

Shalom Beit Midrash Families,

We've launched a new system for Religious School registration. This system will save you time by connecting to our Temple membership database and billing system. We are excited to unify our software and hope it will make registration quick and easy in the years to come.

The first step to register for religious school is to establish a password for your “Shulcloud” account. If you are an established member you will have already received an email with instructions for this step. If you are a new member, please reach out to the Temple for instructions on setting up your account.

Once you have a password, you can log in whenever you like by clicking on **Login** in the upper right corner of the website.

Detailed instructions on how to register are below. Our website also features an FAQ sheet with start dates, school information, and prices. As a reminder, those of you who are registered and paid in full by June 15 are eligible for an early bird discount! As always, your course catalogue and selection form will arrive in your inbox later in the summer.

With any questions, contact Ellen or Sara in the Religious School office by replying to this email, or calling at 210-733-9135 x105.

Enroll in Religious School by following the steps below:

1. Click “MY ACCOUNT” on the home screen (beth-elsa.shulcloud.com)
2. Click the “Start School Enrollment” button on the menu
3. **The first page** you see will allow you to select the students who will enroll and select your Hebrew School day. It will also calculate your total registration fee.
 - a. Your eligible children will auto-enroll in the appropriate age group for all three trimesters
 - b. If your child is eligible, select the day your child will attend Midweek Hebrew
 - c. Contact the religious school office if the child you would like to enroll has “No Grade Available” listed below their name or their grade is incorrect.
 - d. To opt-out of enrolling a child, click the “Change” link near their name and use the drop down menu to select “Do Not Enroll”
 - e. The bottom of the first screen will calculate the total amount of your religious school registration
 - f. Note: you will not have to pay a deposit or in full in order to complete your registration today.**
 - g. Be sure to click the “Continue” button to go to the next page
4. **The second page** you see will collect information about your family and your student a. At the top of the page, please complete the “Family Information” section. These answers will apply to all students you register.
 - i. Note: if you need a scholarship, please select yes at that question. We will follow up by emailing you an application.**

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b. Next, complete the “Emergency Contacts” section. Please be sure to check/uncheck the “Can Pick Up” permission. To add additional emergency contacts, click the tiny blue + button to the right of “Can Pickup.”

c. Next, complete the “Parent Information” section. It does not matter which parent is listed as Primary or Secondary.

d. Next, complete the “Student Information” section. All the students’ names will appear under the “Student Information” header. Registration fields will appear in the columns below each student’s name. Fill out the appropriate information for each student in the appropriate column.

e. Check that all of the information is correct, then click the blue “Continue To Deposit” button at the bottom of the screen to continue enrolling.

a. You will have two options for payment. **Please select “Bill to My Account.”**

i. As we adapt to our new system, we want to be sure that you are billed correctly. For this reason, we ask you bill to your account for now.

ii. This will also allow you to arrange for a payment plan with Michael Ringel after registering. You can contact Michael at michael@beth-elsa.org or 210-733-9135 x124.

b. Lastly, click confirm and continue.

5. **The third page you** will see your payment screen.

6. **The final page** you will see will say “Thank You.” Congratulations! You are registered for religious school! Once we receive your registration form and Michael complete the accounting you arrange with him, we will confirm your enrollment via email.