung erneut bearbeiten**“ or withdraw it completely by clicking on „**Vormerkung zurückziehen**“.



### 2.2 Zwischengespeichert & Vormerkung erfolgreich eingebracht

This status means that you have already sent your pre-registration once, but you have made further changes that you have not sent again. This means that the original version of the pre-registration form is still valid at your favoured childcare facilities. You can re-enter the pre-registration by clicking on the **pencil-icon** to edit it further or to submit your changes. You can also withdraw the pre-registration completely by clicking on „**Vormerkung zurückziehen**“.



## Case 2: Edit or withdraw a pre-registration

### 2.3 Vormerkung zurückgezogen

This status means that you have withdrawn the pre-registration that you have already sent. It will therefore only be visible in your account and will no longer be shown to any childcare facilities. You can either check it by clicking on the **loupe-icon** or edit it by clicking on **„Vormerkung erneut bearbeiten“** (and then re-submit it to your favoured childcare facilities by clicking on „Abschließen“ on the last page of the pre-registration form).



### 2.4 Zwischengespeichert

This status means that you have only created this pre-registration and have not sent it. The pre-registration is only visible in your account and is not submitted to any childcare facilities. You can open it again by clicking on the **pencil-icon** and continue to edit it (and then submit it to your favoured childcare facilities by clicking on „Abschließen“ on the last page of the pre-registration form).



# Help with the pre-registration

## Help with the pre-registration

- If you have further questions about **withdrawing or editing your pre-registration**, you can find additional information in the FAQs for the Kinderportal.
- If you have a **technical problem**, you can contact [kinderportal@stmk.gv.at](mailto:kinderportal@stmk.gv.at) (and in the case of error messages, it is best to also send a screenshot so that your request can be processed more quickly).
- If you need **further support**, you can contact the institution of your favoured childchare facilities (e.g. municipality). You can also contact the Kinderportal-Servicestelle on +43 316 / 877 3999.



Abteilung 6 Bildung und Gesellschaft

