

INSTRUCTIONS FOR REGISTERING FOR THE SCJLL, 2018-19

Before you begin you will need:

- The letter we mailed to you a week or two ago that has your login and password to our new registration system. If you do not have this letter, please contact Gail Silver at the office (either 818-346-3545 or at gsilver@templealiyah.org). Please note that Ms. Silver is usually in the office between 9am and 3pm weekdays.
- Your child(ren)'s insurance information
- A list of two emergency contacts and their phone numbers.

When you are ready to register, follow the following instructions.

- 1) Be certain to be at a **desktop computer** (your best option) or a large tablet. Do NOT attempt to register using your phone.
- 2) Follow these instructions closely, step-by-step. Do not simply look at the screen for guidance.
- 3) Any time after 6:00pm, Wednesday, May 30, Point your browser to <http://templealiyah.org/memberlogin>
- 4) You will be brought to a login screen with the Temple Aliyah logo and the words, "MEMBER PORTAL." Enter the login name and password from the letter we mailed to you.
 - a. NOTE: the login is not case sensitive, but the password IS case sensitive. Be careful as you type.
 - b. If your login is unsuccessful, click the blue type in the center of the screen marked, "Click here if you are a Temple Aliyah member and forgot your login information."
 - c. If you still have trouble logging in, contact Gail Silver between 9am and 3pm weekdays at either 818-346-3545 or gsilver@templealiyah.org.
- 5) When you have successfully logged in, you will be brought to the member portal welcome screen. On the left-hand side of the screen is a list of options that will be available to you. Click on "School Registration."
- 6) You should see a list of all of your children (they will be listed alphabetically). Select the radio button next to your OLDEST child (even if that child is not first on the list). Then click the button marked "Register for a class."
- 7) You will see a brief set of instructions telling you that you will need to enter and/or verify doctor information, emergency information, and additional comments for each child you register. Click the button marked, "OK" to continue.
- 8) If your child has been in the SCJLL before, you should see a screen with his/her doctor's information. If your child is new to the SCJLL (even if he/she has siblings in the program), this information will be blank. Please enter/review **everything** on the screen for accuracy. If **anything** has changed, please make all necessary corrections. When everything on the screen is correct, click "Save" at the bottom of the page. You will only be allowed to proceed to the next step once all your information is complete.

9) The next screen works the same as what you did in step #7 only this time, the information requested is for your two emergency contacts. You must fill in the complete name, address, and phone number for **both** emergency contacts before you are allowed to proceed. When all your data has been entered, click the button marked, "Save."

10) The next screen follows the same format as the ones from steps #7 and #8. This time the requested information is about your child's health.

- a. The first question is about your child's allergies. If he/she has allergies, please be clear and specific about what your child is allergic to. If he/she does not have allergies, you must enter the word "None" into the form. You cannot proceed if you leave this line blank.
- b. The second question asks whether your child takes any medication. Please list the name and dosage of all medications your child takes, even if he/she will not be taking medicine during SCJLL hours. If your child does not take any medication, you must enter the word "None" into the form. You cannot proceed if you leave this line blank.
- c. Follow the same procedure for the remaining blanks on this page:
 - i. Give us the details of any health concerns your child might face.
 - ii. In the section marked, "Misc. Comments," tell us *anything* about your child that might be helpful for teachers and/or the school to know.
 - iii. In the box marked, "Secular School," enter the name of the school that your child will be in **this coming fall** (i.e. not necessarily the school he/she is in right now).
 - iv. In the box marked "Pick-up Permission," list all the people (other than yourself and your spouse) who have permission to pick your child up from the SCJLL. If there is anyone who is expressly forbidden from picking up your child, please say somewhere in that line, "Do NOT allow pickup by _____."
- d. When all information has been filled out, click the button marked "Submit" at the bottom of the page.

11) The next screen will display your child's name at the top and will have a note in the middle saying "Not registered" (because you have not yet selected a class for him/her). Click the button marked, "Add" to enroll him/her into a class.

12) On the next you will choose your child's JLL day and class for the fall and set up the payment on your bill.

- a. First choose the grade and day that you want for your child's JLL class this coming fall. Do not worry about Hebrew pods yet; they will be chosen in the next step.
- b. As soon as you do choose a class, you will see the price of the class appear in the second box and the \$200 deposit will appear in the third and fourth boxes.
- c. The last box will read "The balance will be billed in full on the next statement." Please know that this simply means that the entire balance (i.e. the cost of the class minus the \$200 deposit) **will be added to your bill on the next statement**. It does NOT mean that you must pay the entire balance on your next statement.
- d. At the bottom of the screen click the box indicating that you agree to the terms of the Parent Consent Forms. If you wish to read the forms before indicating your assent, simply click the blue words "Consent Forms," and a copy will pop up on your screen for your perusal.
- e. When everything has been properly filled out, click "Submit" at the bottom of the screen (the button will remain grayed out until you have filled out all the necessary information and indicated your agreement to the terms of the Parent Consent Forms).

13) If the child you are registering will be in Kindergarten, 1st, or 2nd grade, you simply see a screen that says, "Payment added to cart." Simply click the button marked, "Continue." You will be brought back to the Member Portal page and can proceed to step #14.

14) If the child you are registering will be in 3rd, 4th, 5th, or 6th grade, you should see a screen titled, "Priority Classes for [your child's desired JLL grade and day]. This is the screen where you will request the day you want for your Hebrew pod. There are four options: Sunday, Monday, Tuesday, and Wednesday. In the column marked "Priority," place a "1" in the box next to the day that is your first choice for Hebrew pod, a "2" in the box next to the day that is your second choice, and so on and so forth until you have all four days numbered by priority (don't worry that the instructions tell you to enter priority from 1 to 5; it's a bug in the system that we are trying to squash).

15) Once you have returned to the Member Portal page, you need to do one of the following two actions:

- a. If you still need to register more children for the SCJLL, click "School Registration" in the left-hand column and repeat steps #5-12 for your next-oldest child.
- b. If you have registered all your SCJLL children, go to the top-right corner and click on your "Payment Cart" (there should be as many items as you have children to register – i.e. if you registered two children, there should be 2 items in your cart).
 - i. On the next screen, simply click the button marked "Complete Payment." You will be brought to a screen entitled "Payment Summary" where you will be asked to enter (or confirm) your credit card number and billing address. When you have entered all the needed information, click the button at the bottom marked, "Submit Payment."
 - ii. When everything processes, you should see a confirmation message that says, "Your payment/donation has been received." You will also receive an email message confirming that your registration went through.

16) As a final step you can (if you wish) change your password (especially if the one you were given is difficult to remember). Simply click "Change Your Password" from the options listed on the left-hand side and follow the simple instructions on the next screen.

17) When you are completely done, click "Logout" from the list of options on the left.

- We will process all registrations on a first-come, first-served basis, and we will fill slots in our JLL classes and Hebrew pods accordingly.
- Later this summer, you will receive a "second phase of registration" form where we will ask you about friend requests, learning issues, and other information we will need for the fall.
- We should be able to confirm your child's placement by August 1, 2018.
- If you have questions or concerns before that time, feel free to call us at 818-346-3545.