ISLAMIC ASSOCIATION OF ALLEN

User Guide – School Registration Process

APRIL 4, 2021

ISLAMIC ASSOCIATION OF ALLEN

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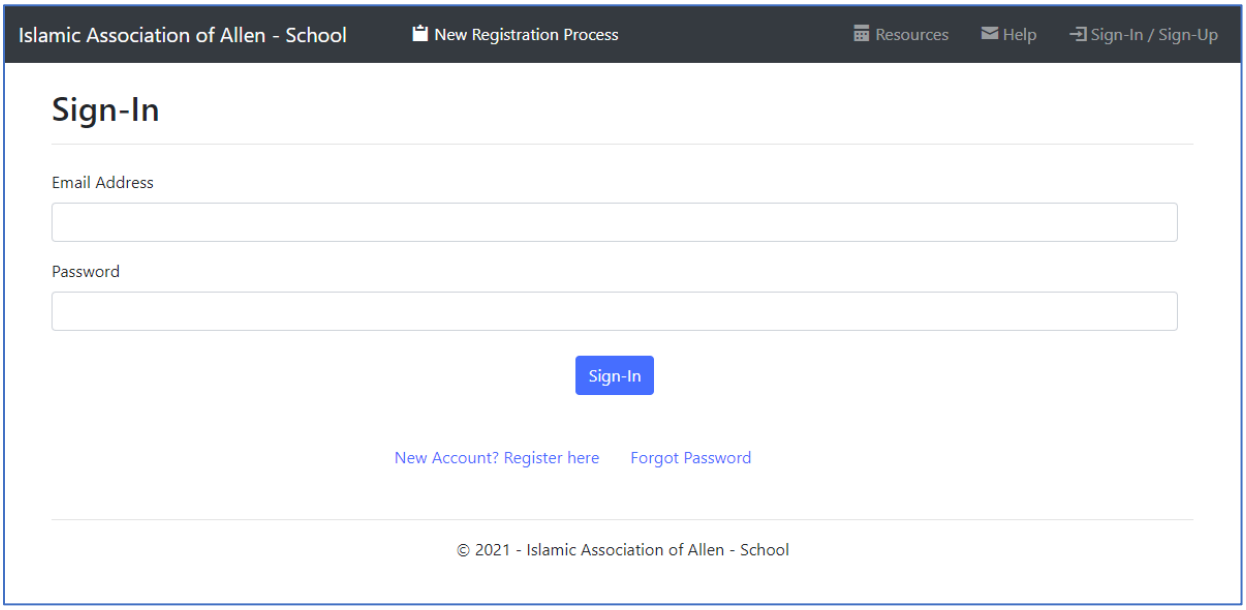
New Registration Process

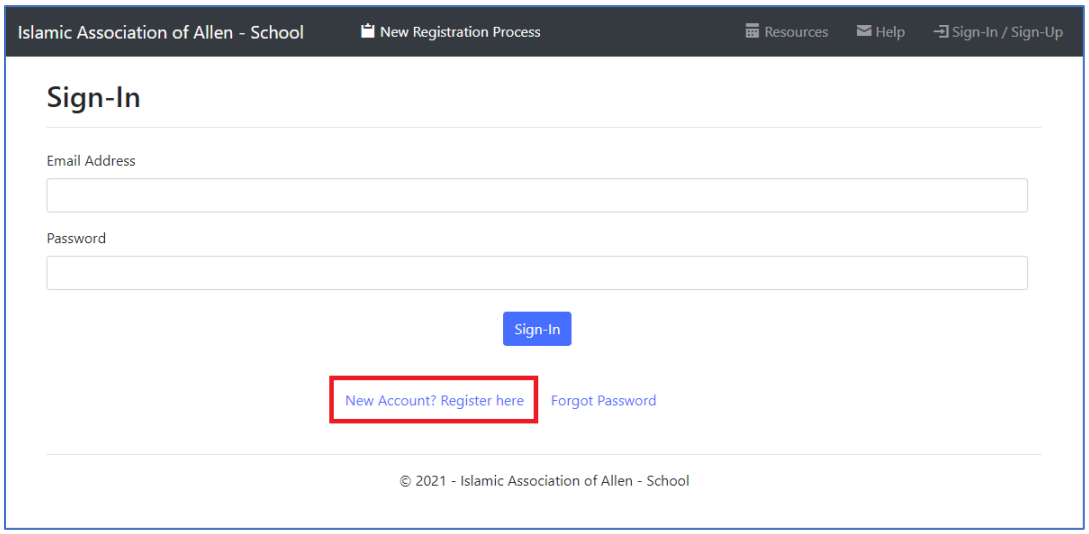
Sign-In/Sign-Up

1. To Sign-In or Create a new account, use the “Sign-In/Sign-Up” button

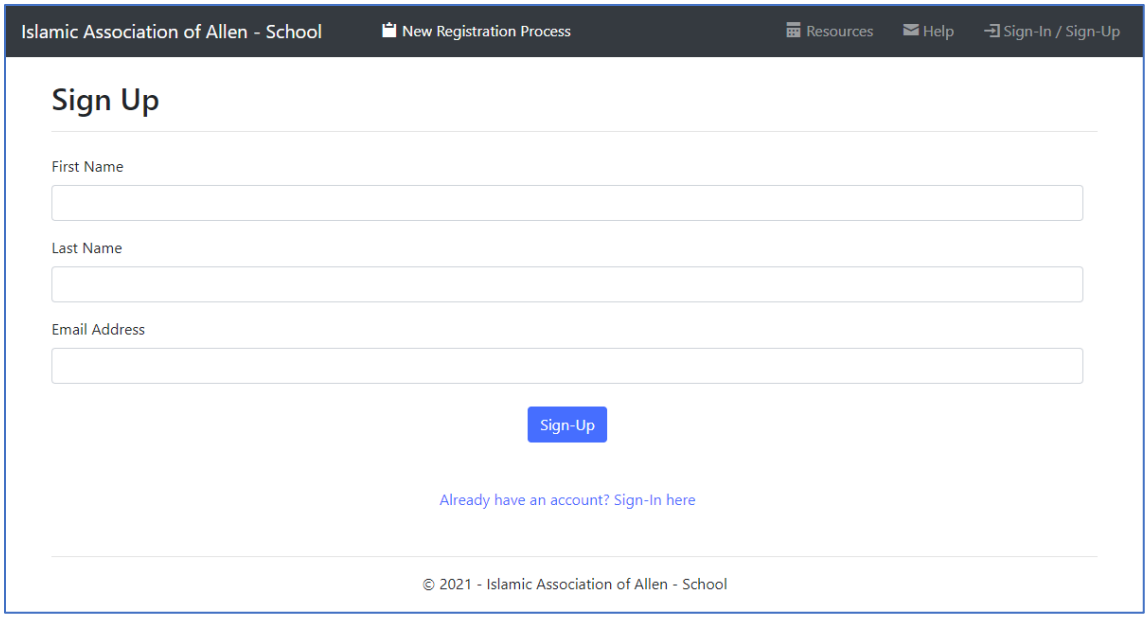
2. If you already have an account, use the account email address and password to login to your account.

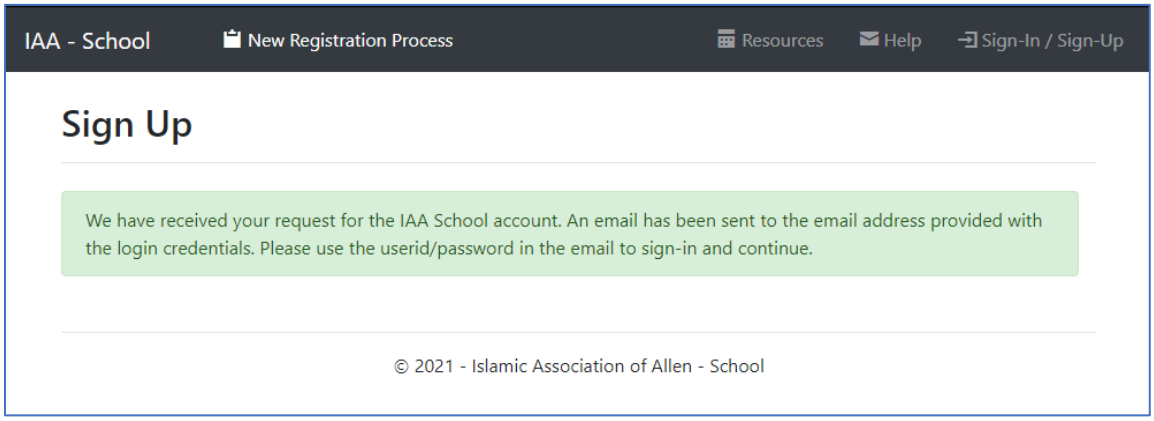


3. Sign-Up
   i. To use Islamic Association of Allen School website, an account must be created. If you don’t have an account or if you are a first time visitor, click on **“New Account? Register here”** link.



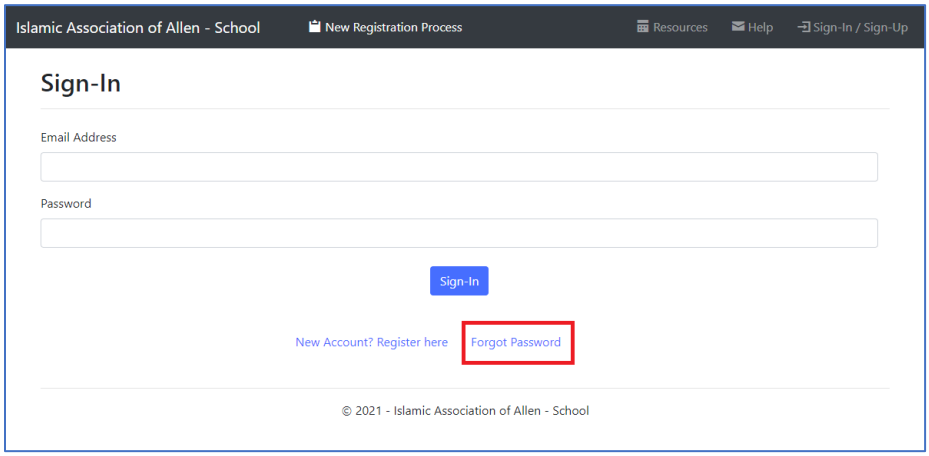
   ii. Enter the First Name, Last Name and Email Address and click “Sign-Up” button to create a new account. Only one account is permitted per Email Address and you must have access to the Email Address since the password will be sent to that email address.





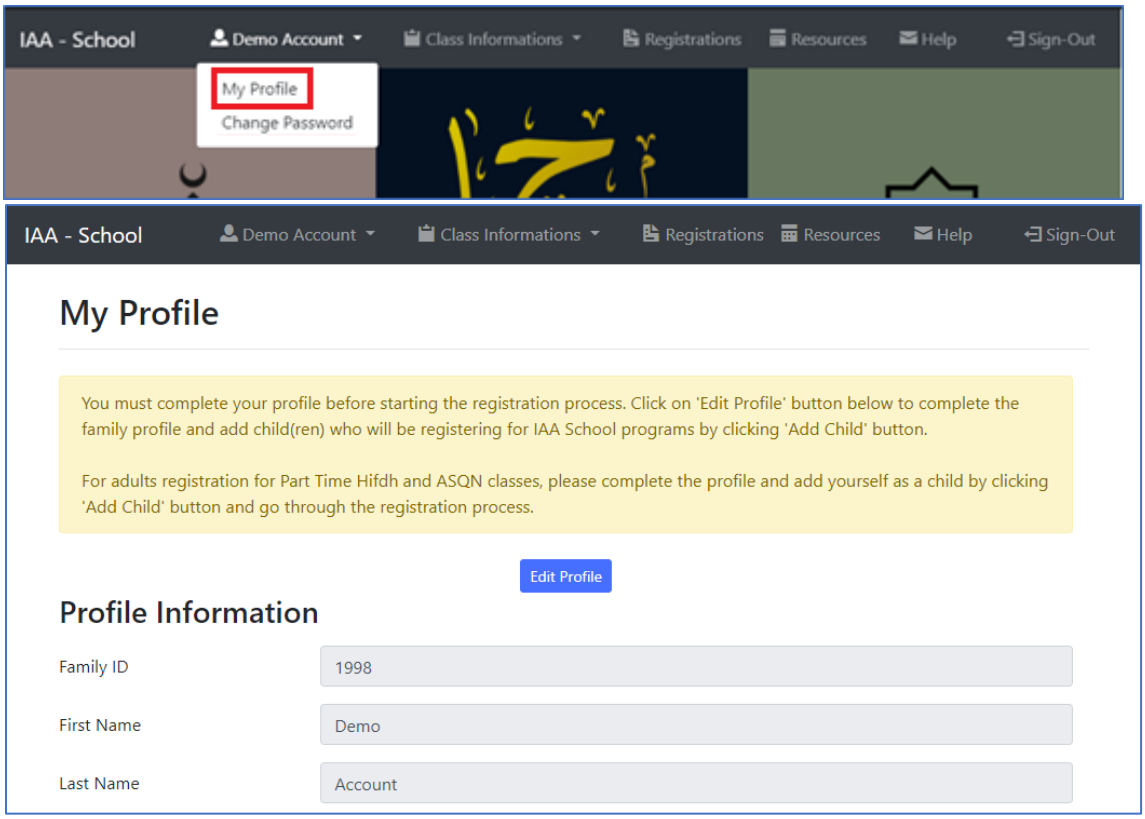
iii. Use the user id and password and info provided in the email to sign-in.

4. Sign-In
   i. If you already have an account, you can use the sign-in page to sign-in. Enter the Email Address and Password to sign-in.
   ii. If you already have an account but don't remember the password, use "Forgot Password" link to reset your password.



My Profile

5. Once signed-in, use “My Profile” page to update contact information, secondary parent information, emergency contact information and add/edit children information.

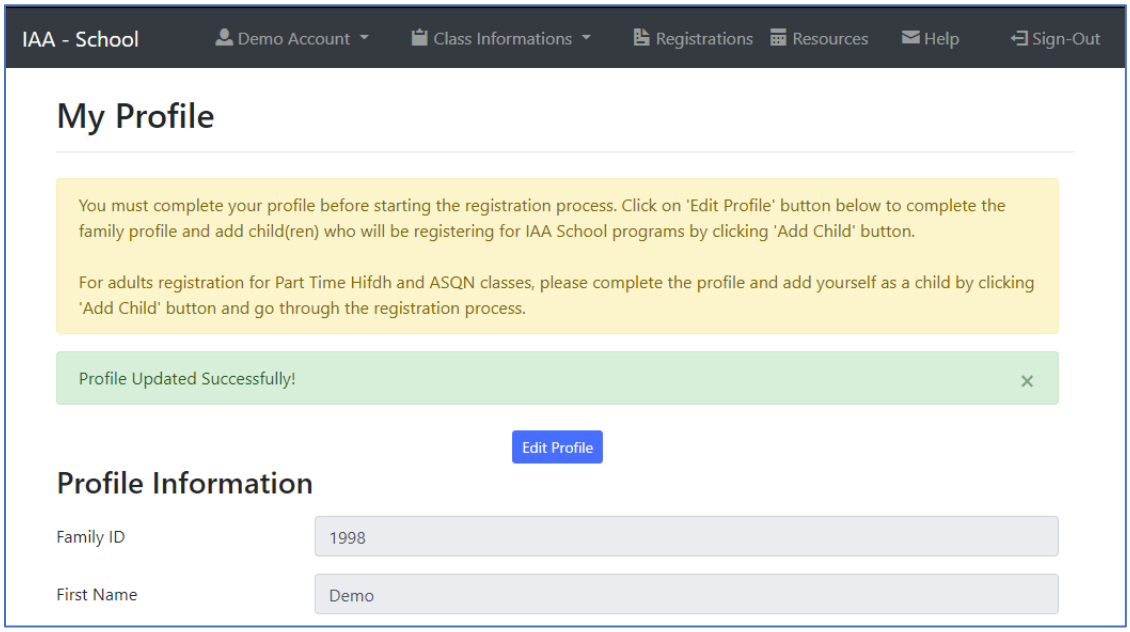


   a. To register for any classes, the following must be complete:
      i. Profile Information
         1. Address
         2. Phone
         3. Secondary Parent (if any)
         4. Emergency Contacts information.
      ii. Child(ren) information.

Edit Profile

6. To complete profile information, click on “Edit Profile” and enter all the required fields.

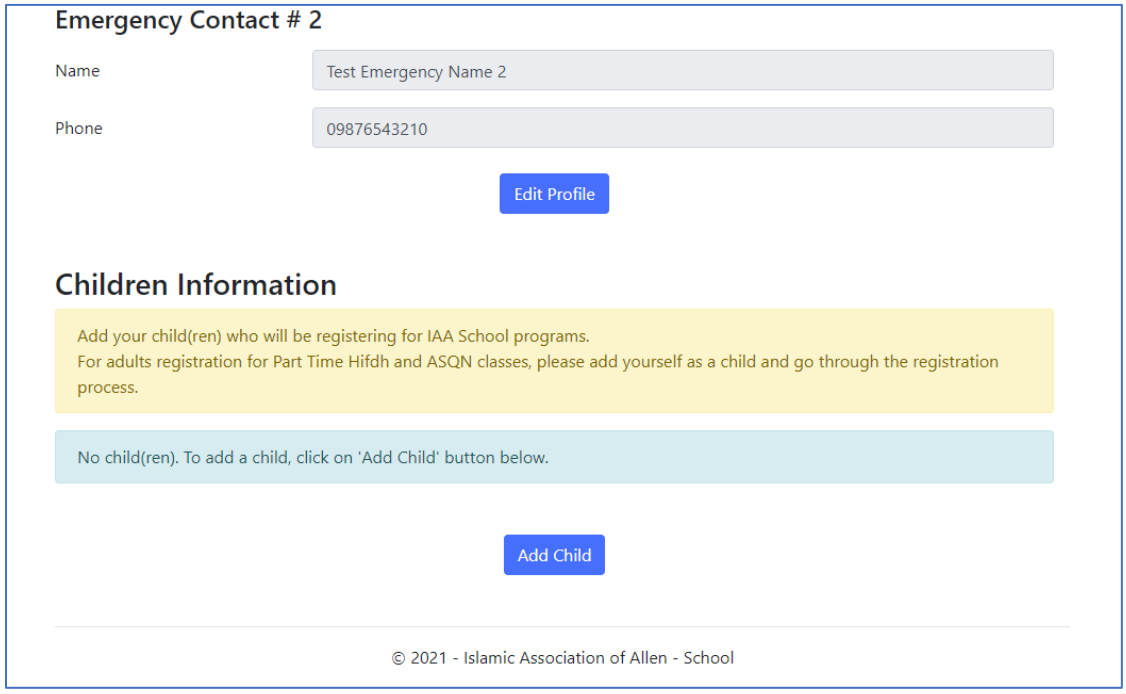
a. Click on “Save Profile” button to save the entered information. “Profile Updated Successfully!” message will be displayed on success.



b. If you don’t have the information or if you want to cancel the edit process, click on “Cancel” button.

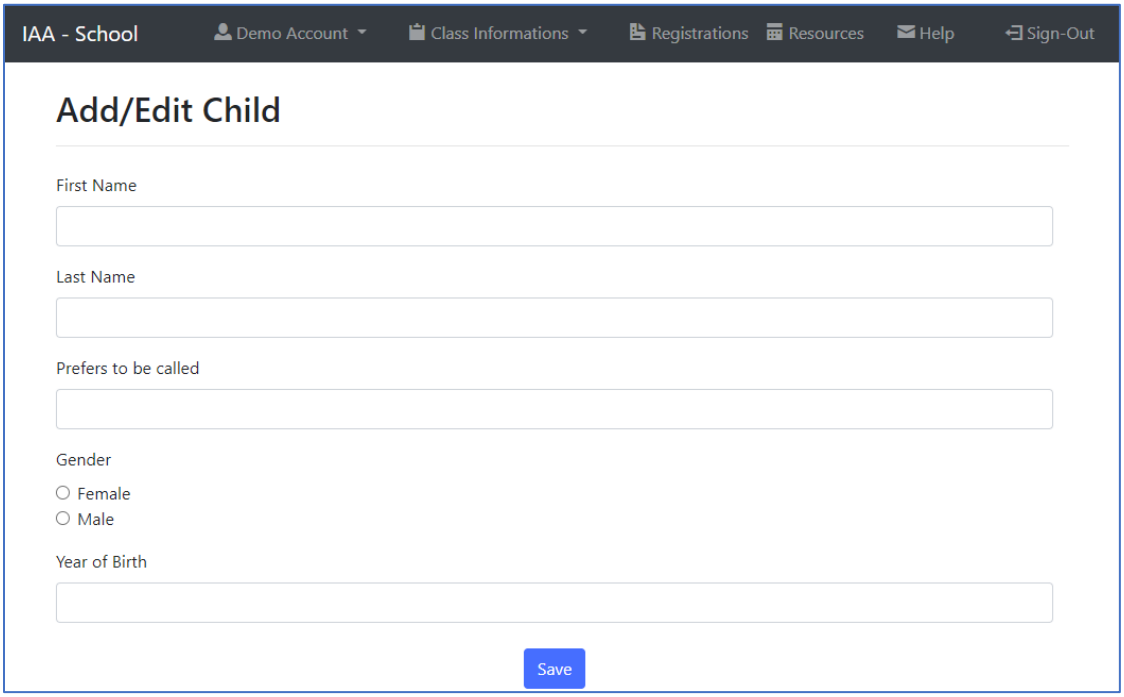
Children Information

7. “Child” Information section will contain the information for the children added to the account.

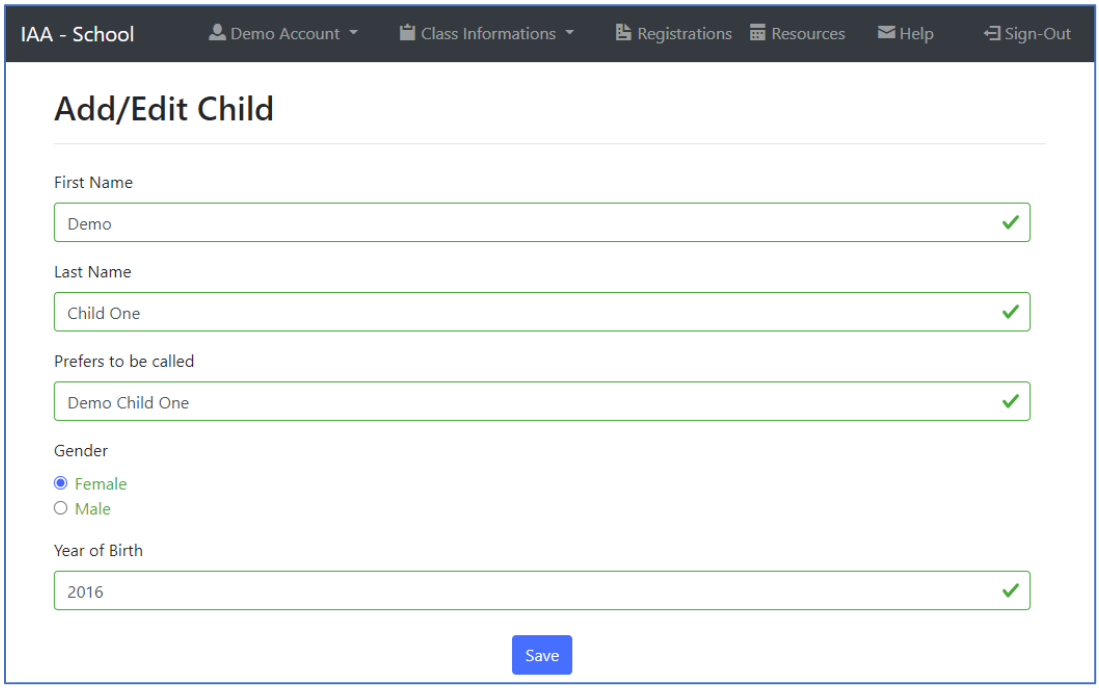


Add Child

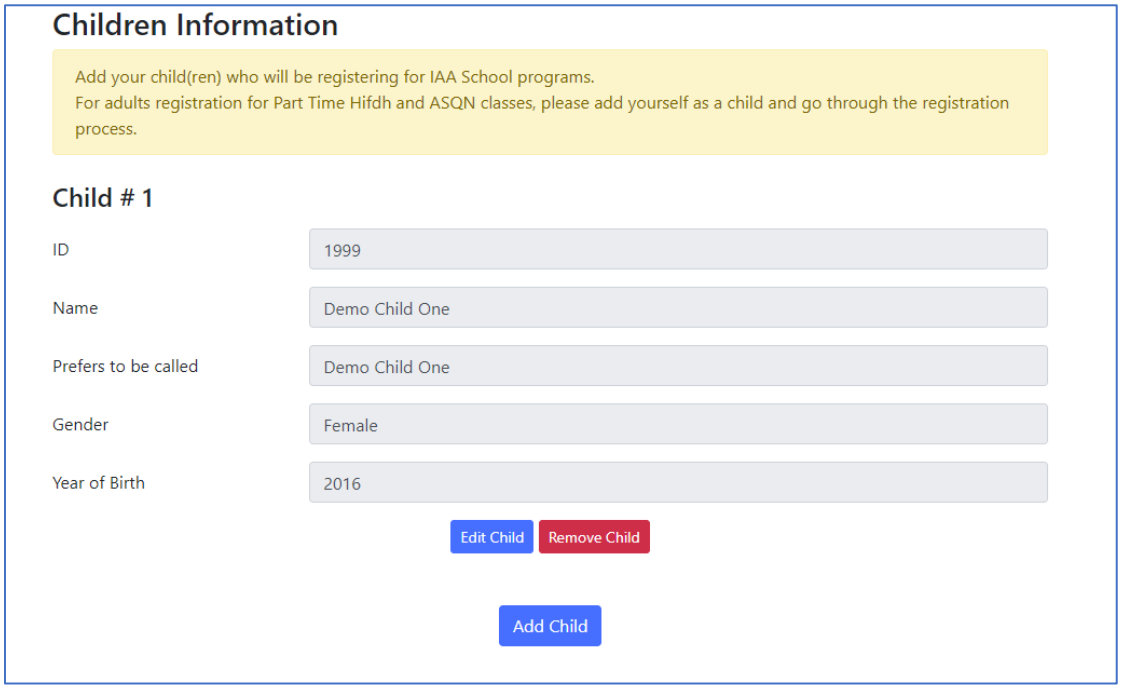
8. To add child(ren), click on “Add Child” button (at the bottom of the page)



a. Enter child information and click “Save” button. Please note that all fields are required on this page.

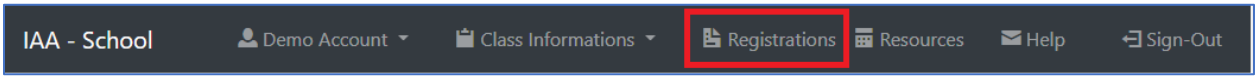


b. “My Profile” page will be updated with the child information. To add more child(ren), Click on “Add Child” button.

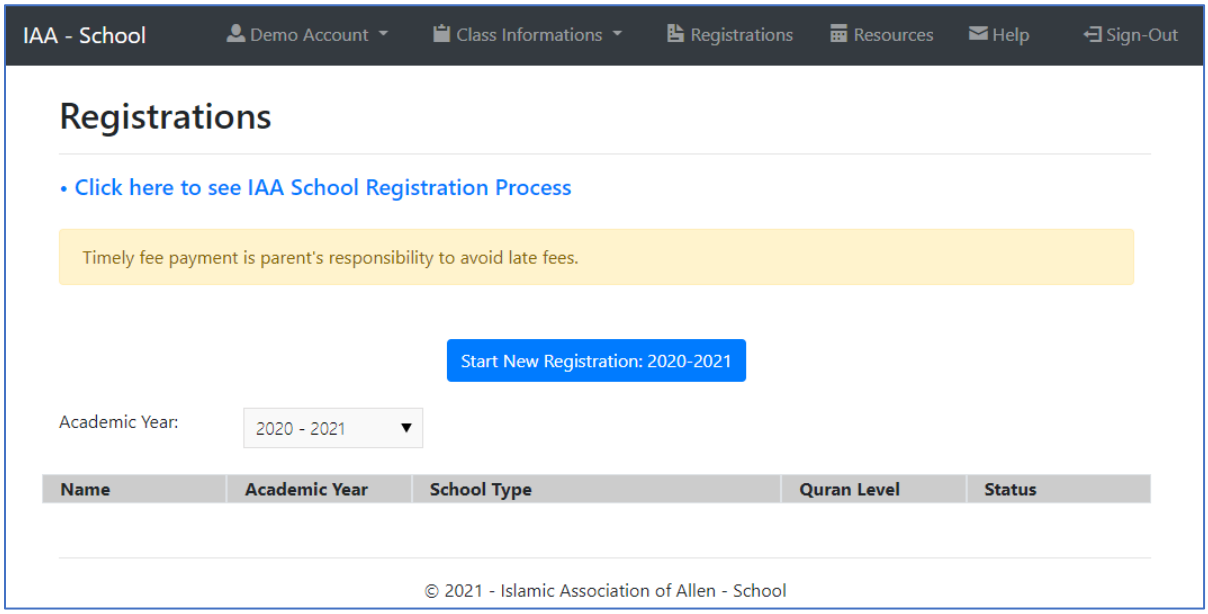


Registrations

9. To view the status existing registrations or start a new registration, click on “Registrations” from the top menu

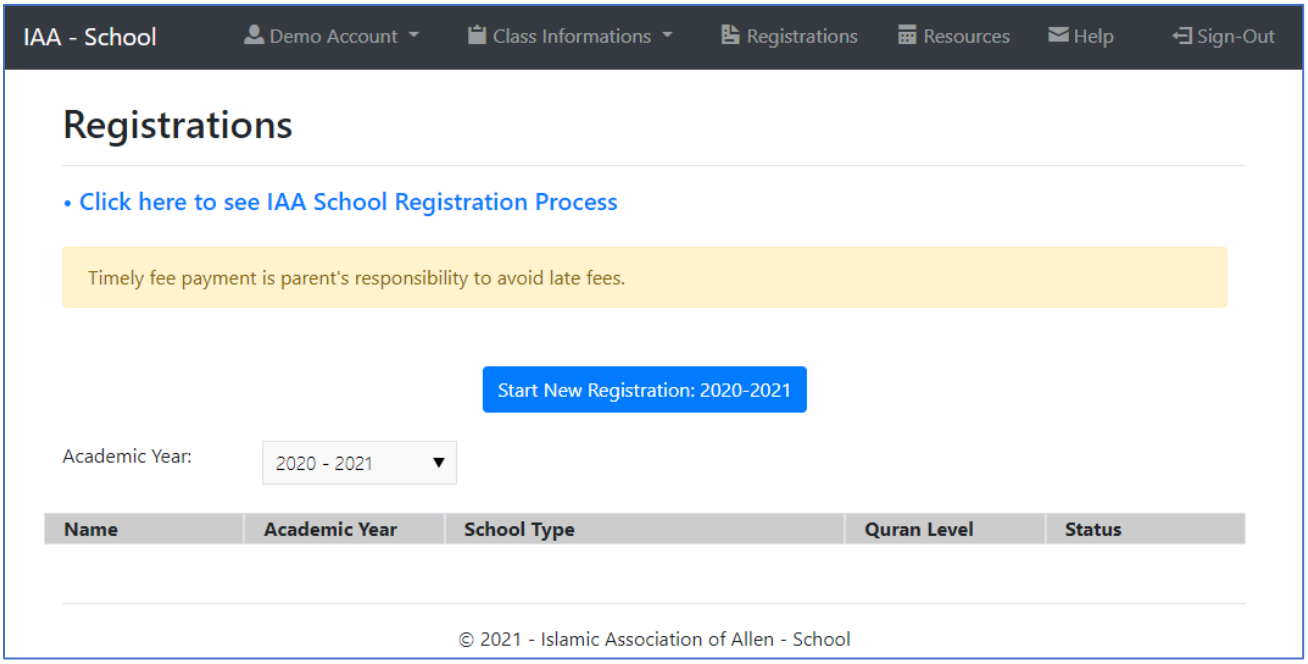


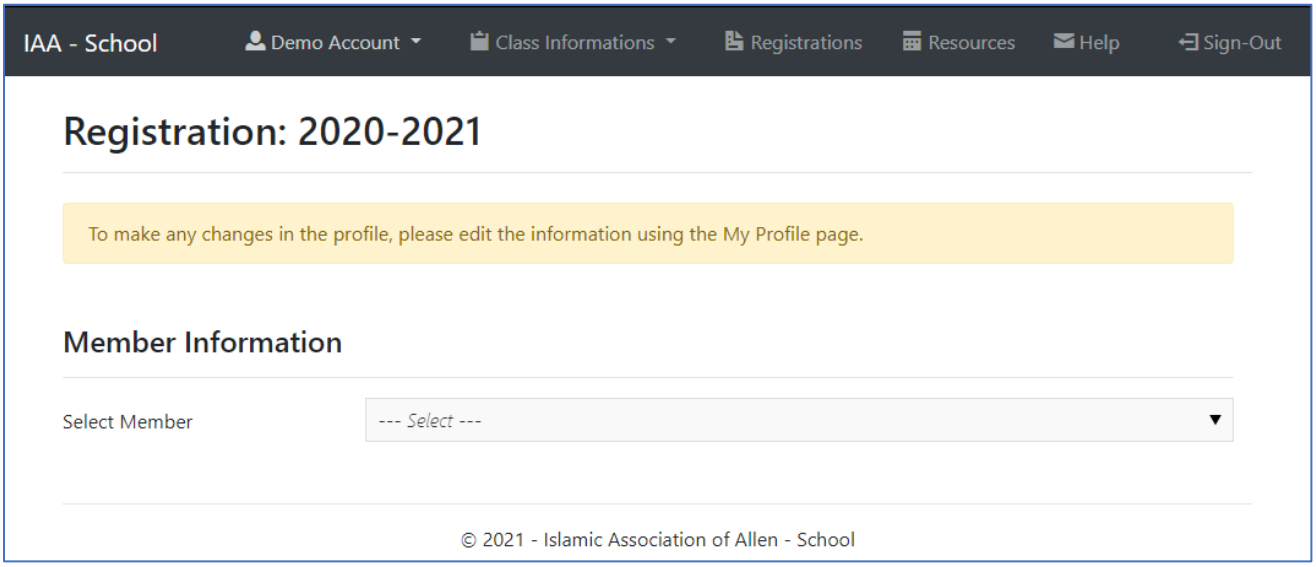
a. All existing registration will be displayed.



Start New Registration

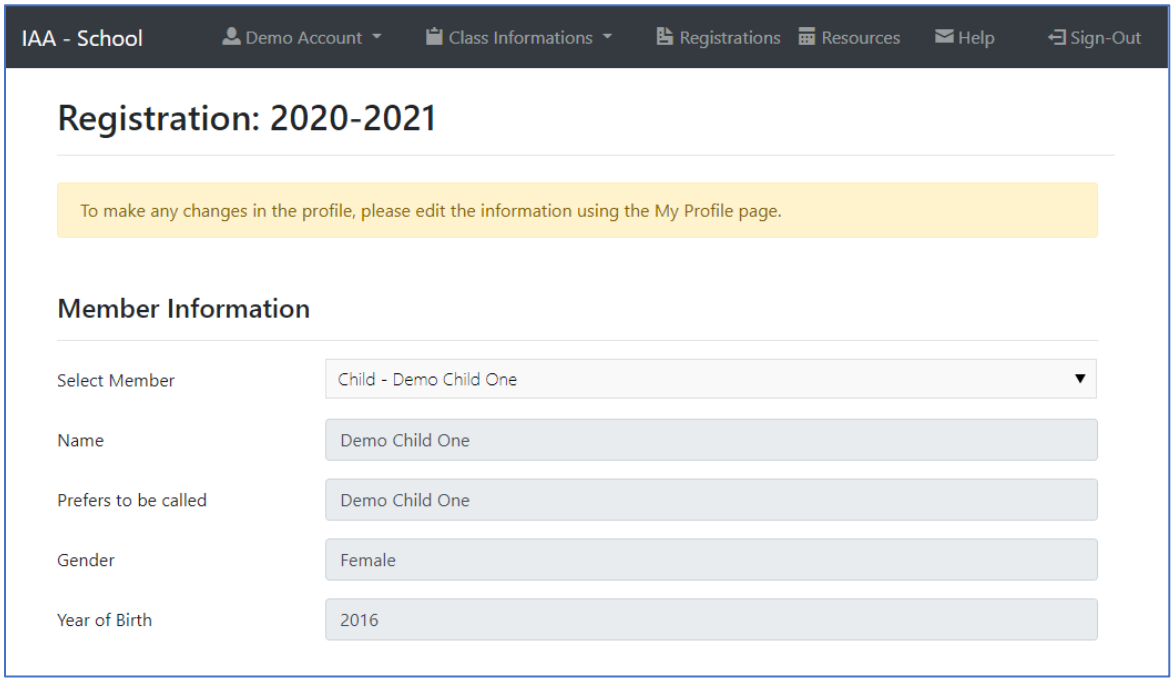
10. If the school registration is open, buttons will be displayed.
    a. If the registration is available for the current school year, “Start New Registration: [Academic Year]” button will be displayed.
    b. If pre-registrations are open, button will be displayed with text, “Pre-Registration: [Academic Year]”.
11. To start a new registration click “Start New Registration” button.





    a. Select the member or child for which this registration belongs to.

b. Once the member is selected, information regarding the selected member will be displayed. To make any changes in the information, edit the information using the “My Profile” page.



c. Under “IAA School Programs” heading, classes which are open to registration will be displayed. Select the classes to enroll.

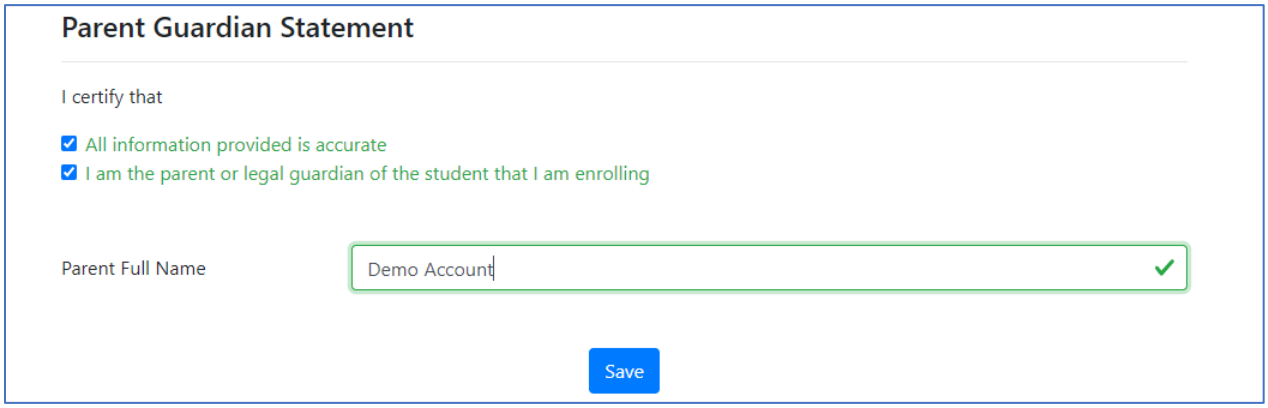
   i. If you don’t see some programs or classes in this list, it might be because of the following reasons:
      1. Class is not opened for enrollment.
      2. Class is full and the class size quota has been met.
      3. Class is not available for that role. (eg: Adult classes are only for adults, not for child)
      4. Registration has been already submitted for that program.

d. Follow the instructions on the form. All fields must be filled out to complete the application.
   i. The following sections must be completed:
      1. IAA School Programs
      2. Medical History & Special Needs
      3. Activity Permission

4. Photo/Video Release
5. Consent and Waiver - Terms and Conditions
6. Late pickup fee
7. Parent Guardian Statement
8. Initials

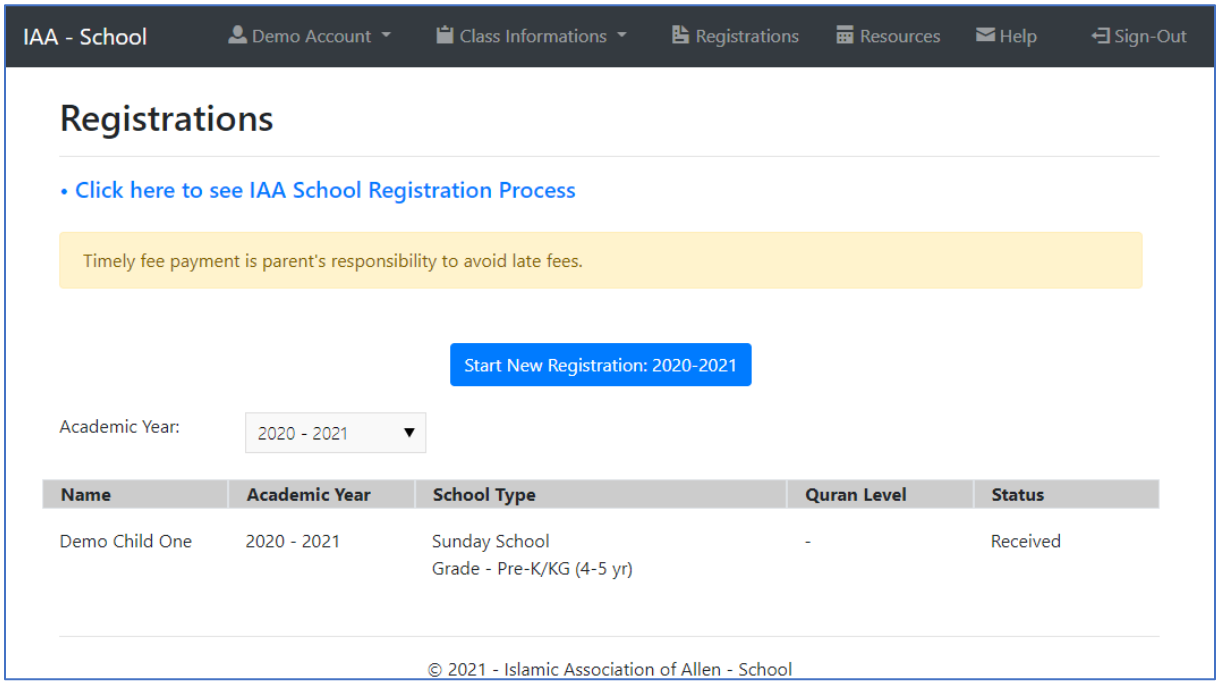
ii. Once the application is submitted, it cannot be changed. To update the information regarding the health or any other information listed in the application, contact IAA School.

e. Click on “Save” button to complete the application.



f. On successful submission, an email will be sent to the parent(s) regarding the application.

g. “Registrations” page will be updated to show the submitted application.



h. Once the school administrator processes the application, an email will be sent to the parent email address.