

Instructions to Register for 2020-21 Religious School

The first day of Religious School will be Sunday September 13, 2020.

SCHEDULE AND TUITION*:

Kindergarten** – Grade 3...\$150/child

Grades 4 – 8...\$200/child

*Tuition listed includes \$25 deposit per student in order to complete registration.

**Kindergarten students must be 5 years old by August 31, 2020.

NEW THIS YEAR:

To protect you, your children, and Temple Emanuel, your registration must be completed by the first day of Religious School. Registration will now include an acknowledgement of our immunization policy; Emergency Contact names and their cell phones; Physician's name and phone; an acknowledgement of our Field Trip Permission form; and an acknowledgement of our Religious School Behavior Brit (agreement).

TECHNOLOGY NOTES:

Do not use a smart phone to register; the registration process is intricate and a phone screen is not large enough. The recommended browser for registration is Mozilla Firefox. If you use a different browser, you may encounter errors.

ONLINE REGISTRATION THROUGH ChaverWeb

1. [Click to begin registration in ChaverWeb.](#)

2. Logging in to ChaverWeb:

- Your username is your email address.
- If you do not have your password, please click "Forgot your username or password?"
- On the next screen, enter your email address in the **second** box to receive a temporary password. An email will be sent to you from "DoNotReply@ChaverWeb.net". It is recommended to copy and paste your temporary password when you log in. You will then be prompted to change your password and can proceed with registration. Each adult can use his or her own email address to log in, but each household shares a ChaverWeb password.

3. Registering your student(s):

- On the ChaverWeb home page, choose the "School Registration" icon (shown here).
- Choose the student to be registered from the drop down menu. Click "Next".
- In the next drop down menu, select the appropriate Religious School class for the student to be registered. Click "Next".
- Edit and/or confirm family information, as prompted, for student and/or adults, including new required information this year: In the "Emergency" tab, provide two Emergency Contacts and cell numbers; in the "Medical" tab, provide Doctor Name and Phone. After editing the information, you may need to re-select the student to be registered. Click "Next".
- Complete the registration form.
- Click "Next" to finalize the registration of this child, or click "Cancel" to delete the current child's registration.
- You will see a "Confirm" screen. Click "Register for More" to register an additional child, which will take you back to step b. Click "Submit" to finalize all of your students' registrations. Click "Cancel" to abandon the registration process.
- You will receive an email confirming your registration from "DoNotReply@ChaverWeb.net"; the temple office and the Religious School Director will also receive a copy of your registration(s).



PAYMENT:

You may make payment by credit card online, check, bank draft, or stock sale. Registration is not finalized until the minimum deposit of \$25 per student is received or tuition assistance has been arranged. Online registration is available only if paying the deposit with a credit card. Otherwise, contact temple office at (336) 722-6640 to complete manual registration.

If you have any questions about the online registration process, or encounter any errors in ChaverWeb, please email or call Cynthia Silber, Temple Administrator, at templeadministrator@templemanuelws.com or (336) 722-6640. If you have any questions about our Religious School program or you would like to discuss a student issue, please email or call Bobby Stern, Religious School Director, at educationdirector@templemanuelws.com or (336) 722-6640 ext. 102.