How to Register as a Frequent Visitor in Care Control V-Book

Care Control V-Book · https://cclearninghub.co.uk/docs/how-to-register-as-a-frequent-visitor-in-care-control-v-book/

How to Register as a Frequent Visitor in Care Control V-Book

Learn how to register as a frequent visitor in Care Control V-Book by entering your personal details, providing additional visit information and confirming your registration.

Takes 5 minutes

For: Frequent Visitors

Updated: 16th Nov 2026

Introduction

Care Control V-Book allows frequent visitors to register their details when visiting a care service.

By completing the **Frequent Visitor Registration** process, you can create a visitor account by providing your personal information and details about the person you're visiting.

You can also provide additional information, such as your contact numbers and vehicle registration, to help the care service identify you during your visits.

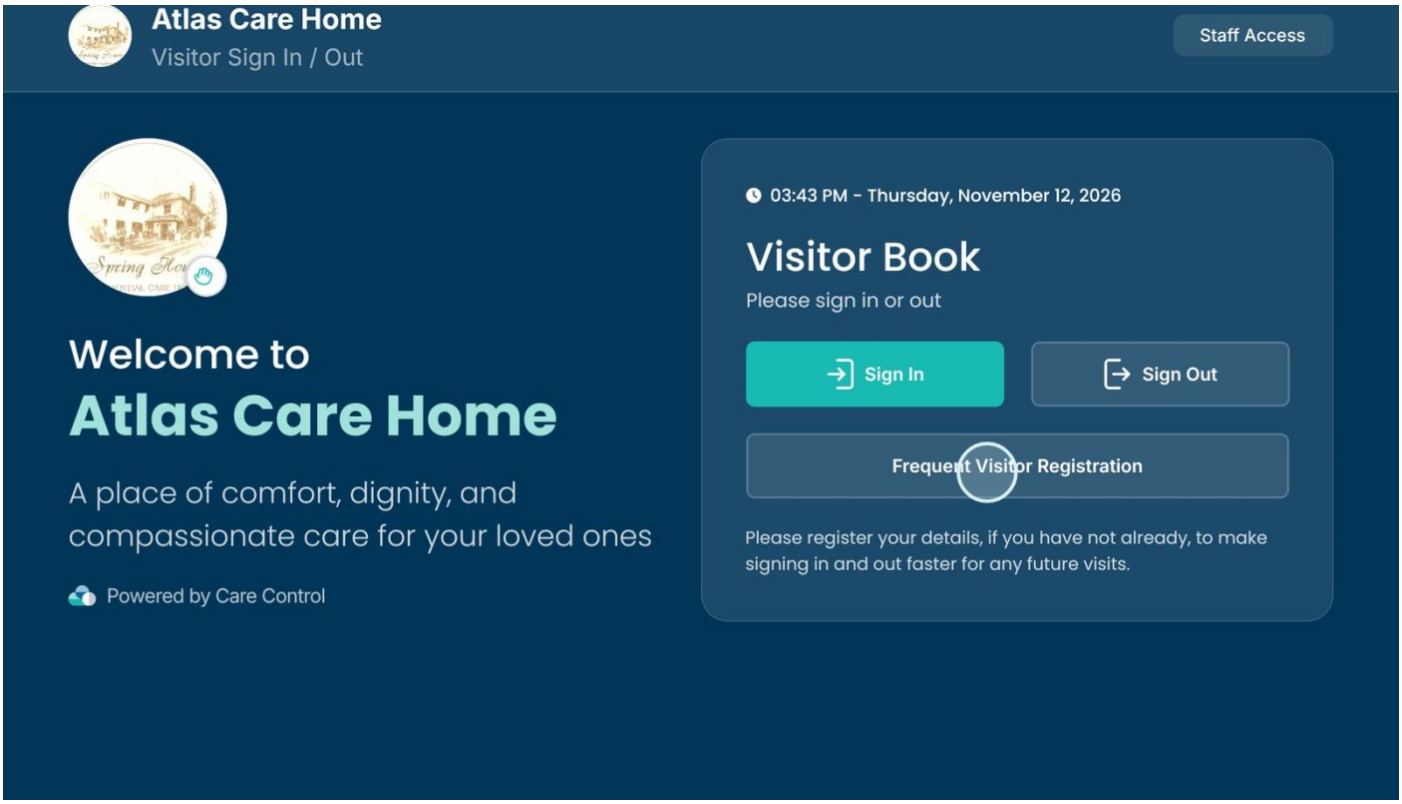
In this guide, you'll learn how to:

- Start the Frequent Visitor Registration process.
- Select your visitor type and enter your personal details.

- Provide your date of birth and optional vehicle information.
- Enter details about the person you're visiting.
- Review and confirm your registration.
- Complete your sign-in to V-Book.

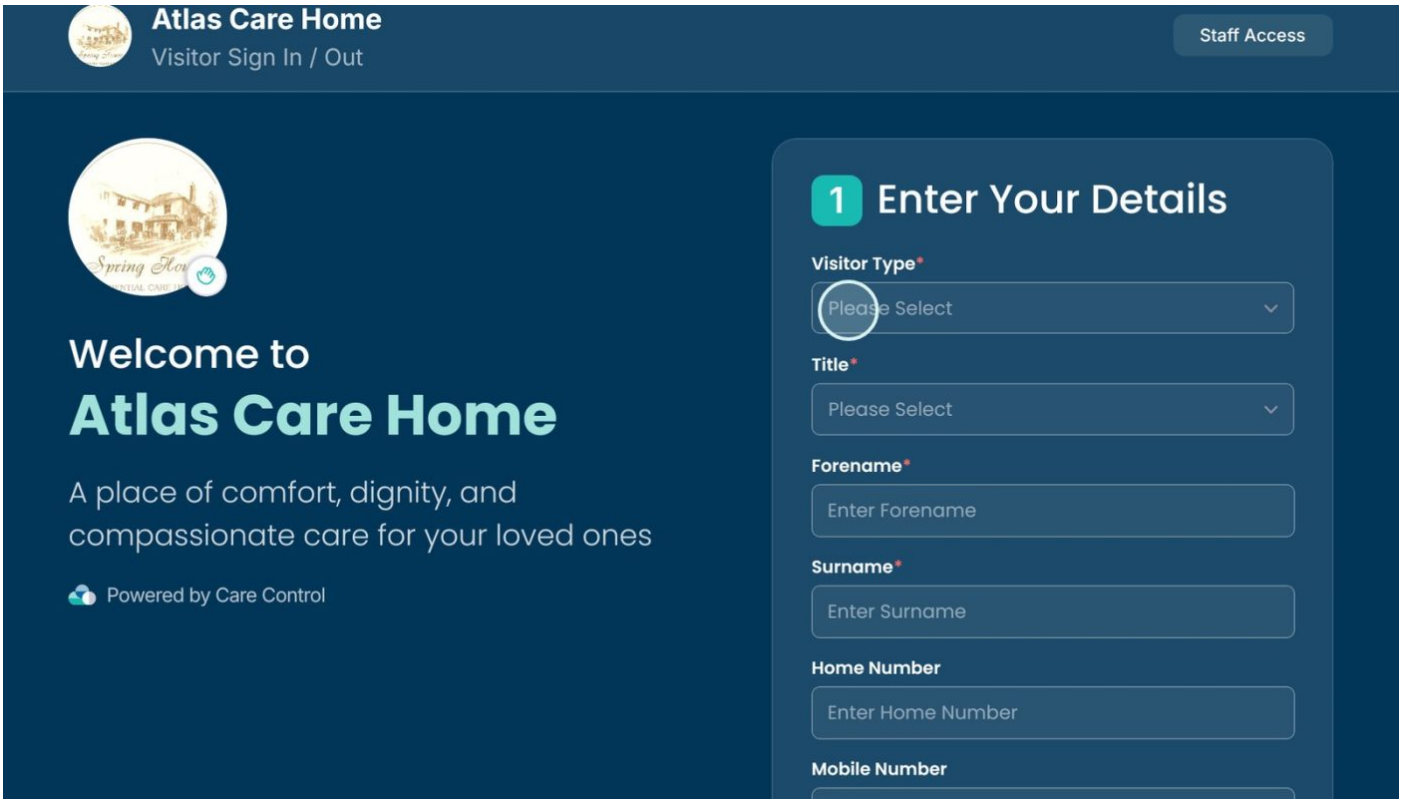
Select Frequent Visitor Registration

On the **Care Control V-Book** screen, select **Frequent Visitor Registration** to begin creating your visitor account.



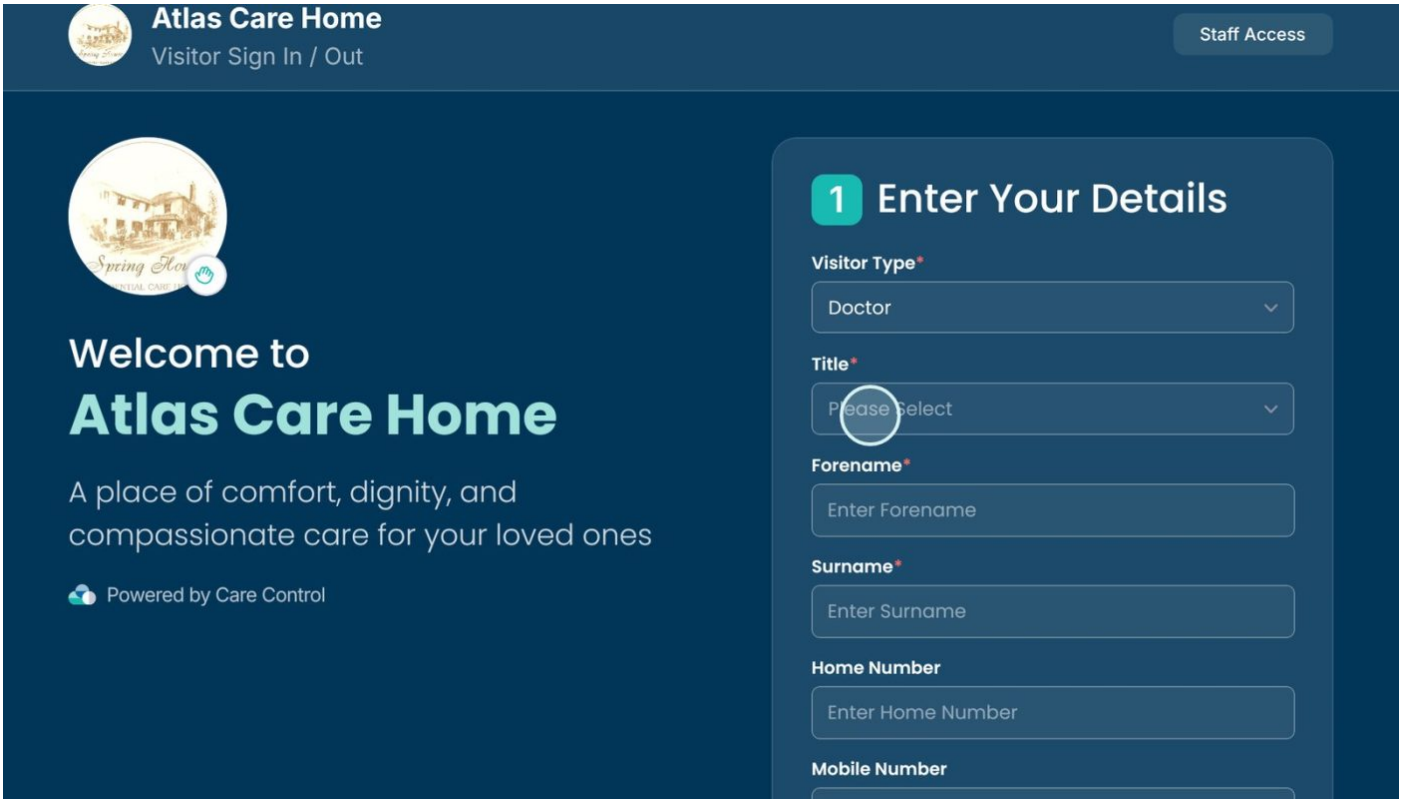
Select Your Visitor Type

Open the **Visitor Type** drop-down menu and select the option that best describes your visit.



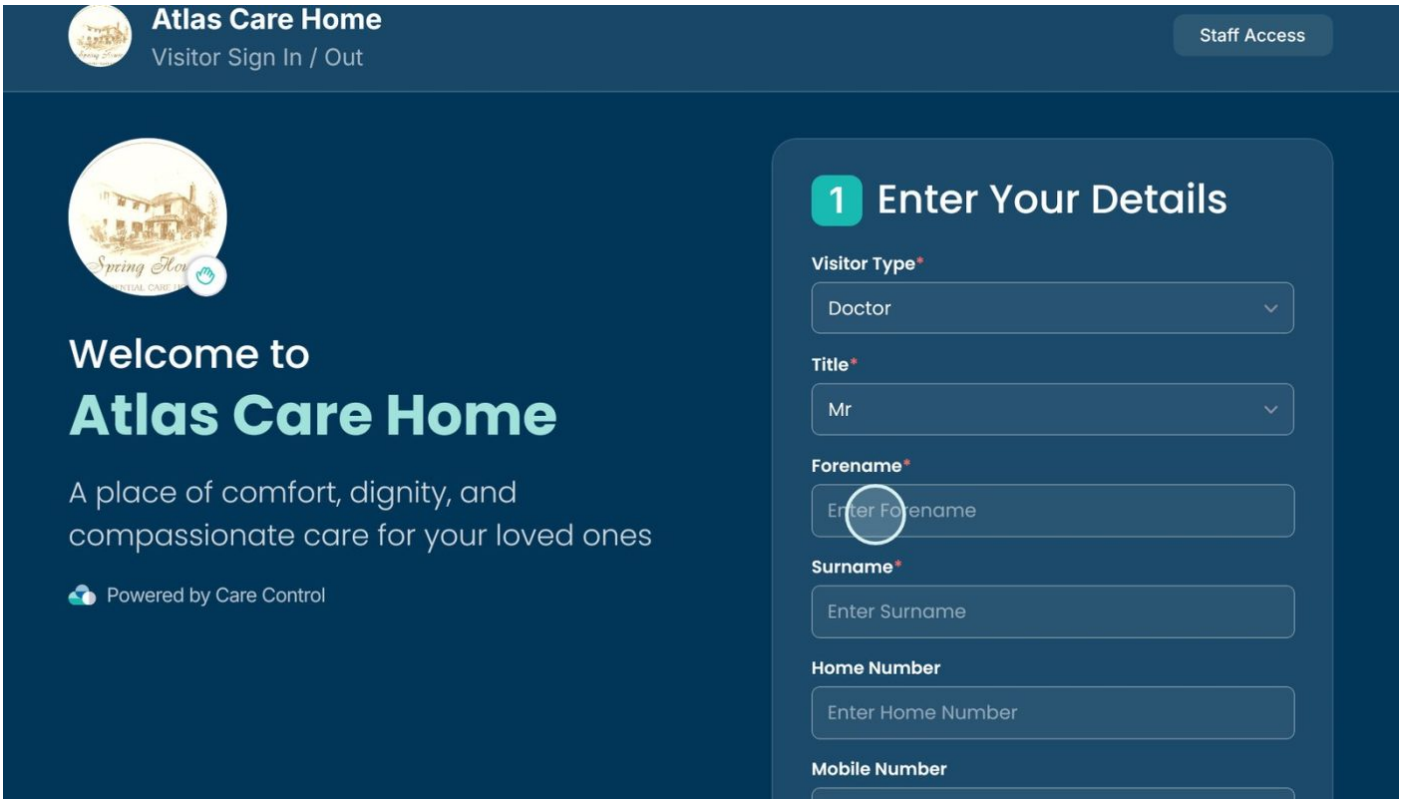
Select Your Title

Use the **Title** drop-down menu to select your preferred title.



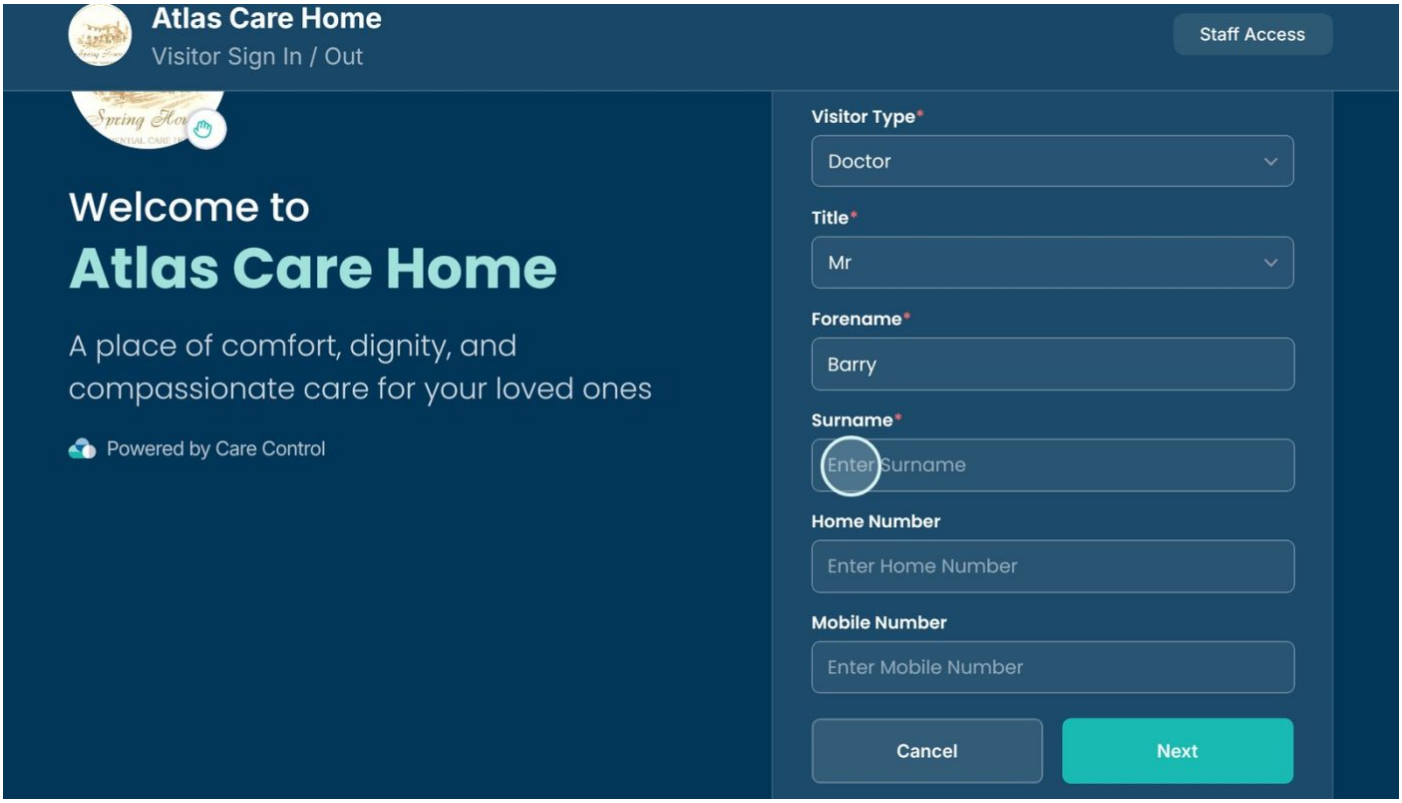
Enter Your Forename

Enter your first name into the **Forename** field.



Enter Your Surname

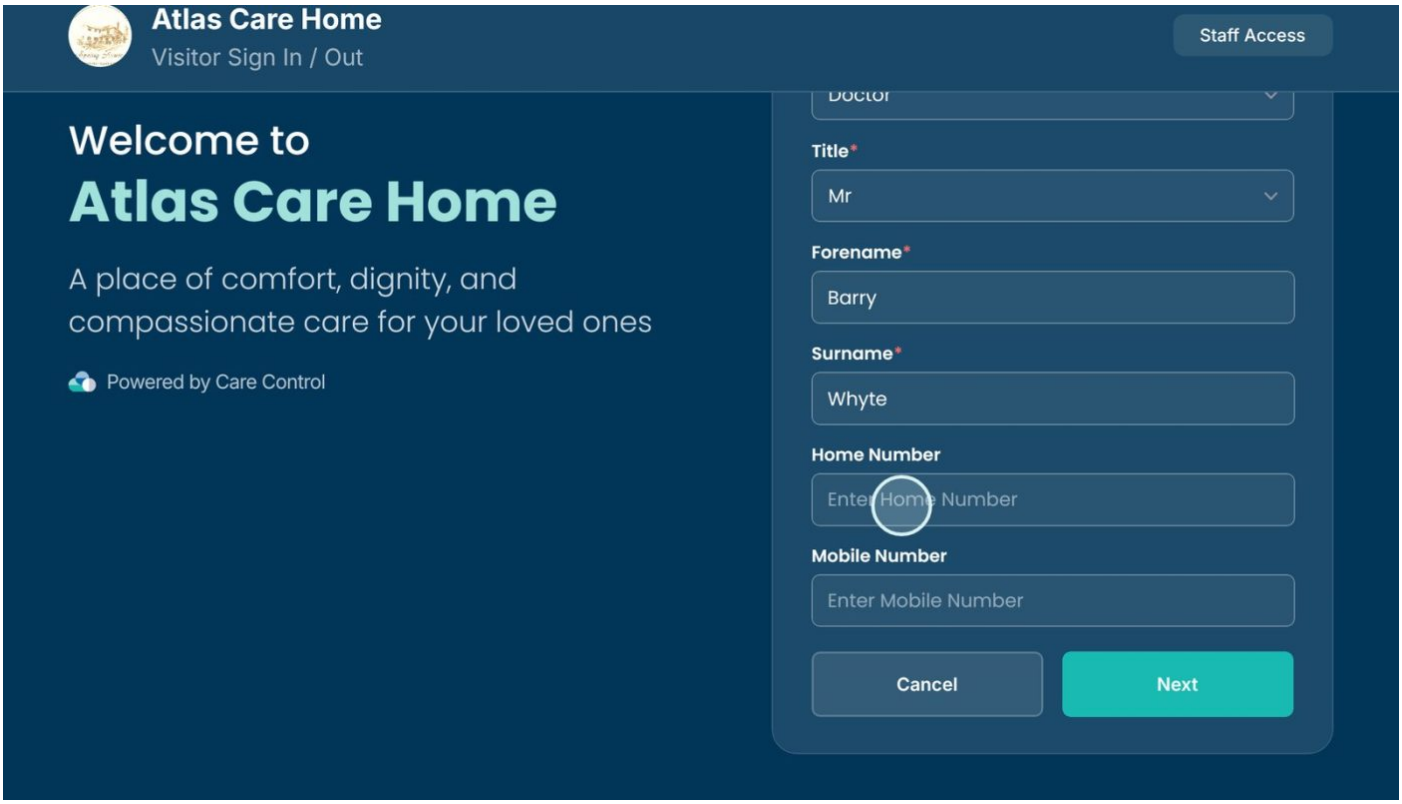
Enter your last name into the **Surname** field.



Add Your Contact Numbers

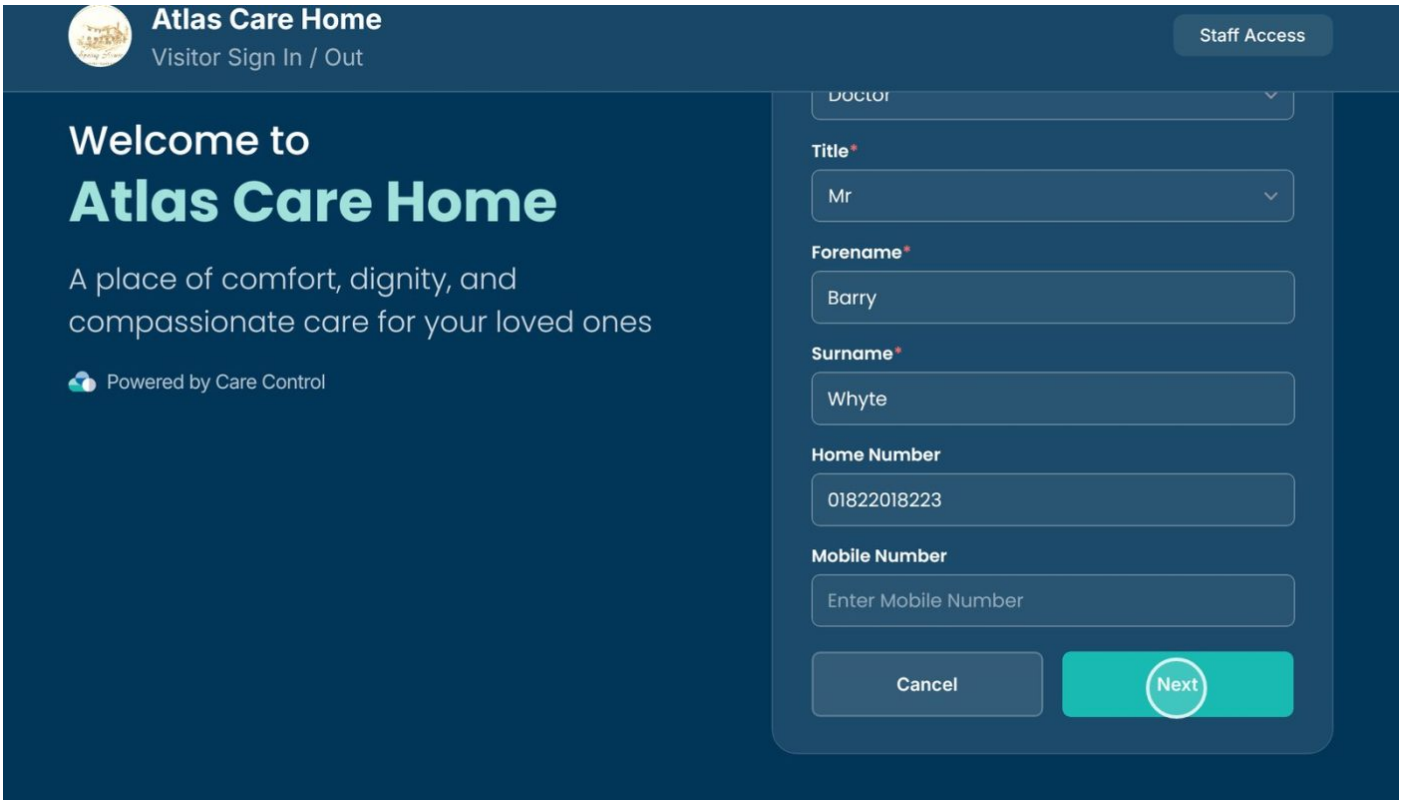
If you wish, you can enter your **Home Number** and/or **Mobile Number** in the fields provided.

These details are optional and can help the care service contact you if required.



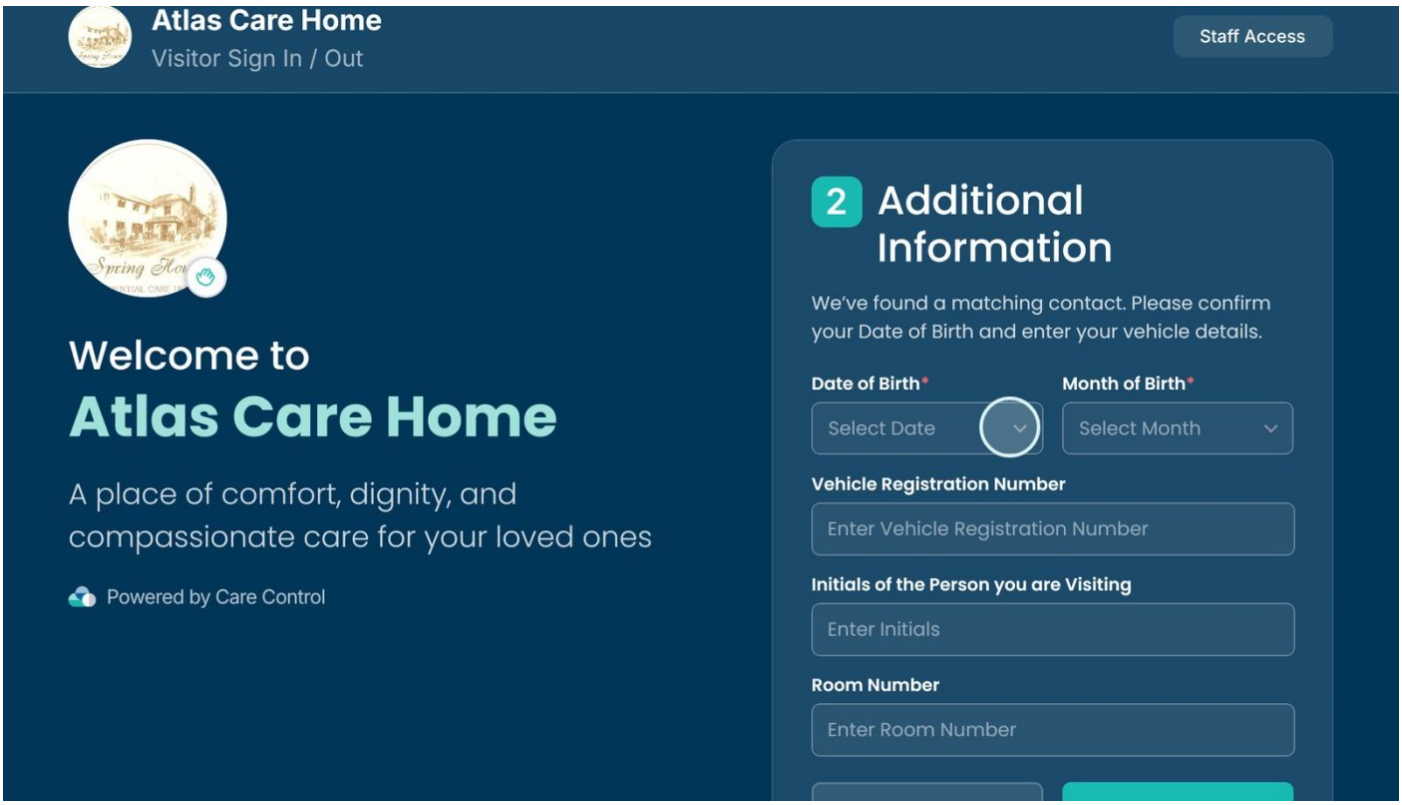
Continue to the Next Section

Once you've entered your personal details, select **Next** to continue with your registration.



Enter Your Date of Birth

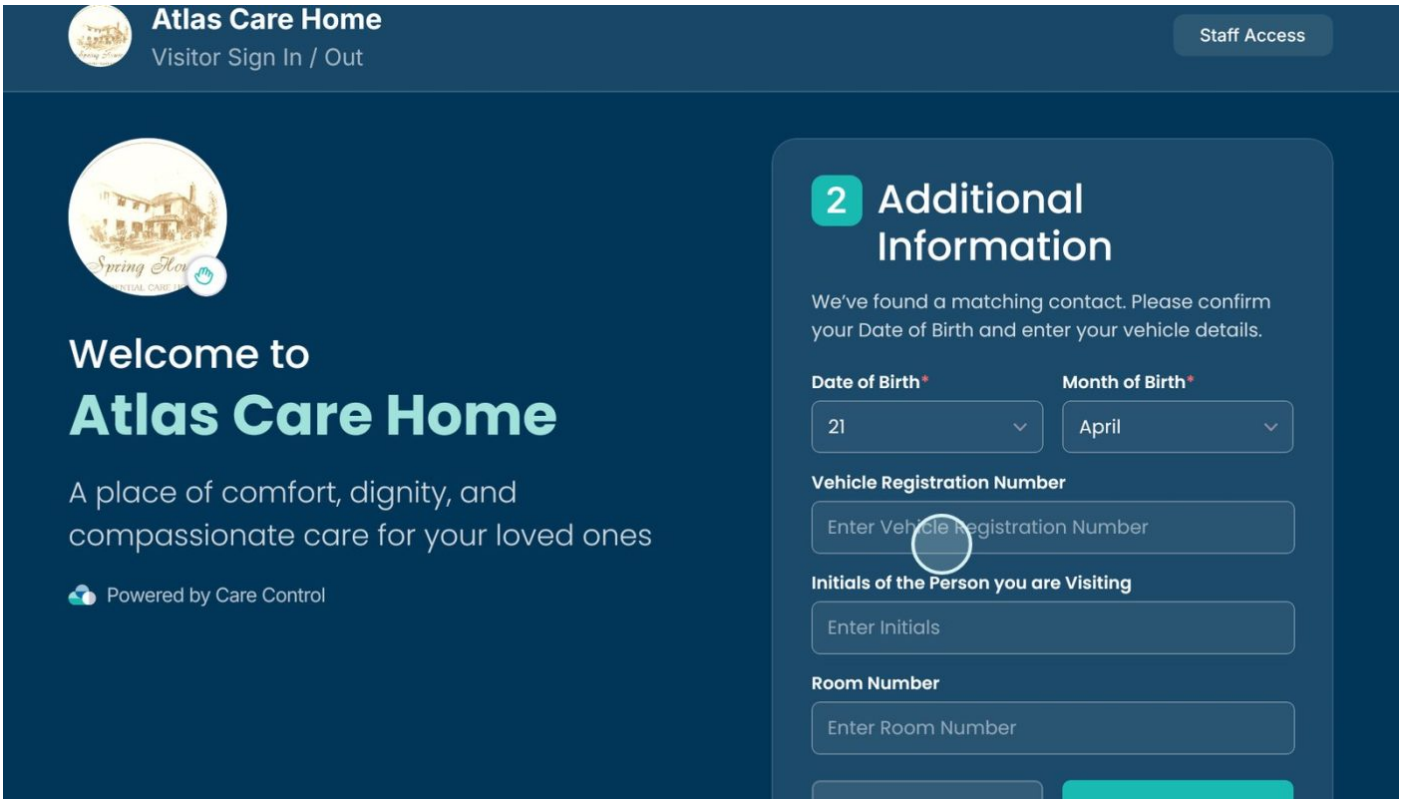
Select your **day** and **month** of birth using the drop-down menus provided.



Enter Your Vehicle Registration

If applicable, enter your vehicle's registration number into the **Vehicle Registration Number** field.

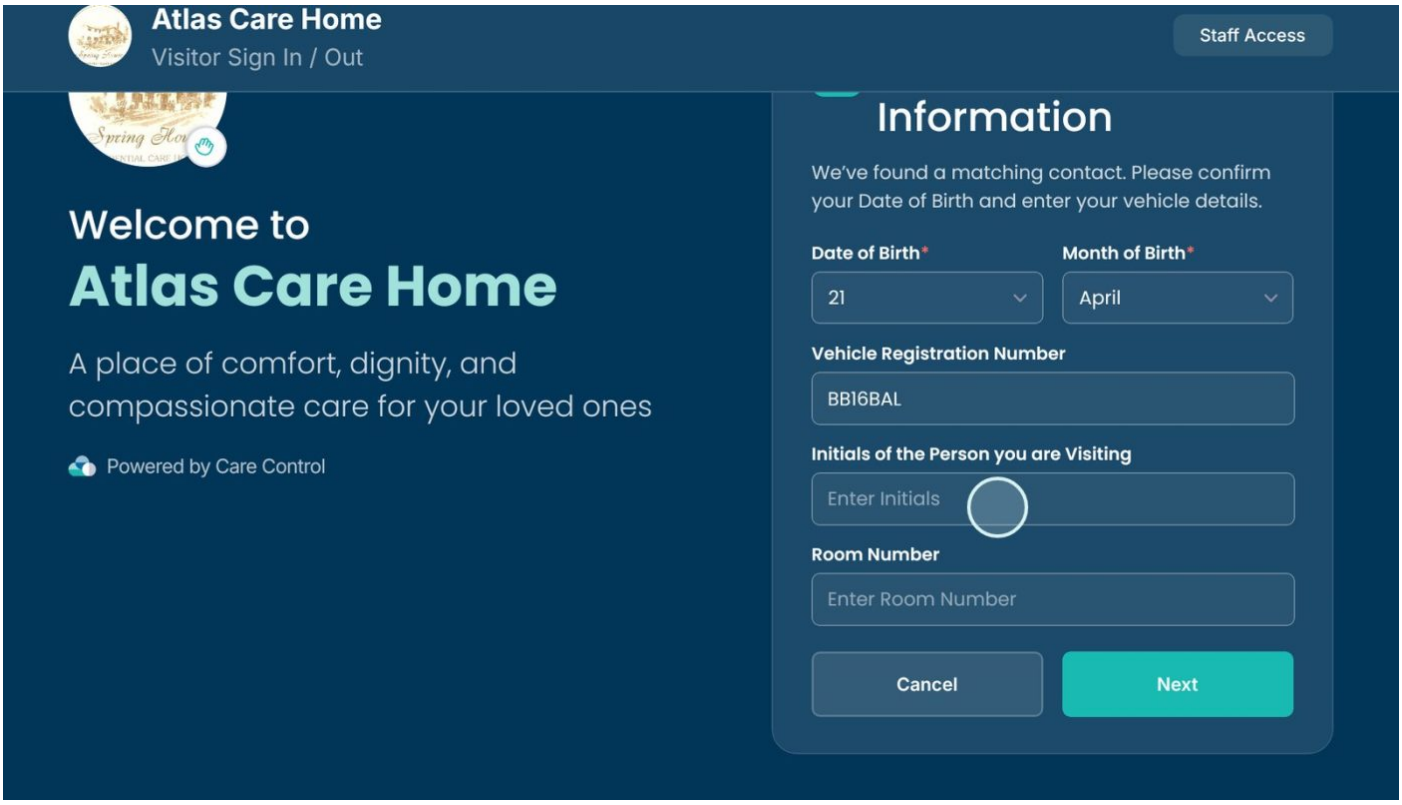
This can be useful for care services that manage visitor parking areas.



Enter the Details of the Person You're Visiting

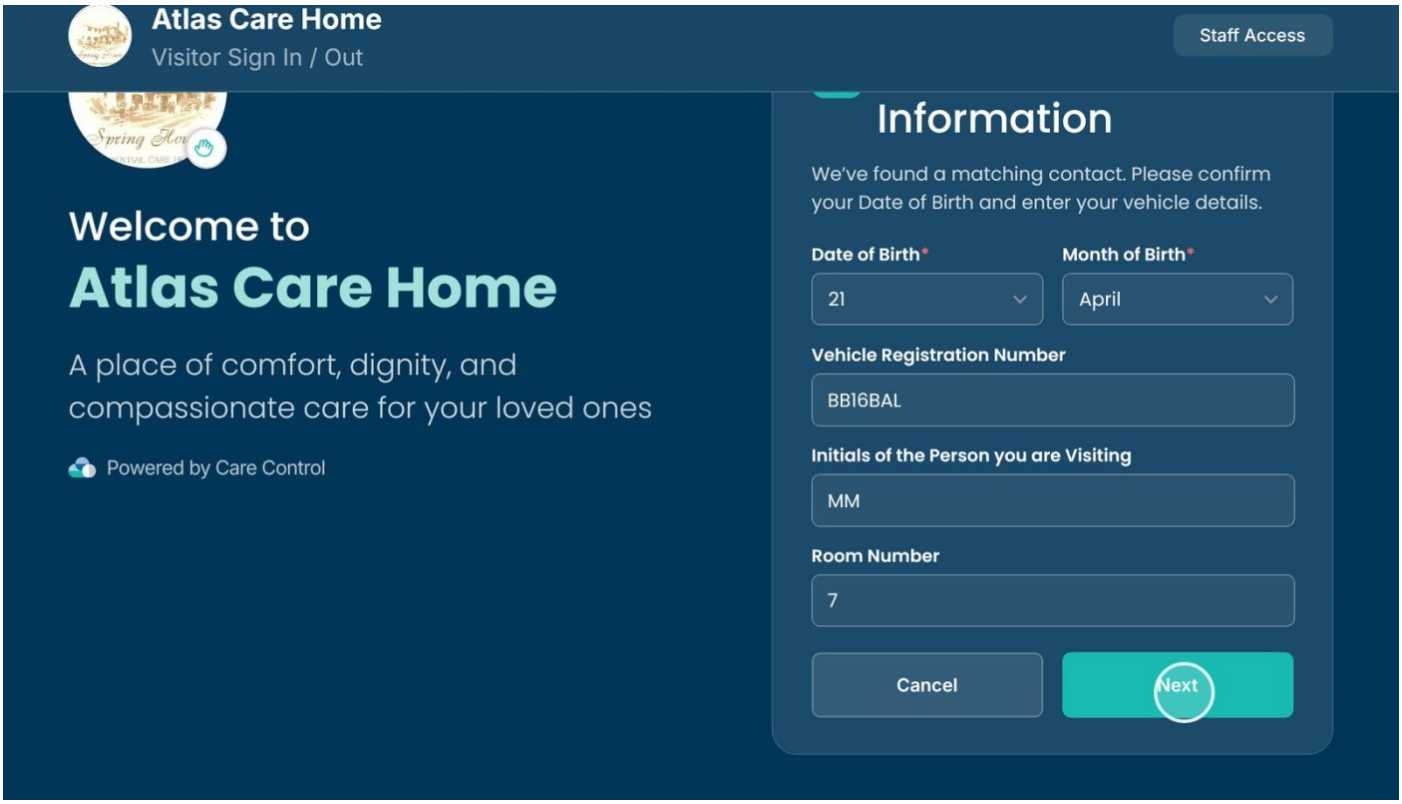
Enter the **initials** of the person you're visiting, along with their **room number**.

This helps the care service identify who you're visiting.



Continue to Confirmation

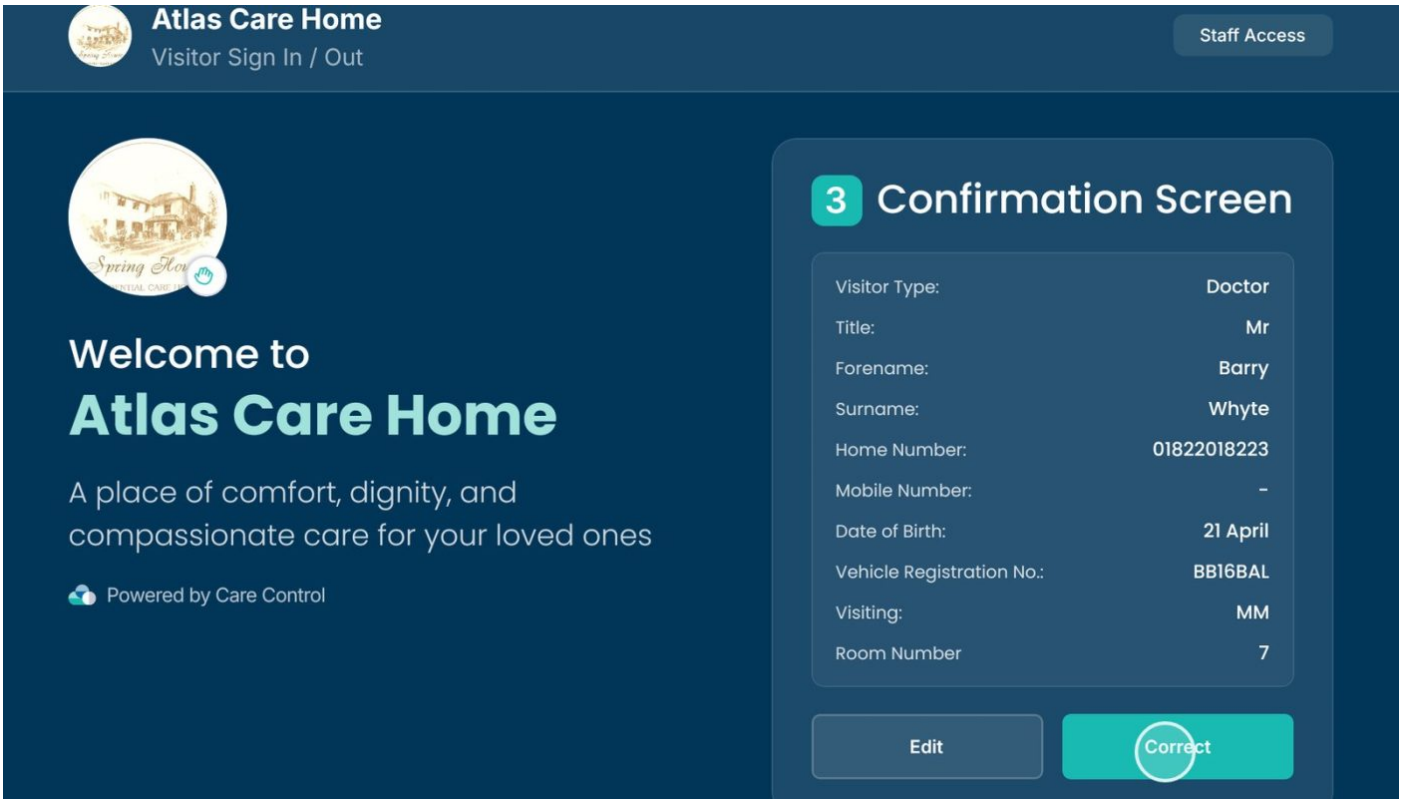
Once you've completed the additional visitor information, select **Next** to review your registration details.



Review and Confirm Your Details

Check that all the information you've entered is correct.

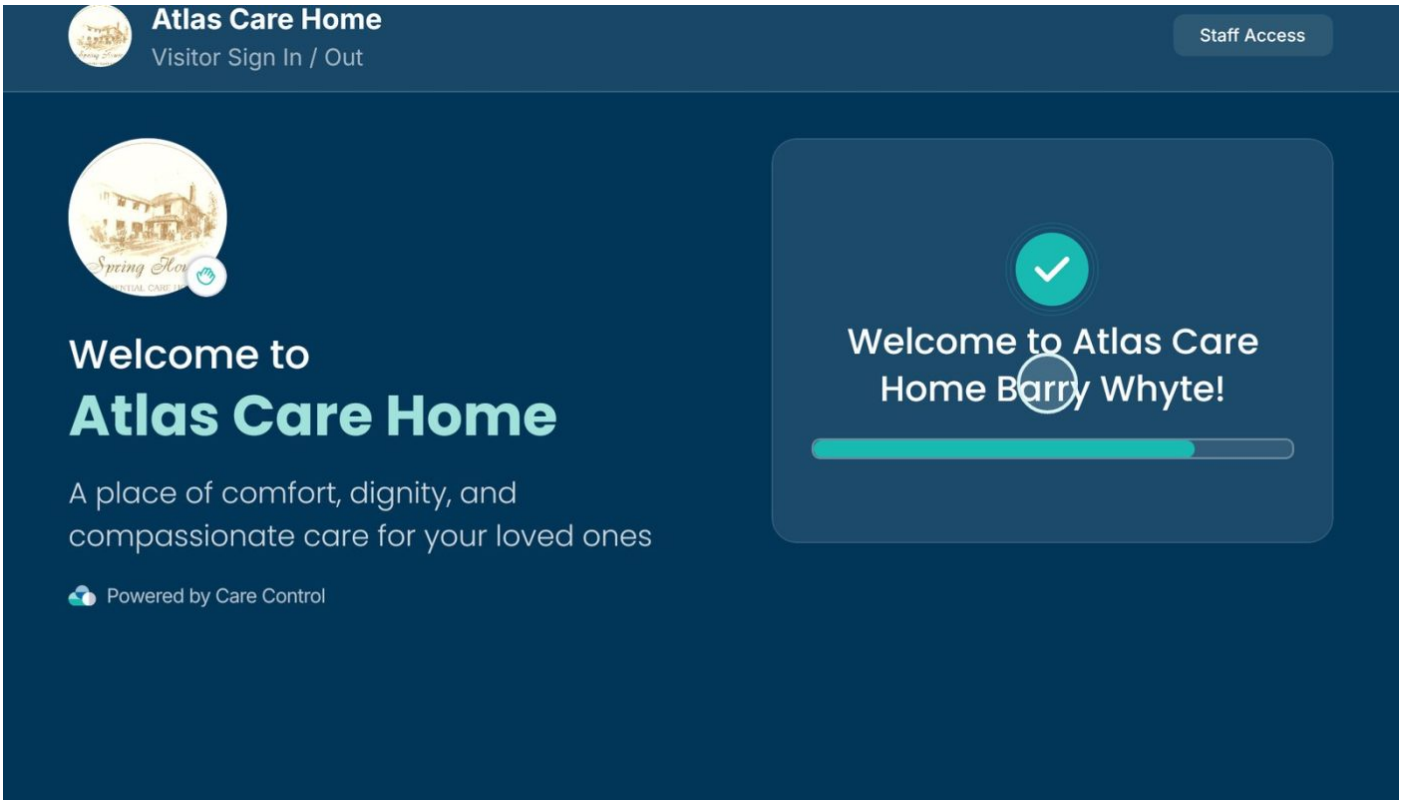
Once you're happy with your details, select **Correct** to confirm your registration.



Complete Your Frequent Visitor Registration

Your **Frequent Visitor** account has now been created successfully.

You'll also be automatically **signed in** to Care Control V-Book for your current visit.



Top tip

Check your details carefully before confirming your registration. Adding your vehicle registration and the room number of the person you're visiting can help the care service identify your visit.

Recommended

View all Guides

Check out our full list of guides here

Read the Latest News

Take a look at our Blog pages to see all things Care Control

Was this guide helpful?

Need more help?

Can't find what you're looking for? Our support team is here to help.

Contact Support

Or call us on

01822 738100

On this page