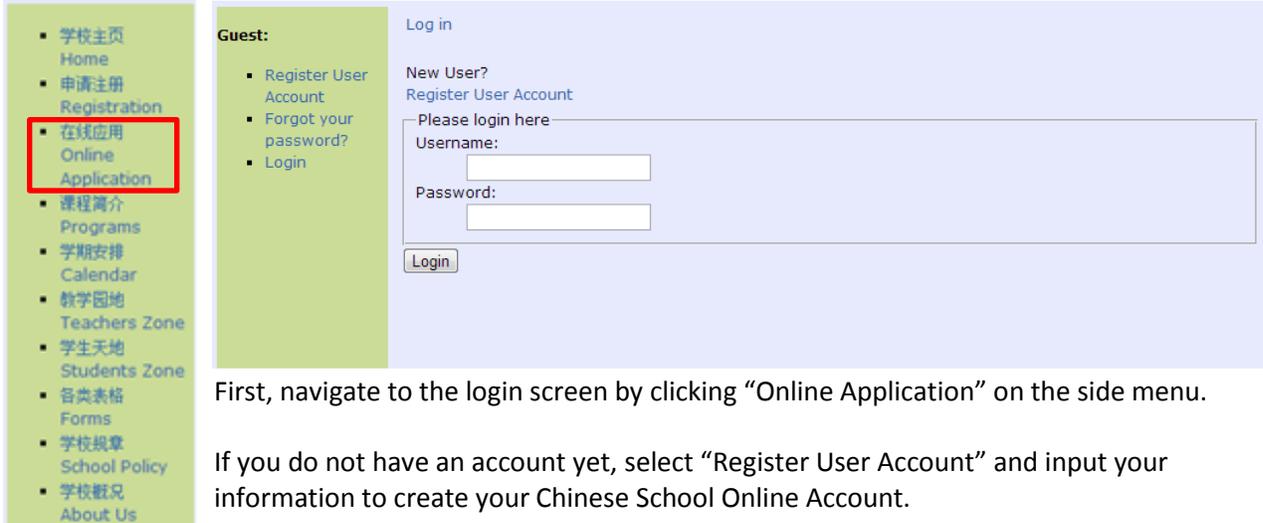


Chinese School Online User Guide

Online Course Registration

- Step 1: Account Creation
- Step 2: Student Management
- Step 3: Course Registration
- Step 4: Order Confirmation

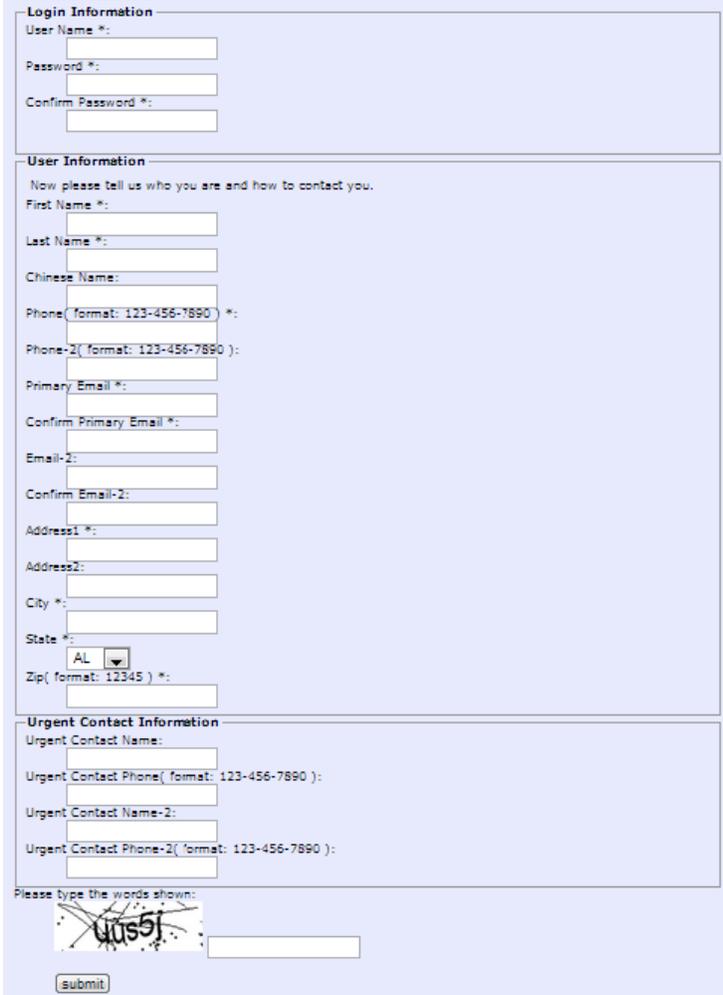
Step 1: Account Creation



The screenshot shows a website interface. On the left is a green sidebar menu with the following items: 学校主页 (Home), 申请注册 (Registration), 在线应用 (Online Application - highlighted with a red box), 课程简介 (Programs), 学期安排 (Calendar), 教学园地 (Teachers Zone), 学生天地 (Students Zone), 各类表格 (Forms), 学校规章 (School Policy), and 学校概况 (About Us). To the right is a light blue login area. It contains a 'Guest:' section with links for 'Register User Account', 'Forgot your password?', and 'Login'. Below this is a 'Log in' section with links for 'New User?' and 'Register User Account'. A 'Please login here' box contains 'Username:' and 'Password:' input fields and a 'Login' button.

First, navigate to the login screen by clicking “Online Application” on the side menu.

If you do not have an account yet, select “Register User Account” and input your information to create your Chinese School Online Account.



The registration form is divided into several sections:

- Login Information:** Fields for User Name *, Password *, and Confirm Password *.
- User Information:** Fields for First Name *, Last Name *, Chinese Name, Phone (format: 123-456-7890) *, Phone-2 (format: 123-456-7890), Primary Email *, Confirm Primary Email *, Email-2, Confirm Email-2, Address1 *, Address2, City *, State * (dropdown menu showing 'AL'), and Zip (format: 12345) *.
- Urgent Contact Information:** Fields for Urgent Contact Name, Urgent Contact Phone (format: 123-456-7890), Urgent Contact Name-2, and Urgent Contact Phone-2 (format: 123-456-7890).
- Captcha:** A section titled 'Please type the words shown:' with a captcha image showing the characters 'uns9' and an input field.

A 'submit' button is located at the bottom left of the form.

During account creation, you will be asked to enter basic contact information such as your phone and email. Please ensure that these are correct and up to date each time you login.

After you have filled out the form, correctly type in the characters from the captcha image and click “submit.”

After you have created an account, you may login on this page. Once you have logged in, you may update personal information, add/remove students, and register courses for the upcoming semester.

Step 2: Student Management

Family Member: Logged in as Student | [Log out](#)

- Update Profile
- Students Mgt**
- Course
- Registration Mgt

Here's the students under your account!

First Name	Last Name	Gender	Birth Date	Action
new	student	male	1913-01-01 00:00:00	Edit Delete

[Add a student to your account](#)

Select "Students Mgt" from the side menu to view the students currently under your account. Here you are given options to add, edit, or delete students.

Step 3: Course Registration

Family Member: Logged in as Student | [Log out](#)

- Update Profile
- Students Mgt
- Course**
- Registration Mgt

The students' registered courses under your account!

The discount will be re-calculated when you change or confirm your order.

new student

[Register A Course](#)

Course Name	School Year	Semester	Registration Type	Tuition	Material/Book Fee	Discount	Discount Details	Total	Action

[Confirm the order](#)

Select "Course Registration Mgt" from the side menu to manage your students' courses. To add a course, click on "Register A Course" and select a course to add from the list.

Family Member: Logged in as Student | [Log out](#)

- Update Profile
- Students Mgt
- Course
- Registration Mgt

Register for whole year to get the discount!

Register for one semester: \$110.00

Register for whole year: \$260.00

Yes, register for the whole year

No, just register for a semester

Do you need the Material/Book?

Material/Book Fee: \$50.00

Yes, I need Material/Book.

No, I don't need it.

[Continue](#)

After choosing a course, indicate whether you would like to register for a single semester or an entire year and whether you will need books/materials for the course.

Courses can be removed by clicking the "Delete" button.

However, removing certain courses may change the price of other courses if your eligibility for discounts changes.

new student

[Register A Course](#)

Course Name	School Year	Semester	Registration Type	Tuition	Material/Book Fee	Discount	Discount Details	Total	Action
AD1: Chess	2014	Fall	wholeYear	190.00	50.00	0.00		240.00	Delete
CHL1	2014	Fall	wholeYear	260.00	50.00	20.00	Early Registration: 20	290.00	Delete

new student

[Register A Course](#)

Course Name	School Year	Semester	Registration Type	Tuition	Material/Book Fee	Discount	Discount Details	Total	Action
CHL1	2014	Fall	wholeYear	260.00	50.00	40.00	Early Registration: 20 Sibling Discount: 20	270.00	Delete

[Confirm the order](#)

Step 4: Order Confirmation

Here's your course registration record.

CVCS West End Enrollment Forms
 Web: www.cvchineseschool.org
 Email: cvcsenrollment@gmail.com
 Location: Mount Vernon Baptist Church
 11205 Nubble Rd., Glen Allen, VA 23059
 User ID: student

Student Name	Course Name	School Year	Semester	Registration Type	Tuition	Material/Book Fee	Discount	Discount Details	Total
new student	ACT Class	2014	Fall	whole/year	\$150.00	\$50.00	\$0.00		\$200.00
new student	CHL1	2014	Fall	whole/year	\$260.00	\$50.00	\$30.00	Early Registration 30	\$280.00
new student	CHL1	2014	Fall	whole/year	\$260.00	\$50.00	\$40.00	Early Registration 20 / Going Forward 20	\$270.00
									\$750.00
									Total Cost: \$830.00

CVCS LIABILITY WAIVER FORM
 Release of Liability Statement: All students and guardians must READ and SIGN the following statement. For youngsters (age 18 or under), their legal parent/guardian must sign for them.
 I have read and fully understood the Central Virginia Chinese School ("CVCS") Governance Guide. In consideration of CVCS activities at the Mount Vernon Baptist Church, Glen Allen, VA 23059, a nonprofit organization, or at any other locations, I agree for myself, my heirs and assigns, executors and administrators to waive and release Mount Vernon Baptist Church, CVCS or any other sponsoring organization(s) and/or their subsidiaries, affiliates, volunteers, officers, representatives or successors ("Released Parties") from any and all losses, causes of action, liabilities, expenses and/or claims for damages (collectively "Claims").
 I have read the agreement and I fully understand its terms, and I recognize that I have given up rights by signing it in consideration of being permitted to participate in CVCS activities. I liable to any and all liability/property damages caused by my child(ren). I sign it voluntarily and without any inducement or duress.

PHOTO RELEASE FORM
 I hereby authorize Central Virginia Chinese School to publish the photographs taken of me and my kids, for use in the CVCS's printed publications and website.
 I acknowledge that since my participation in publications and website produced by CVCS is voluntary, I will receive no financial compensation.
 I release CVCS, its board members and its teachers from liability for any claims by me or any third party in connection with my participation.

 I have read and agree to obey the school policies and student/parent rules set by Central Virginia Chinese School (West end).

Signature: _____
 Date: _____
 Please make your check payable to CVCS and write student name on the check.
 Please return your payment with signed Registration and Liability waiver form to front desk on Sunday during school time or mail to:
 Central Virginia Chinese School, P. O. Box 29485, Richmond, VA 23242-0485.

Complete Your Order!
[Click to print the order!](#)

Click on "Confirm the order" to finish the registration process.

Here you can review a summary of your costs as well as the liability waiver. Scroll to the bottom of the page to print your order.

You will need to sign the waiver and either mail your payment to the Central Virginia Chinese School or give it to the front desk directly.

Checks should be made payable to CVCS and should have your student's name written on it.