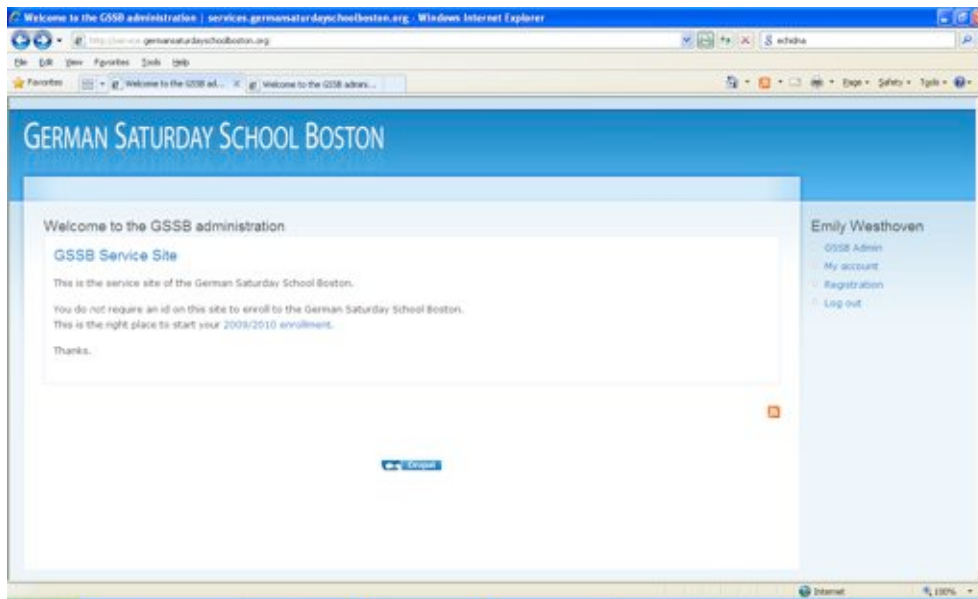


GERMAN SATURDAY SCHOOL BOSTON DEUTSCHE SONNABENDSCHULE BOSTON

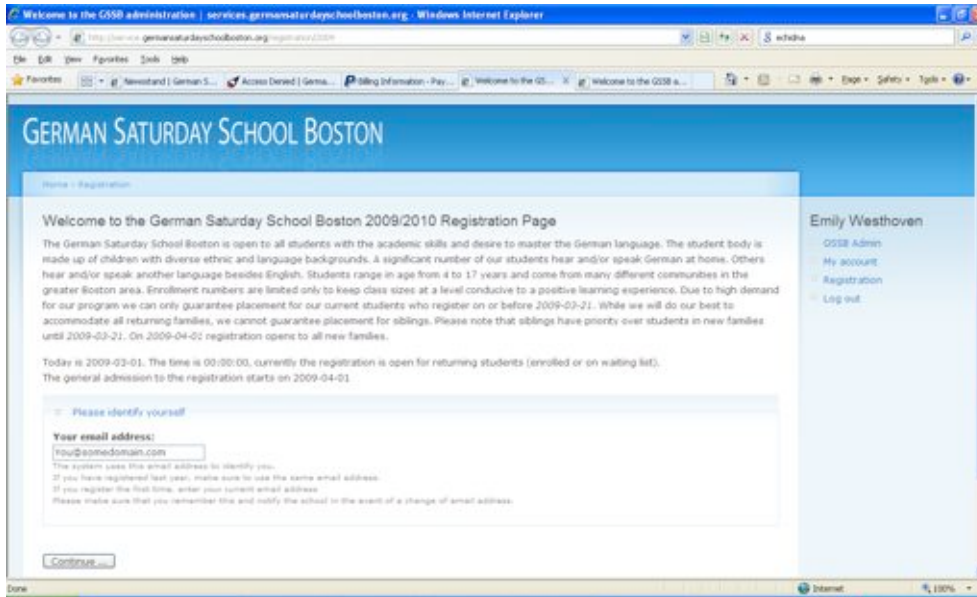
Registration Manual Step-by-Step - How to Complete the Online Registration 2011/2012

****Please note that this manual is based on screenshots from the 2009/2010 registration. The steps are identical with the 2011/12 registration.****

<http://service.germansaturdayschoolboston.org/>

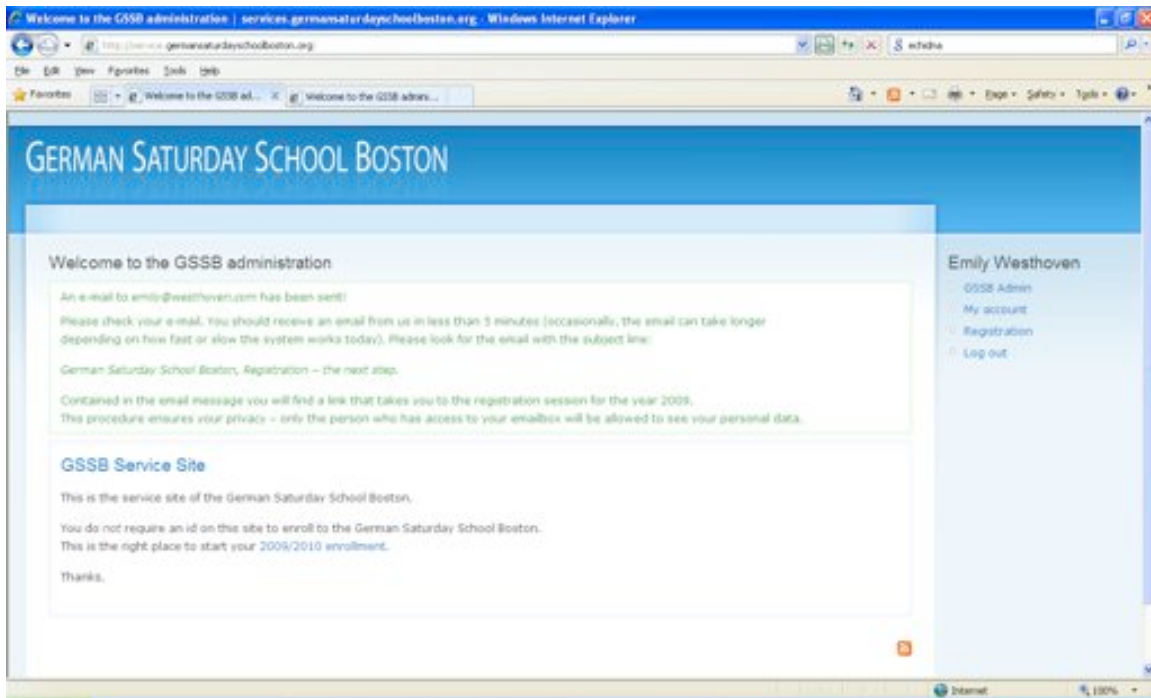


Click on blue "2011/2012 enrollment" link. This page will appear:



This is where you start your registration process.

1. **Enter your e-mail address in the e-mail field and click “Continue...” button.** You do **not** need to log into the site with a Username and password. After you clicked on “Continue...” the following screen appears:



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An e-mail message has now been sent to your e-mail address.

- 2. Go to your e-mail account and check for a message from webmaster@germansaturdayschoolboston.org with the subject line: German Saturday School Boston, registration – the next step** (if you don't see this message in your Inbox, check your spam/junk filters!)

The e-mail message will read like this:

- 3. Hello [your name] and [your name]**

Please click on this link:

<<http://service.germansaturdayschoolboston.org/registration/2011/ourhousehold/SAMPLE/household/welcome>> *) to continue your registration for the 2011/2012 school year at the German Saturday School Boston.

This link

<<http://service.germansaturdayschoolboston.org/registration/2011/ourhousehold/SAMPLE/household/welcome>> will bring you directly to our registration page and pull up your current family data.

It may take a little bit for the page to load – please be patient as the data is being retrieved.

You will find instructions as you go along the registration, but please be sure to review all the data that we have for your family in our system and whether it is still current and make changes where appropriate.

Thank you for registering your child/ren again at the German Saturday School Boston!

For technical questions: please contact the Webmaster at

webmaster@germansaturdayschoolboston.org

For general questions regarding the registration: please contact the registrar at

registrar@germansaturdayschoolboston.org

Kindest regards,

The Webmaster

Boston, Sun, DATE

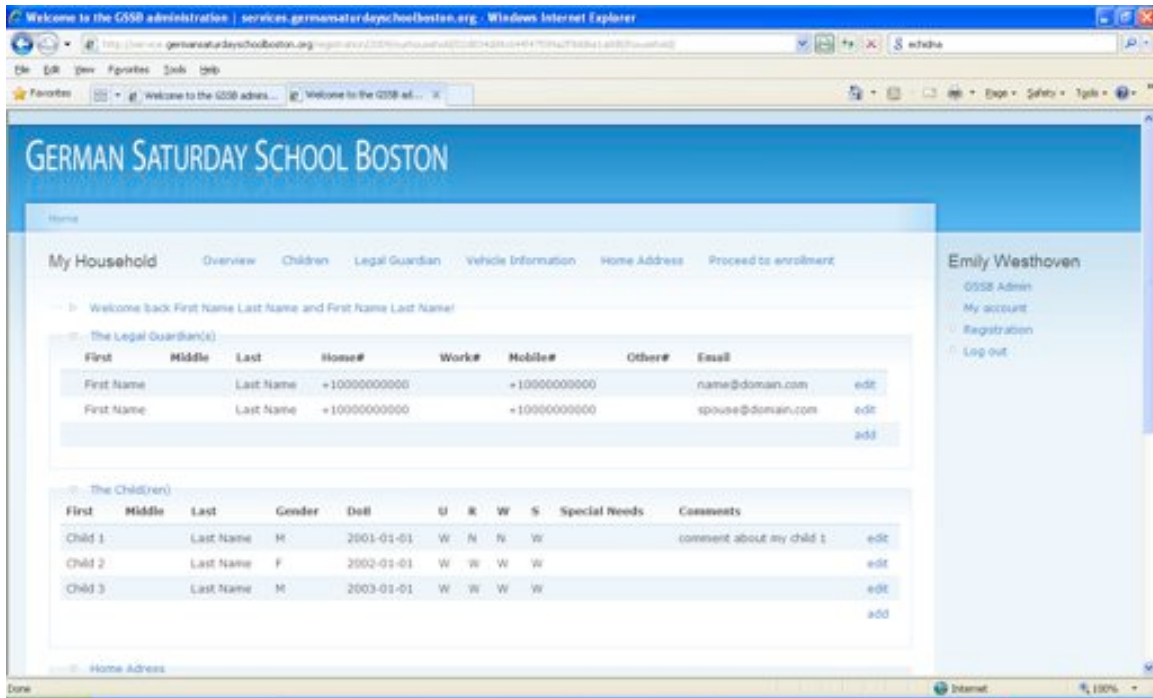
* In case you have trouble launching the webpage directly, copy the following url in your browser:

<http://service.germansaturdayschoolboston.org/registration/2011/ourhousehold/SAMPLE/household/welcome>

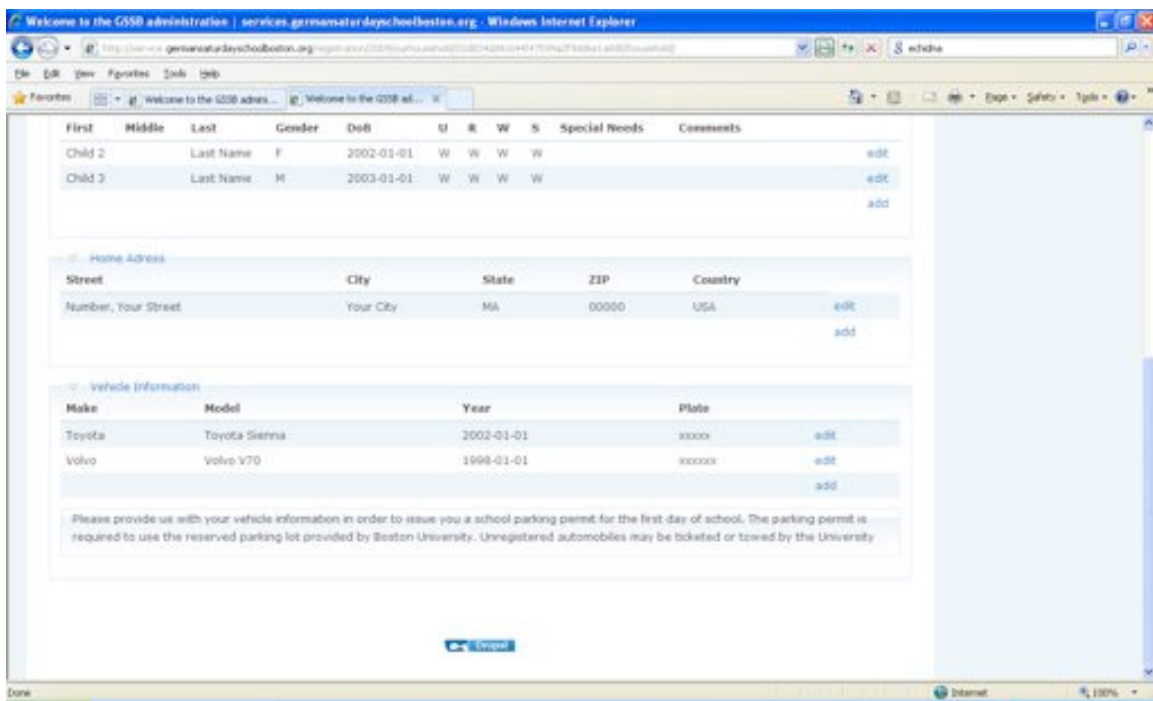
- 4. Please click on the link (if you have problems with the hyperlink, you can also copy and paste the specific URL that is listed on the bottom of**

****Please note that this manual is based on screenshots from the 2009/2010 registration. The steps are identical with the 2011/12 registration.****

the e-mail message directly into your Internet browser). The link opens the “My Household” page on our registration site. It will look like this:



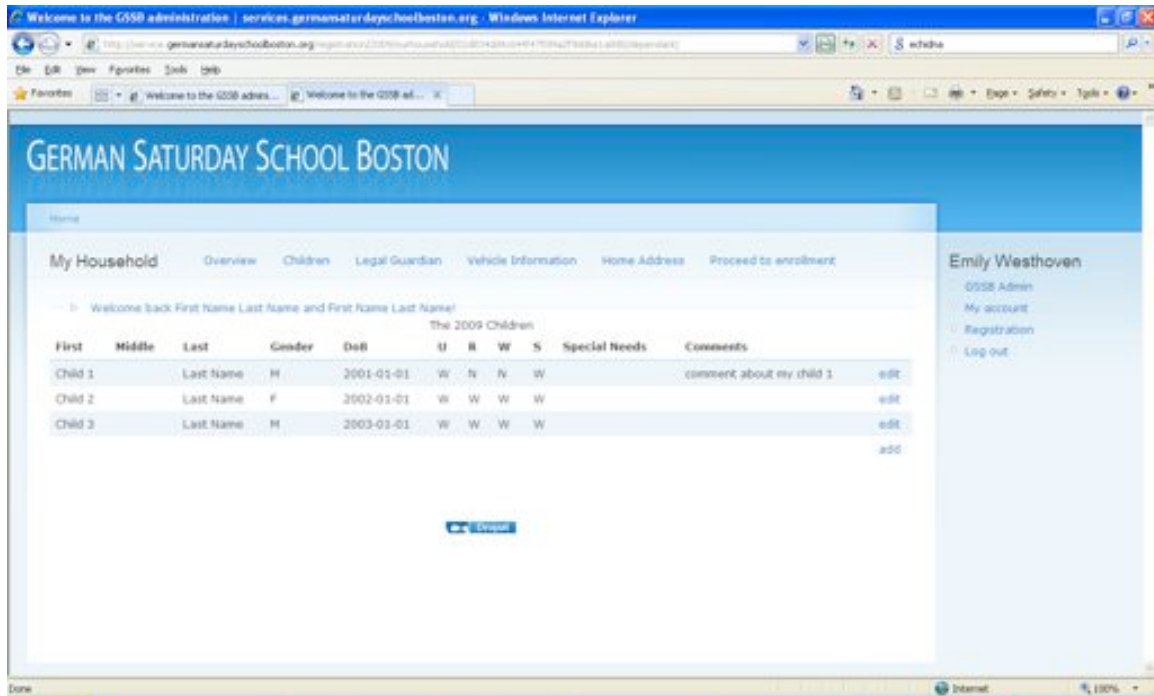
When you scroll down, you will see the rest of the overview of your household data.



****Please note that this manual is based on screenshots from the 2009/2010 registration. The steps are identical with the 2011/12 registration.****

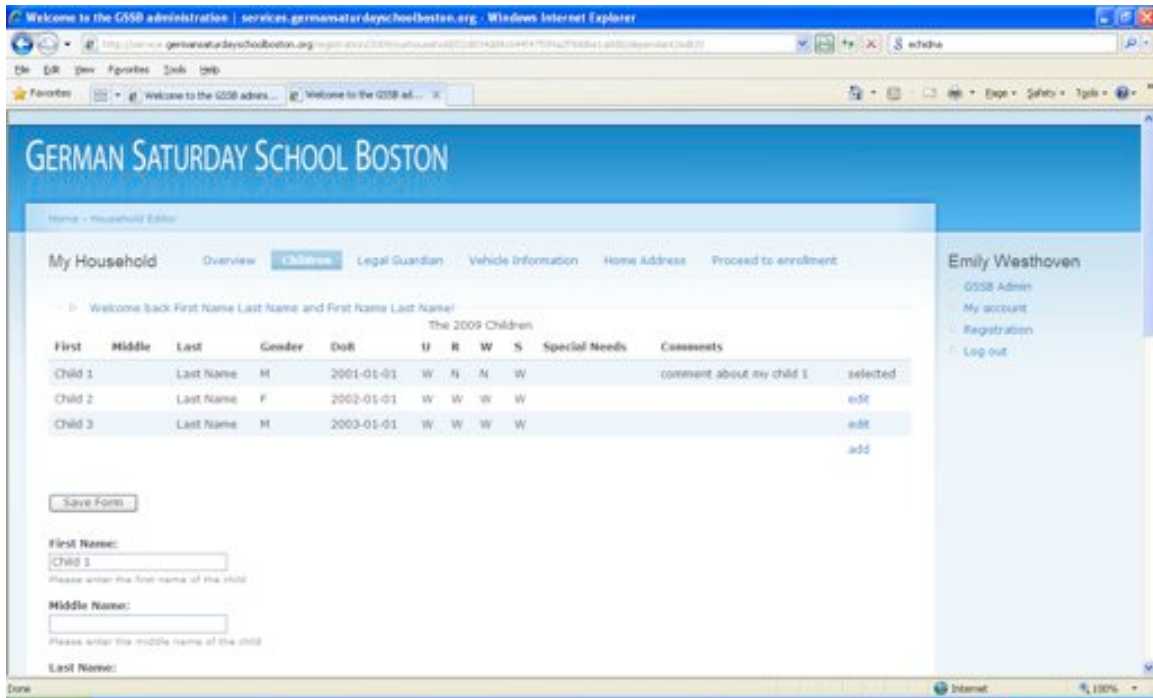
On the top of your screen, you should see six tabs/links (in this order): **“Overview” “Children” “Legal Guardian” “Vehicle Information” “Home Address” “Proceed to Enrollment”** [If you click on “Proceed to Enrollment” before you have reviewed each of the following four tabs (Children, Legal Guardian, Vehicle Information, Home Address) you will be prompted to review and confirm certain fields]

5. **Click on the tab/link “Children” on the top of your screen.** The following screen will appear that will list your child/ren that is/are already in our database:

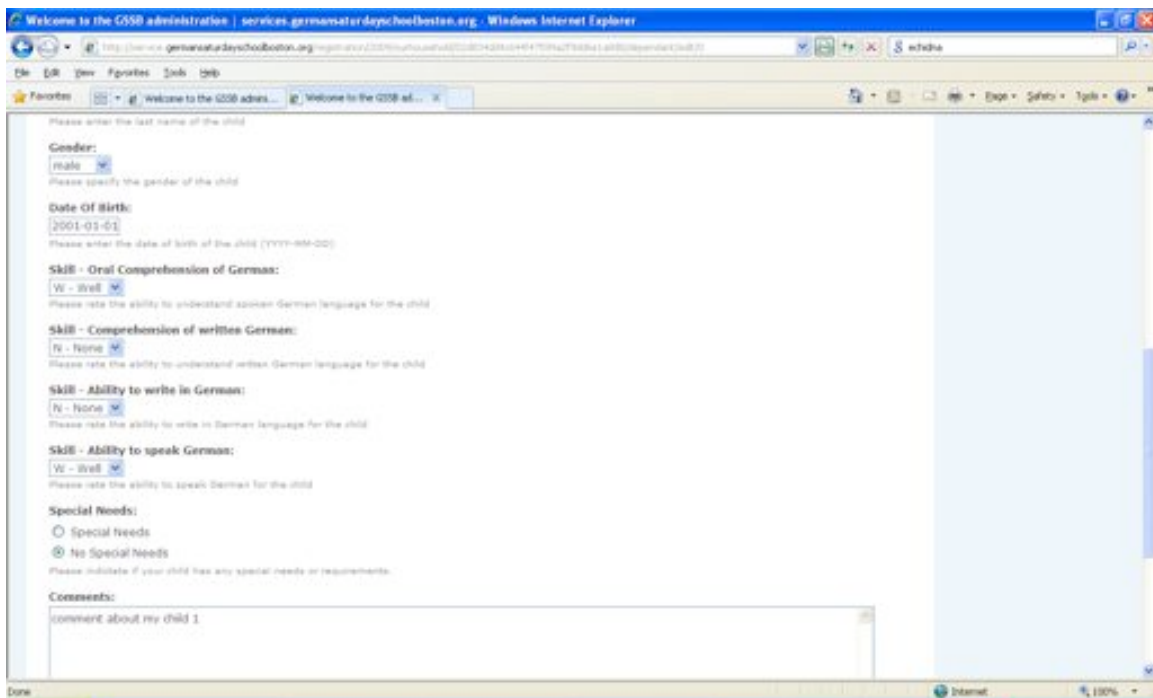


6. **Click on the blue “edit” link for Child 1 to the right of the screen.** The following screen will appear:

****Please note that this manual is based on screenshots from the 2009/2010 registration. The steps are identical with the 2011/12 registration.****



7. Review the data for your child. Scroll down the screen to see the rest of the form:

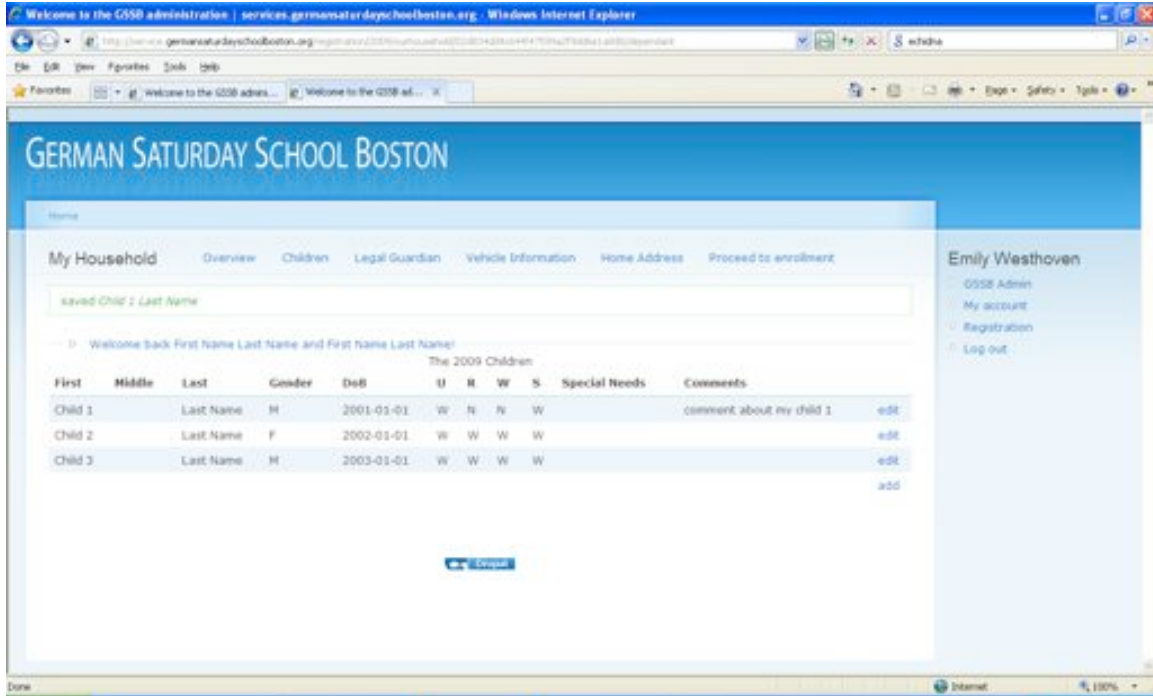


8. Review all data and make changes where needed (this includes: Name; Gender; Date of Birth; Your assessment of your child's ability to read, talk,

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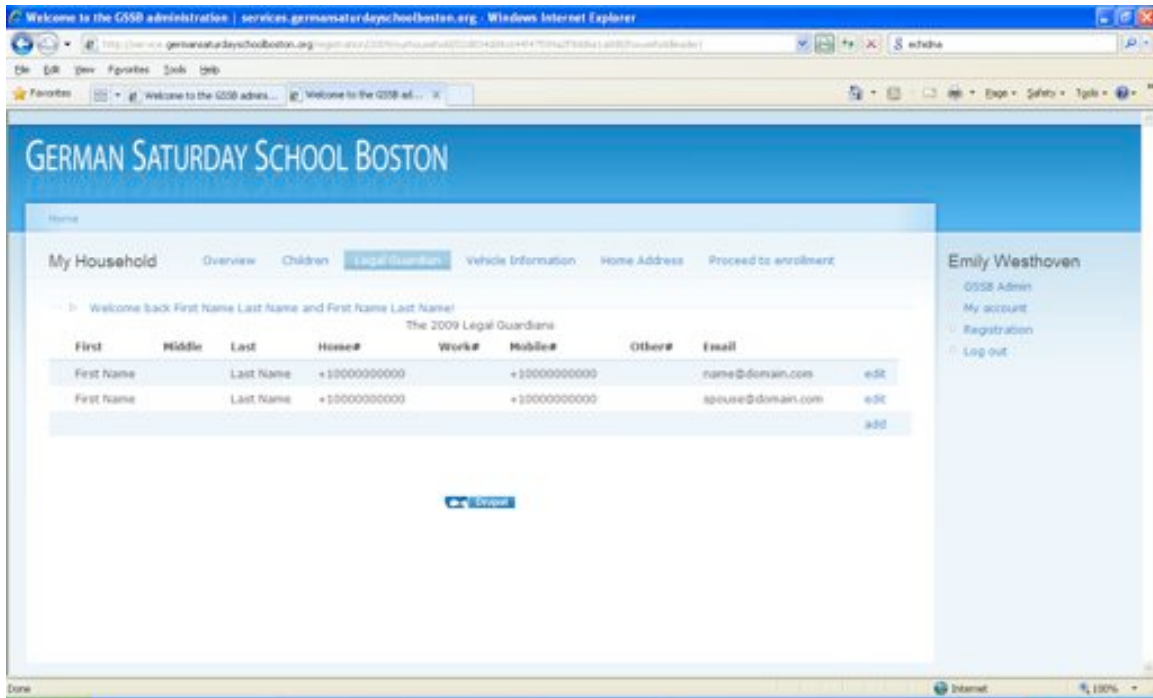
write and understand German; Special Needs and a field where you can enter comments about your child)

9. **When you have completed entering/reviewing your data, scroll down to the end of the screen and click on “Save Form”**. This will take you back to the “Children” overview screen:



10. **If you have more than one child listed in our database, repeat steps 5 – 8 for each child. If you would like to add a child, click on the blue “add” link and complete and save the form.**
11. When you have completed reviewing and updating your child’s information, click on “Legal Guardian” tab on top of the screen. Your screen will look like this:

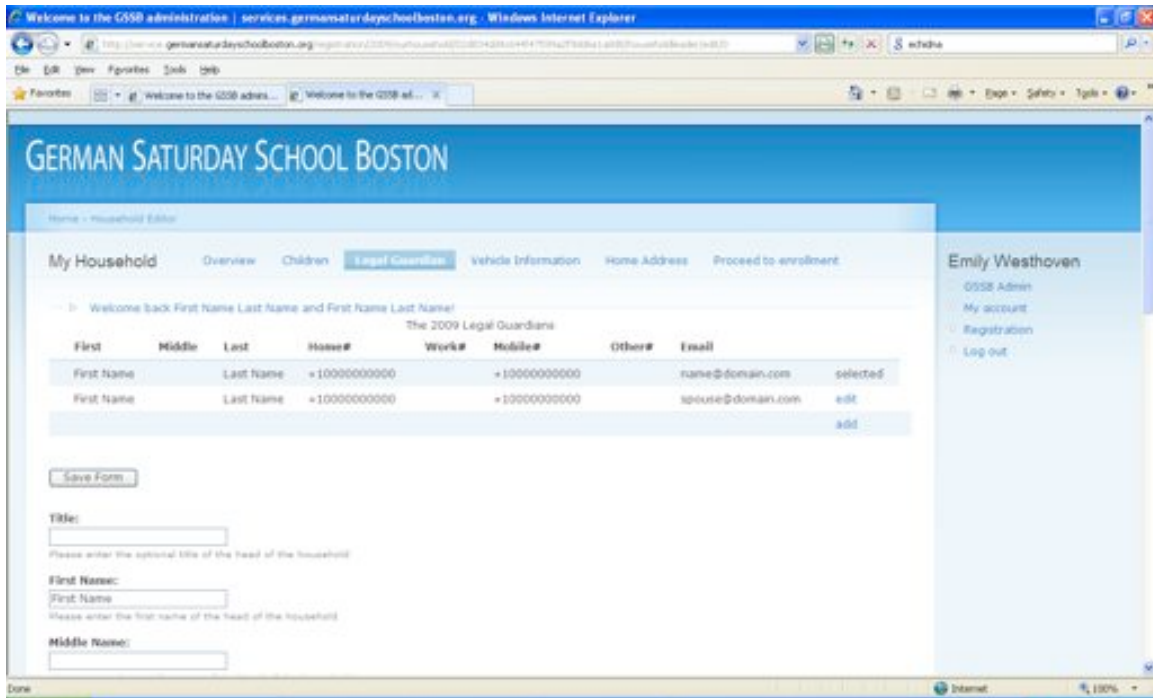
****Please note that this manual is based on screenshots from the 2009/2010 registration. The steps are identical with the 2011/12 registration.****



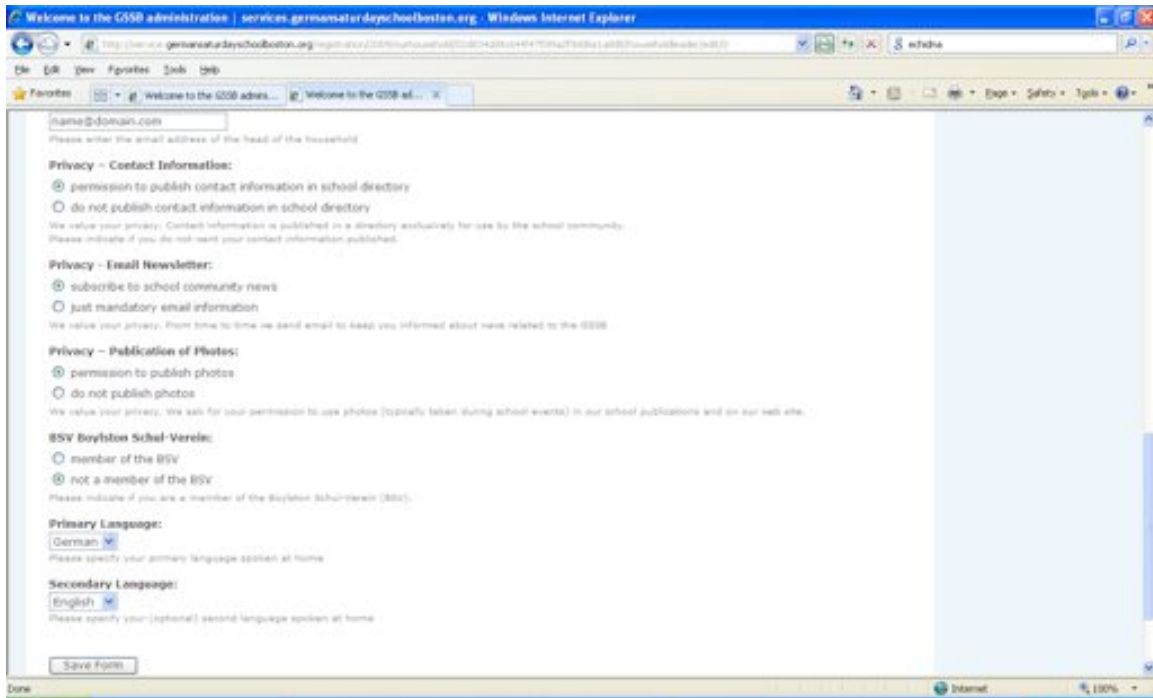
Even if the data you see in the overview is correct, you still **need** to

12. **Click on the blue edit link to the right of the screen of one of the Legal Guardians listed in our database to see the entire form.** The following window opens:

****Please note that this manual is based on screenshots from the 2009/2010 registration. The steps are identical with the 2011/12 registration.****



Scroll down to view the rest of the form:



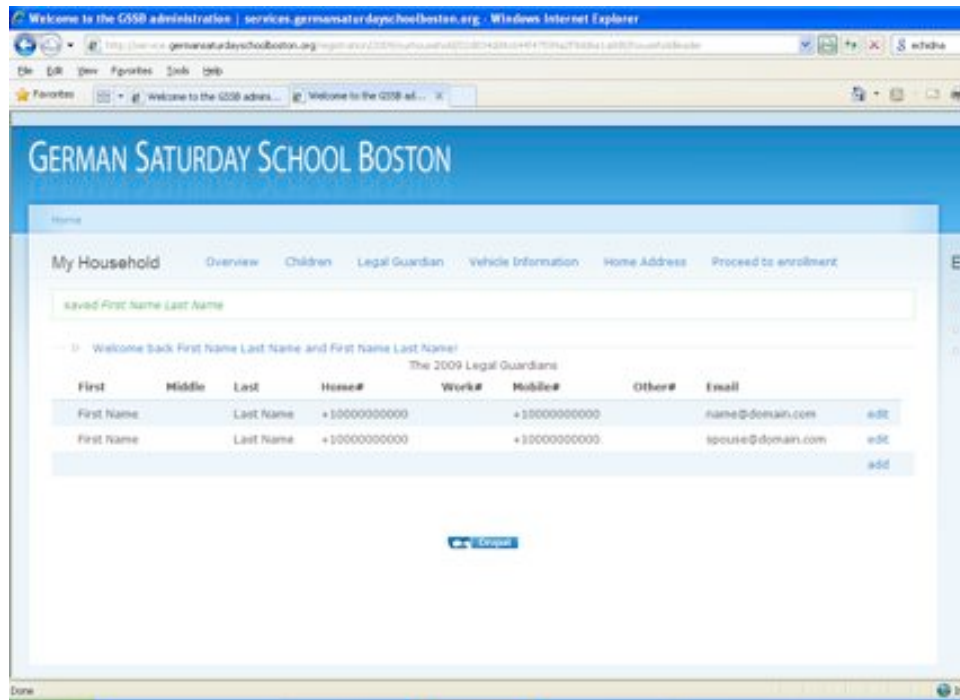
13. Review all data and questions on this form carefully (this includes: name, phone numbers, e-mail address, permission to publish contact info in school directory, subscription to school community news, permission to publish

****Please note that this manual is based on screenshots from the 2009/2010 registration. The steps are identical with the 2011/12 registration.****

photos of your child/ren, membership in the BSV, primary and secondary language spoken in your home). When you are done with reviewing all data and making changes where appropriate,

Note: If you changed your e-mail address in the form, you will automatically be notified that an e-mail message has been sent to you confirming the change of e-mail address and including a new link to access the registration.

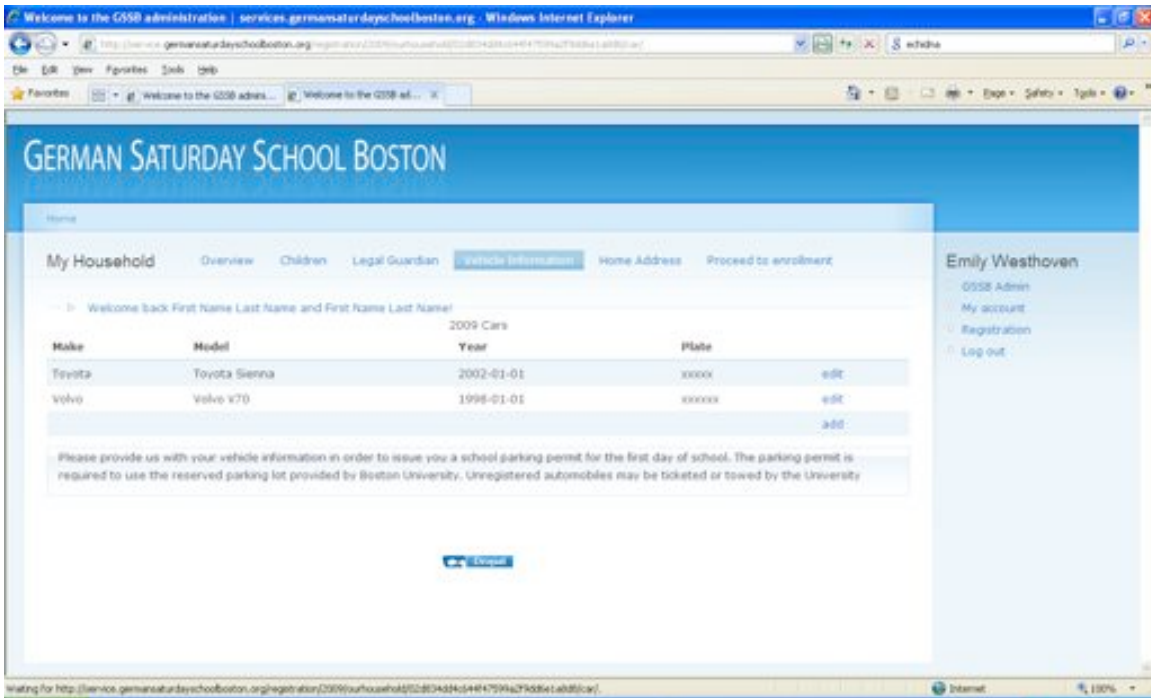
14. Click on **“Save Form”** at the bottom of the form. This will bring you back to the following screen:



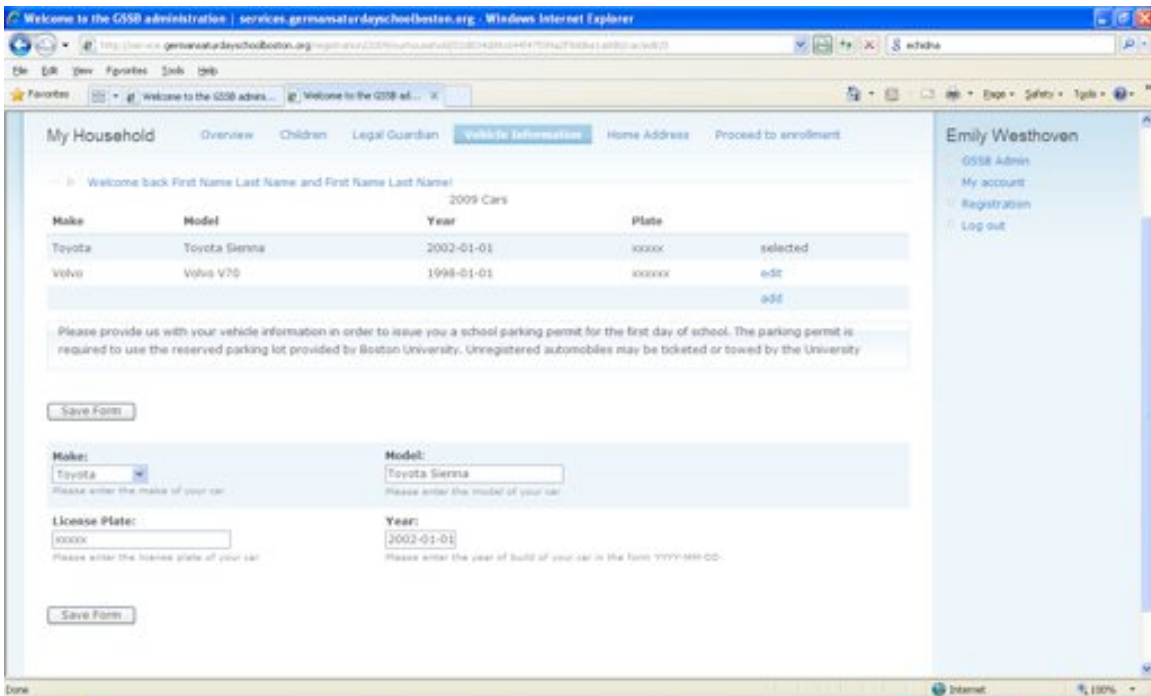
Follow steps 11-13 for your spouse. If you'd like to add a legal guardian or spouse to your household data, click on the blue "add" link and complete the form. Click on "Save Form" to save all data.

15. Click on the **“Vehicle Information”** tab/link on the top of the screen. The following screen will appear:

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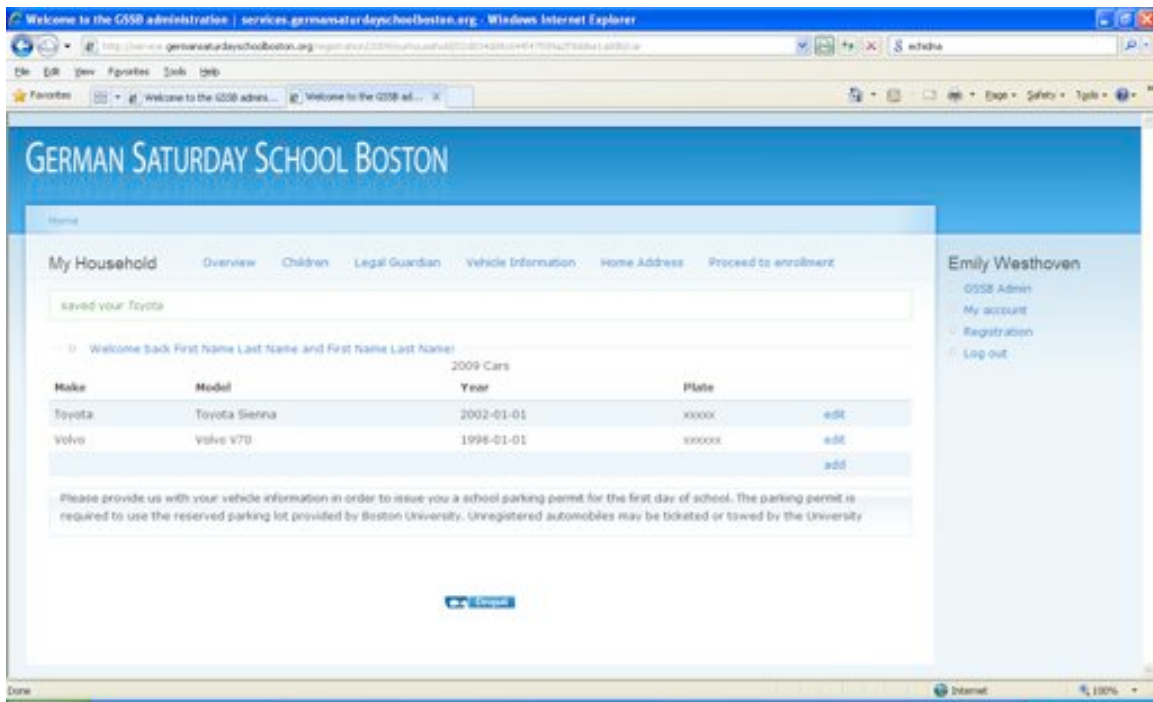


16. Click on the blue “edit” link on the right of the screen. The following screen will appear:



17. Review the data and make changes where appropriate. Click on “Save Form”. This will take you back to this screen:

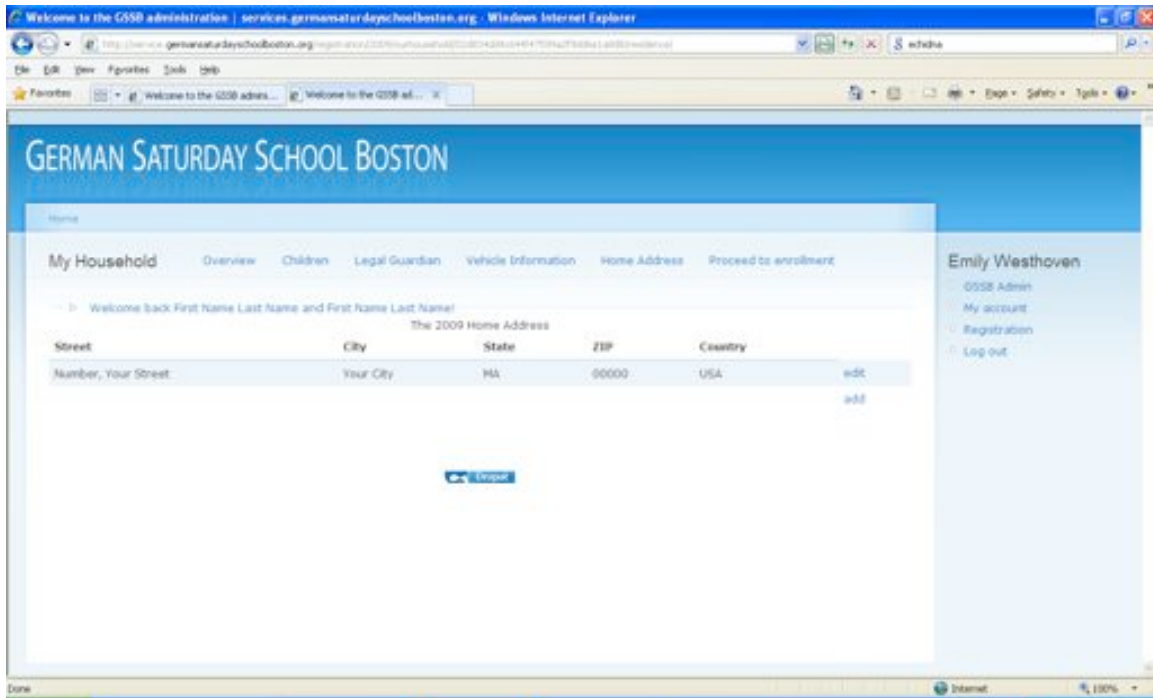
****Please note that this manual is based on screenshots from the 2009/2010 registration. The steps are identical with the 2011/12 registration.****



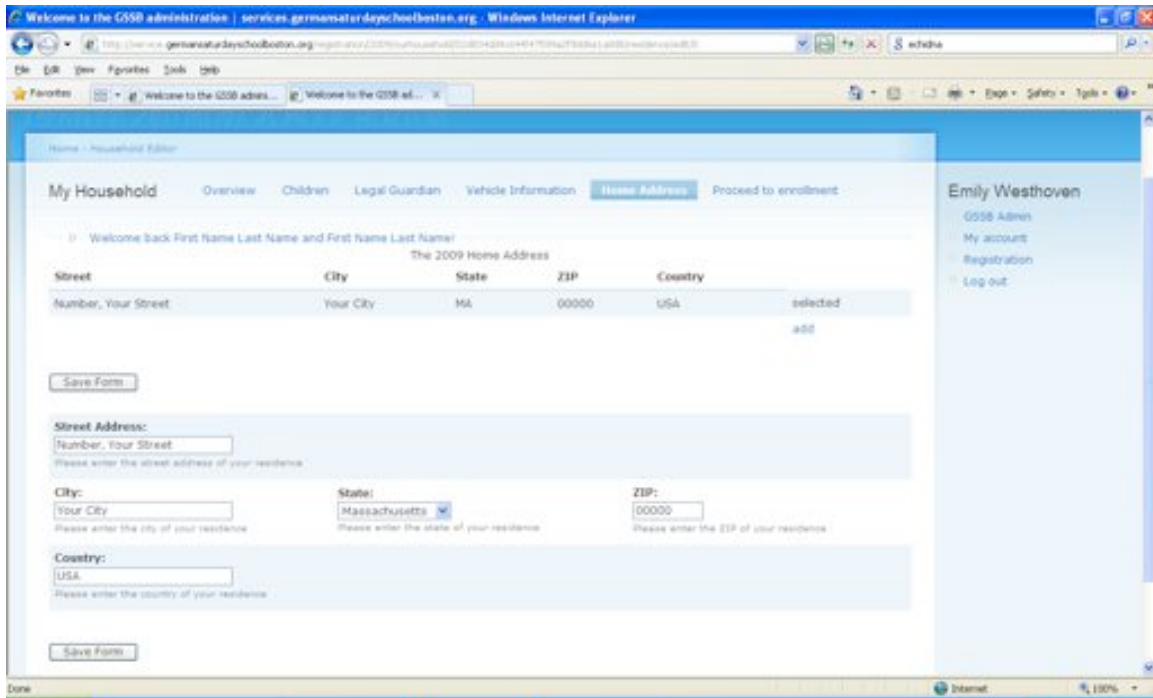
If you have more than one vehicle, repeat steps 15 and 16. If you'd like to add a vehicle to our database, click on the blue "add" link on the right of the screen. If there is a vehicle in our database that you know longer have, please write "Delete" under the "Model" field of the vehicle that you'd like us to delete from the system.

18. Click on the blue "Home Address" tab/link on the top of the screen. The following screen will appear:

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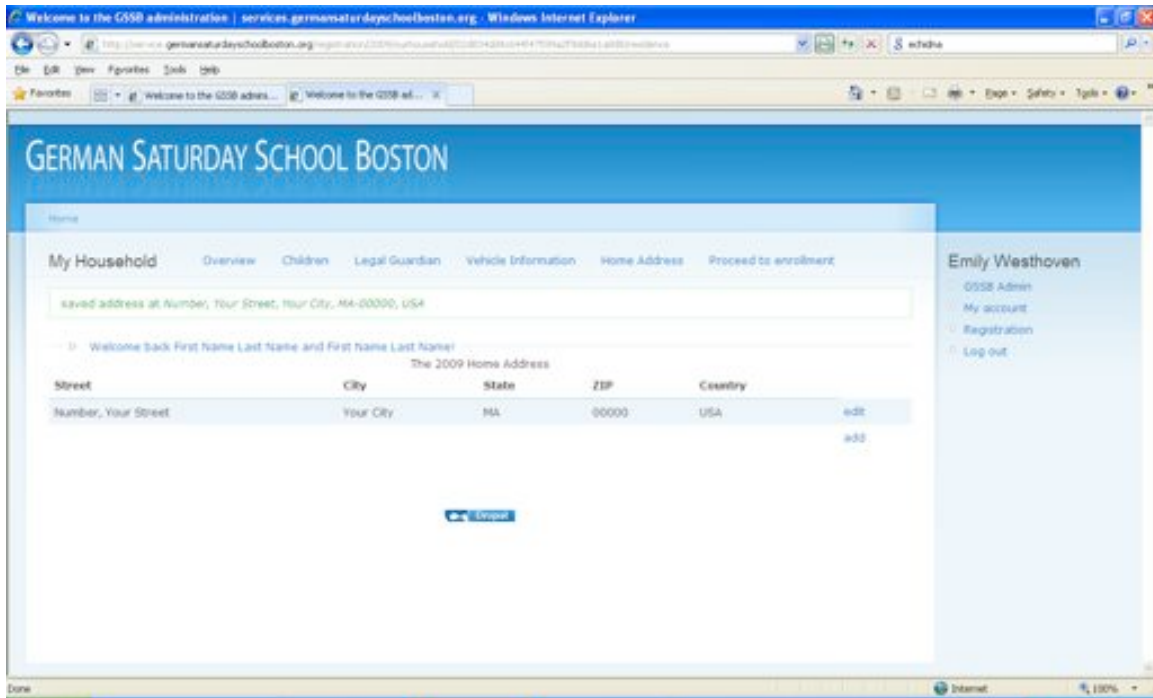


19. Click on the blue “edit” link on the right. The following screen will appear:



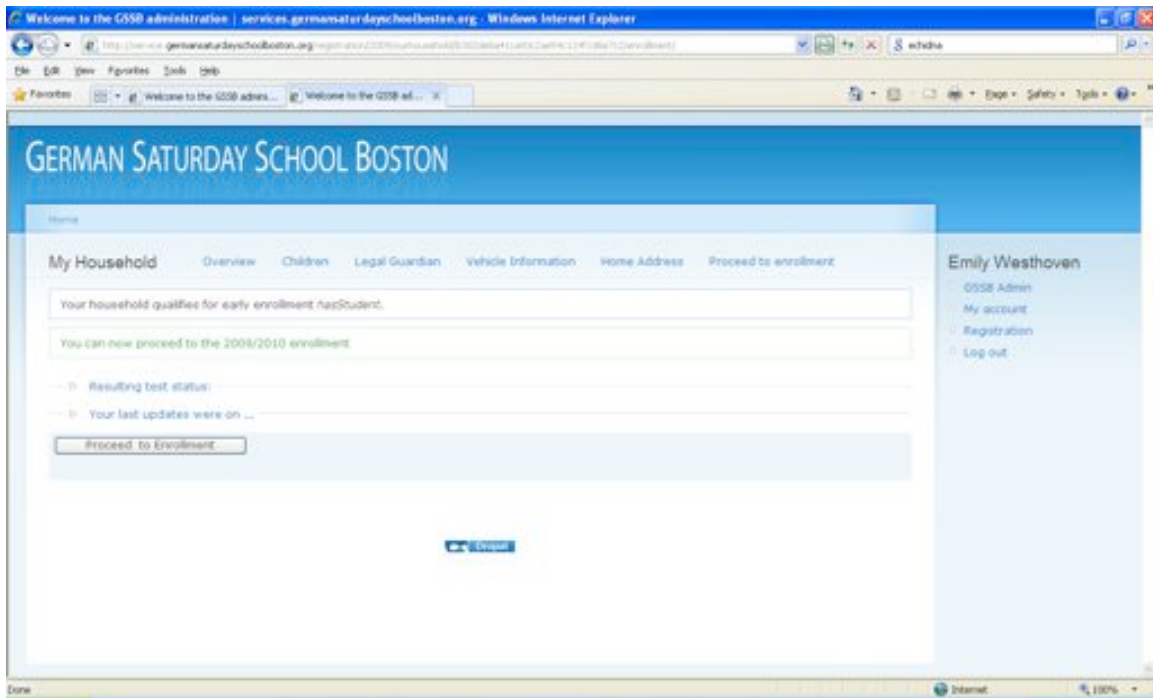
20. Enter/review/change your home address information in the fields. When done, click on “Save Form”. The following screen will appear:

****Please note that this manual is based on screenshots from the 2009/2010 registration. The steps are identical with the 2011/12 registration.****



Congratulations – you have now completed the first part of our registration and are now ready to proceed to enrollment!

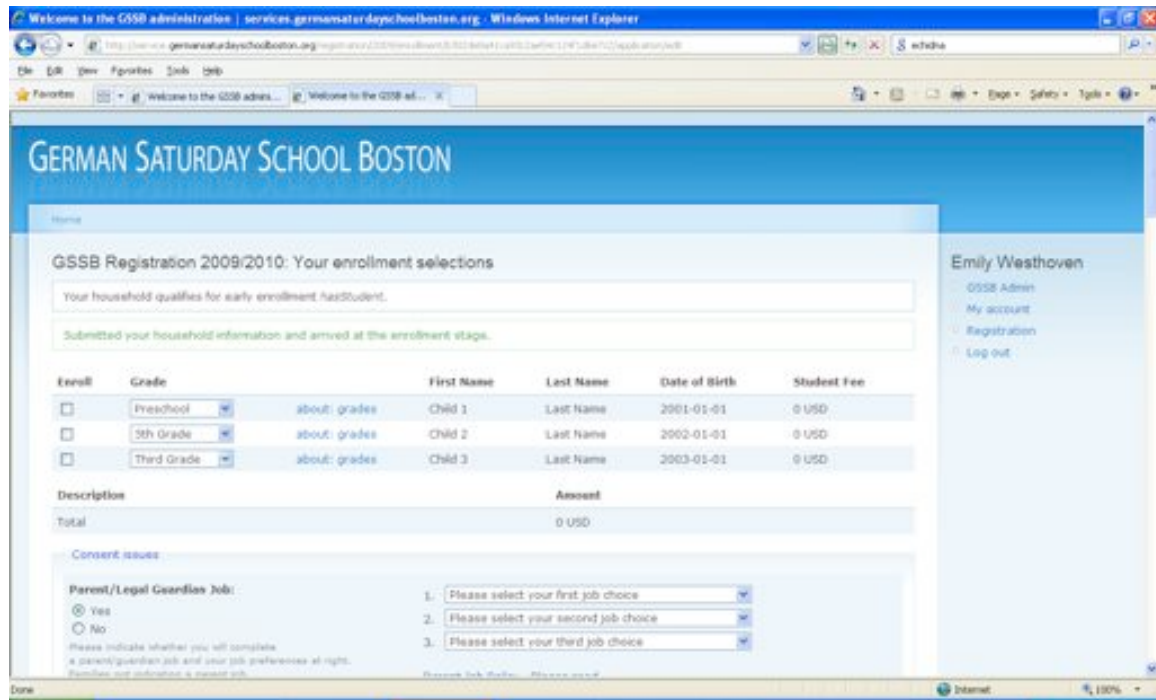
21. Click on **“Proceed to Enrollment”** tab/link on the top of the screen. The following screen will appear:



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If you have completed all required fields during the registration, you will be able to proceed to enrollment.

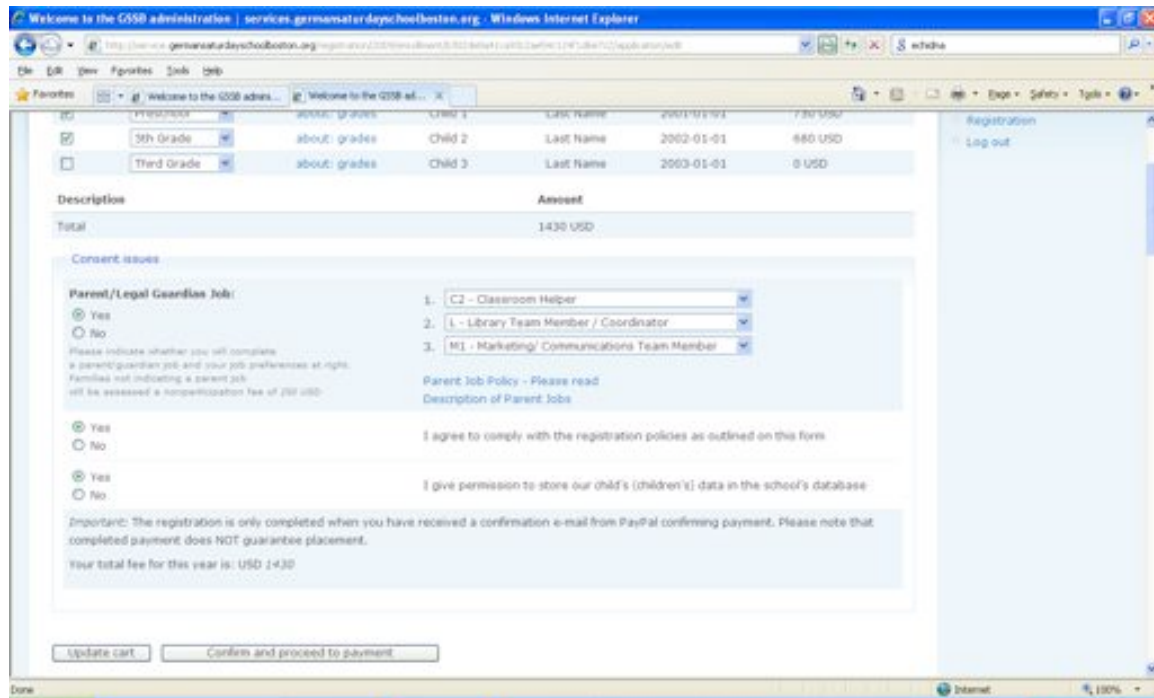
22. Click on “Proceed to Enrollment” button on the bottom of the screen. You will now enter the enrollment section of the registration process. The following screen will appear:



23. Check the box under “Enroll” for each child you would like to enroll in the German Saturday School for the 2011/2012 school year. Leave the check box unchecked for the child/ren you are not going to enroll this year.
24. In the pull down menu under “Grade”, **select what grade you believe your child will be entering in the German Saturday School this fall.** Click on the “about: grades” link to view information about grade level selection.
25. Under Parent/Legal Guardian Job: **Please click “yes” or “no” whether you would like to participate in the parent job program.** If yes, go to step 26. If no, go to step 27.
26. If you click yes, **select 3 different parent jobs from the pull down menu to the right in order of your 1st, 2nd and 3rd preference.** Click on the blue Parent Job Policy links below the pull down menu to read in detail about the program and the description of parent jobs.
27. **Click “yes” for both the permission to store your child’s data in our school database and to comply with the registration policies.** A “yes” is required in order to proceed with enrollment.

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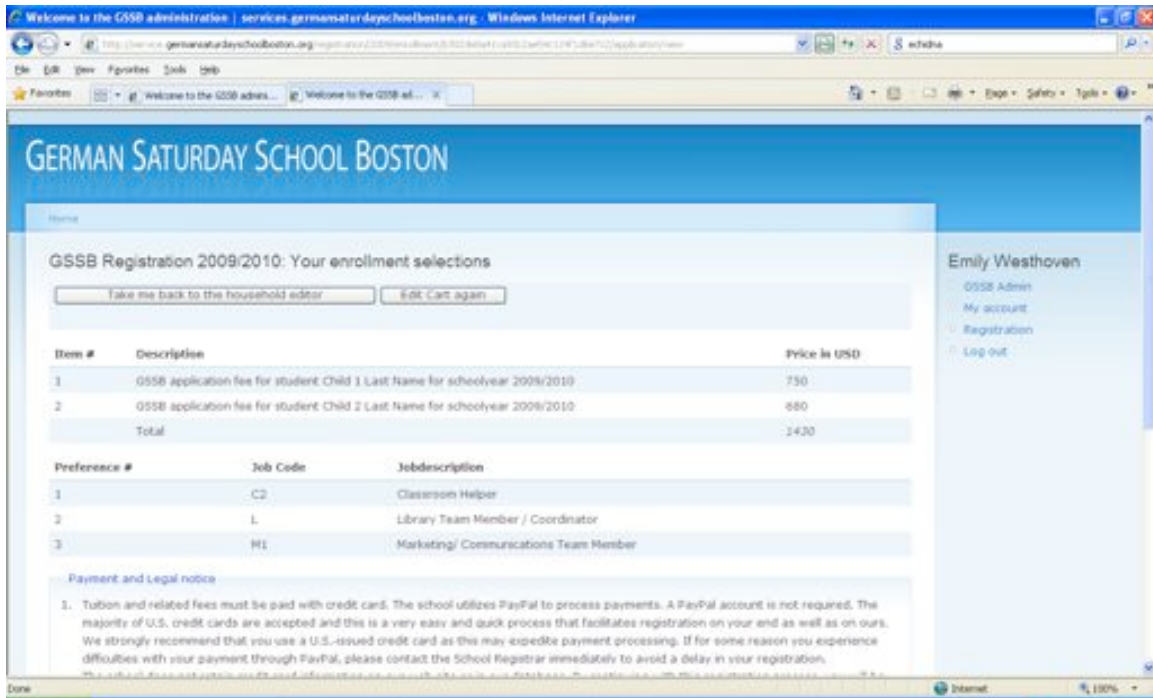
28. Click **“Update Cart”**. You will now see a summary of your choices:



If you are satisfied with your selection, you can now

29. Click on **“Confirm and Proceed to Payment”** button (next to **“Update Cart”** button). The following screen should appear:

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This is a summary of your selections. Here you have three options to proceed:

- Click on “Take me back to the Household editor” – if you need to make changes to your household data, such as making changes to names, addresses, etc.
- Click on “Edit Cart again” – if you need make changes to the enrollment selections, such as which of your children you would like to enroll, your Parent Job Selection etc.

Or if none of the above applies, complete the enrollment by scrolling to the bottom of the screen, read the legal disclaimers and

30. **Click on the PayPal button.** By clicking on the PayPal Button, you will be automatically routed to the PayPal web site. The screen will look like this:

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German Saturday School Boston

Description	Amount
GSSS application fee for student Ja...	\$825.00
Item price: \$825.00	
Quantity: 1	
GSSS receipt-participation fee for s...	\$300.00
Item price: \$300.00	
Quantity: 1	
Item total	\$1,125.00
	Total \$1,125.00 USD

Choose a way to pay

Log in to my PayPal account

Pay with Bill Me Later[®], Debit or Credit Card
Pay with your debit or credit card as a PayPal Guest

Country: United States

Bill Me Later[®], a PayPal service
Get \$10 back on your purchase.
Expires 2/28/11. Subject to credit approval. [See Terms](#)

Credit Card

Credit card number:

Payment Types:

Expiration date: mm / yy
 /

CSC:

[What is this?](#)

First name:

Last name:

Address line 1:

Address line 2 (optional):

City/State: MA

ZIP code:

Telephone: 508-655-1234

Email:

[Review and Continue](#)

Payments processed by

[Cancel and return to German Saturday School Boston.](#)

31. **Follow the instructions on the PayPal site to complete the registration process.** You do not have to have PayPal account in order to complete the registration. If you have a PayPal account, Log In to PayPal (blue box to the right). If you don't have a PayPal account:
32. **Enter your billing and payment information** as requested. Note that you can use a credit or a debit card.
33. **Click on orange "Review Order and Continue" button** on the bottom of the screen in order to complete the process. You should now see a confirmation page. An e-mail from PayPal has also been sent to your account to confirm payment.

You have now successfully completed the registration process for the 2011/2012 school year. Please note that payment confirmation does not guarantee placement. For our policy on confirming placement, please review our Registration Information on our Web site.

****Please note that this manual is based on screenshots from the 2009/2010 registration. The steps are identical with the 2011/12 registration.****

If you click on the “Cancel and Return to German Saturday School Boston” link on the PayPal site, you will be sent back to the German Saturday School site. You have canceled payment and did not complete the registration.

****Please note that this manual is based on screenshots from the 2009/2010 registration. The steps are identical with the 2011/12 registration.****