



REGISTRATION GUIDE

ISCJ Weekend School

BROWSE TO ISCJ WEEKEND SCHOOL WEBSITE

- Open a browser (Chrome, Safari, Explorer, Firefox etc.) and type: <https://www.iscjwes.org/index.html>
- Once on the main page, click on “Returning Students”

Step

1



Click here for returning students
registration only.



LOGIN WITH GMAIL


If your primary address on file is not a GMAIL or Gsuite account, skip to section: “LOGIN WITH OTHER EMAILS”

LOGIN WITH GMAIL

- If a parent registered their child(ren) in 2019-2020 with a primary email listed as a GMAIL or Google Gsuite account, please click on the “Sign in with Google” button.
- You will then be redirected to Google popup and asked to login to your GMAIL Account.

Step

2



Sign in to start your session


Email

Password

☐ Remember Me

Sign In

- OR -

 Sign in with Google

[I forgot my password](#)


If your primary email on file is a GMAIL or GSUITE email, click here

LOGIN WITH GMAIL

- Once you have authenticated off of your GMAIL account, you will be redirected back to ISCJ WES page


Step


2



ISCJ Weekend School


Sign in to start your session

Email 

Password 

☐ Remember Me

- OR -



Login Successfully, Redirecting.. (if not redirect [Click Here](#))

[I forgot my password](#)

After your identity has been confirmed, you will allowed to login to the website

GO TO “START
REGISTRATION”
SECTION



LOGIN WITH OTHER EMAILS


For those who did not list a gmail address as their primary email

LOGIN WITH OTHER EMAIL ADDRESSES

- If a parent registered their child(ren) in 2019-2020 using an email other than a google email address, please click on “I forgot my password”

Step

2



Sign in to start your session

Mohammed@gmail.com

.....

☐ Remember Me

Sign In

- OR -


Sign in with Google

[I forgot my password](#)

If your primary address on file is not a gmail or gsuite account, click here


LOGIN WITH OTHER EMAIL ADDRESSES

- Then enter your email address in the verification email input box and click “Send Email”



ISCJ Weekend School

Enter email address for verification email.

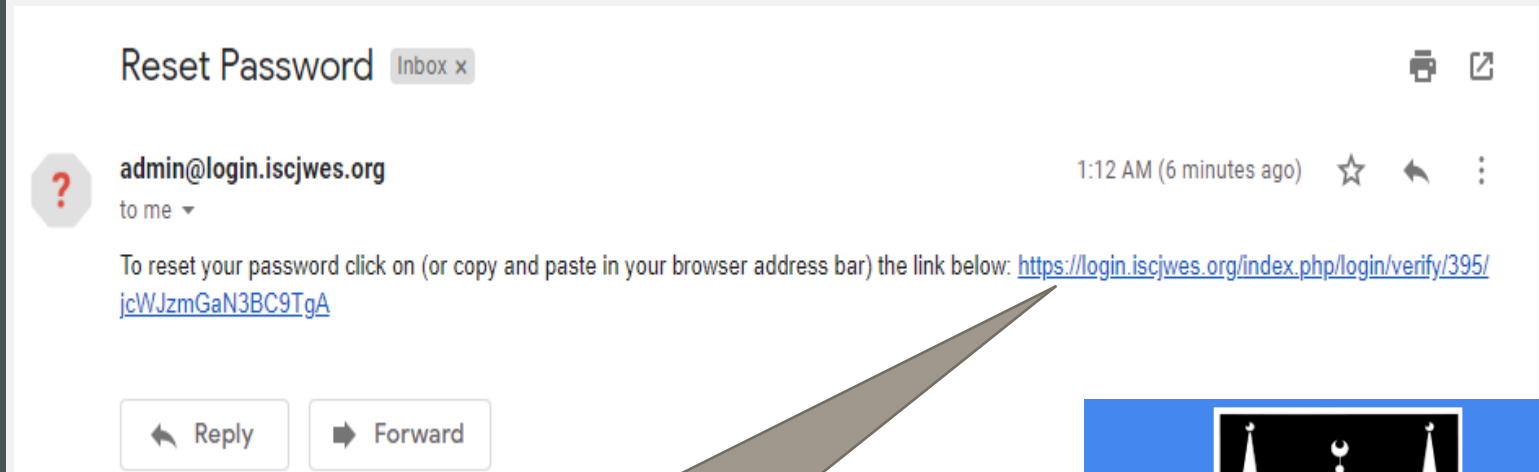


[Back to Login](#)

Enter your
primary email
address on file

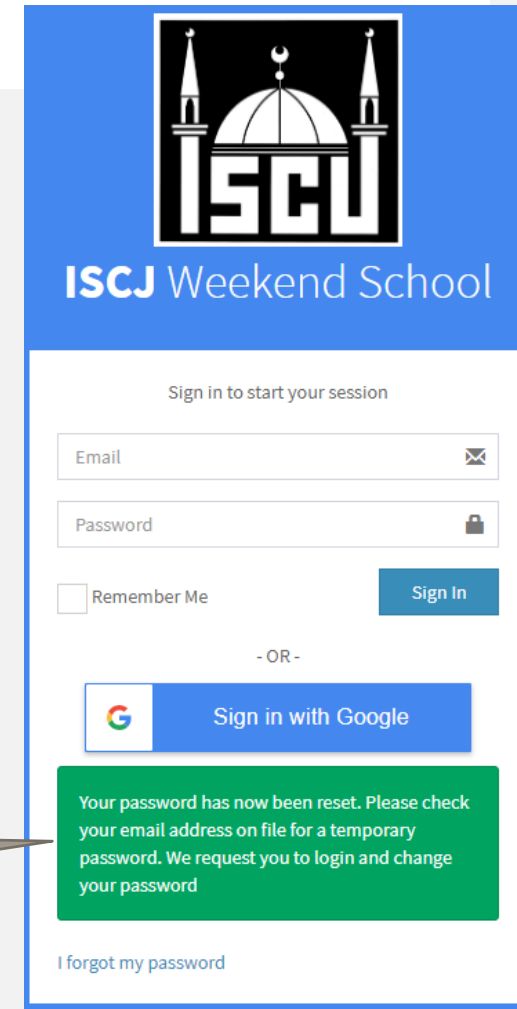
LOGIN WITH OTHER EMAIL ADDRESSES

- You will get an email with a link for one time use only to reset your password.
- Once you click the reset password link, a second email will be sent to you with a temporary password
- Use your primary email address and temporary password to login to the website for registration



Click this one time use only link to generate a new temporary password

Once you click the link above, you should get to this page reminding you to check your email for a temporary password





START REGISTRATION

START REGISTRATION

- At the top of your page you should see a button to start registration for 2020-2021

Dashboard for Parents

ISCJ Weekend School

Registration Open for the Session of 2020-2021. For Registration [Click Here!](#)

Current Active Academic Session 2020-2021

Current Active Volunteer Session Session 2020-2021 (Sunday School)

No Student Enrolled for Current Session!

No Duty Signup for Coming Sunday!

Volunteer Hours Status [+ Add More](#)

6 hrs
My Volunteer Hours - (required min 6 hrs)

0 hrs
Total Completed Hours

0 hrs / 0 hrs
Total Absent / Excused Hours

Click here to start registration



FIRST STEP OF REGISTRATION:
UPDATE ISCJ PROFILE

UPDATE ISCJ MEMBERSHIP PROFILE

- Please make sure to fill in all mandatory sections that are denoted with an Asterix (*).
- Please identify the Cell Phone carrier for the Primary Account Holder so that you can be texted with important updates
- Emergency contact needs to be someone not living in the same house as the child(ren).
- If all the mandatory fields are not filled in, you will get a pop-up box with an error reminding you to fill in missed fields

Registration

UPDATE PROFILE SELECT STUDENT PAYMENT REVIEW PAYMENT OPTIONS VOLUNTEER SIGNUP FINISHED

Profile Information

Note: This page is for parent information and must be filled out by an adult.

Primary Account Information

First Name * Middle Name Last Name * Cell Phone Number *

Cell Phone Carrier * Email Address * Occupation * Primary Account is *

* Primary Account Cell phone number will be used for SMS Communication

Secondary Information

First Name * Last Name * Cell Phone Number Cell Phone Carrier

Occupation Account is * Email *

Address Information

Home Phone Home Street Address * Home City * Home Zip *

State * Student Live With *

Emergency Contact 1

Name * Contact No. * Relation with Student *

Emergency Contact 2

Name * Contact No. * Relation with Student *

ISCJ Volunteer Activities

☐ Ramadan Night (Ifar, Suhoor, Parking) ☐ Eid (Parking, Setup, Clean-up) ☐ Friday Parking

☐ Youth Activities ☐ Membership Drives ☐ Funeral/Burial Support

☐ Weekend Activities ☐ IT/Website

Next →

Make sure to update cell phone provider

Emergency contact needs to be someone not living in the same house

When done, click here

PROVIDING ISCJ CALL CONSENT

- You will need to provide ISCJ Consent to call you on your primary cell phone number for important notifications.

The screenshot shows a registration form for ISCJ. A modal titled "Cell Phone call Consent" is open, displaying the following text:

I Waqas Haque, completed the registration and confirm that I am 18 years or older.
Also, I give the ISCJ Weekend School permission to automatically call my primary cell phone number for important notifications.
Cell phone number: (201) 222-5555
I understand that any cancellation or modifications of this authorization must be in writing, and that this authorization shall remain valid until requested otherwise.

Below the text is a checkbox and the text: ☐ I have read and agree to the above Terms and Conditions.

At the bottom right of the modal are two buttons: "Close" and "Continue" (with a right arrow).

The background form includes fields for "SELECT STUDENT", "Middle Name", "Email Address*" (with the value "waqas.haque@iscj.org"), and "Cell Phone Number".

Click the checkbox
before clicking
continue

Click continue after
clicking the
checkbox



SELECT STUDENT

SELECT STUDENT SECTION

- This section should list all the children in your family.
- If any child(ren) in your family are missing in the list on this page, select the “+Add Child” button and add each child to complete the ISCJ Membership Registration

UPDATE PROFILE

SELECT STUDENT

PAYMENT REVIEW

PAYMENT OPTIONS

VOLUNTEER SIGNUP

FINISHED

Select Student

Select School for Enrollment *

Select an option

Enrolled Children

No Student Found!

Returning Children

S.No	Child Name	Profile Update	Action	Current Class	Check for Student Registration
1	Mohammed Haque	✓	?	Grade 3	Select

New Children

No Child Found! [Click Here](#) to add Child(ren)

Back

You should see all your children here

Next

+ Add Child

If a child(ren) in your family does not show up on the page, click this button to add the child to the ISCJ registration

ADD A CHILD

- Skip this page of the help guide, if you did not need to add a child
- If you clicked on add a child button, please make sure to add all the details for your child in the window

Add New Child

Child First Name *

Aisha

Child Middle Name

Child Last Name *

Haque

Child Gender *

Female

Date of Birth format MM-DD-YYYY *

01-01-2015

Child Class *

Grade KG

Grade child will be entering in academic year 2020-2021

Child upto date with State Required Immunization *

Yes

Child Food Allergies *

N/A

Child Concerns *

None

Add

Close

SELECT STUDENT SECTION

- Once you see all the children in your family are added, select the checkbox at the end of the child's name who is going to be attending ISCJ Weekend school in the upcoming School year.
- Make sure to click on the pulldown menu on the upper right hand side to select the school session your child(ren) will be attending:
 - Saturday Session or
 - Sunday Session
- Once ready to proceed, click the next button

UPDATE PROFILE

SELECT STUDENT

PAYMENT REVIEW

PAYMENT OPTIONS

VOLUNTEER SIGNUP

FINISHED

Select Student

+ Add Child

Select "Saturday" or "Sunday" school

Select School for Enrollment *
Select an option

Enrolled Children

No Student Found!

Returning Children

S.No	Child Name	Profile Update	Action	Current Class	Check for Student Registration
1	Mohammed Haque	✓	?	Grade 3	<input type="checkbox"/> Select

New Children

No Child Found! [+ Click Here](#) to add Child(ren)

Back

Next

Click this checkbox if you are registering your child in ISCJ Weekend School

When all children are added, click the next button

TERMS AND CONDITIONS

- You **MUST** click the checkbox to accept the **TERMS & Conditions** for registering your child for the Weekend School
- Then Click the “Continue” Button

Must be checked before proceeding

Click the continue button when ready to proceed

Terms & Conditions

1. For parents registering their kids in the Kindergarten class, a copy of the birth certificate for each child must be provided with this form. A child must be at least 5 years of age (born prior to 05/28/2015) to be admitted to the Weekend School in Kindergarten.
2. Membership fees of \$425 are mandatory for registration and will be included in the payment online. If you have already paid the membership through a different plan, you must provide proof of payment.
3. No Tuition refunds will be made after the start of school year. Parents of KG & first grade children must be present at the ISCJ building when classes are in session.
4. Tuition and membership payments for previous years must be satisfied before we can register your child for the new school year.
5. If your child has any special needs you must mention it while registering online.
6. You must update your profile online with accurate contact information as Weekend School Administration will be using that information to communicate for the school year.
7. I give the ISCJ Weekend School permission to automatically call or text my phone numbers for any notifications. I understand that any cancellation or modifications of this authorization must be in writing, and that this authorization shall remain valid until requested otherwise.
8. I understand, that I am fully responsible for any accident or injury to my child/children during the Weekend school activities and I shall not hold ISCJ, its supporting organization, its officers, or any event staffers liable for such. Furthermore, it is my responsibility to instruct my child/children to observe proper Islamic behavior and obey the rules/regulations that are provided by the organizers. Also, in the case of an accident or serious illness, I give permission for emergency medical treatment that will include, but not be limited to, initial diagnostic X-rays and other such procedures as the treating physician may deem necessary.
9. There will be charged a \$35 late fee per child if not registered prior to start of school.
10. I consent to letting my child participate in any photograph taken for school use.
11. I consent to allow my child to have a Google Classroom account setup by ISCJ Weekend School for weekend school use.

☐ I have read and agree to the above Terms and Conditions.

Close

Continue →

REVIEW PAYMENT

- Review the payment being charged
- The payment will match the total amount of children being enrolled.
- Fees and payment breakdowns can be found here for reference:
- <https://www.iscjwes.org/admission.html>
- Click Proceed to Payment to continue

Registration

✓ UPDATE
PROFILE

✓ SELECT
STUDENT

● PAYMENT
REVIEW

PAYMENT
OPTIONS

VOLUNTEER
SIGNUP

FINISHED

Review Payment

Select “Full Payment” or “4 Installments”

Select Payment Options *

Full Payment

Fees

S.No	Type	Amount	Quantity	Total
1	Membership Fee	425	1	425
2	PTA	20	1	20
3	Tuition Fee	190	1	190
4	Expansion/Operations Fee	100	1	100

If you have any questions or concerns please feel free to contact
admin@iscjwes.org

Total Amount : 735.00

← Back

Proceed to Payment →

Click this button when ready
to pay



PAYMENT

SELECT PAYMENT METHOD

- Enrollment is only completed for Cash or Check option when ISCJ School admin can confirm the receipt of the Cash or Check.
- Cash or Check options can ONLY be used for full payments.
- Installment plans can only be paid via credit card or Paypal account. If the installment option is chosen, the Cash & Check box will not be appear on the Payment Options page.
- Once payment is made, you need to click “Next” to proceed.
- For all staff members, this will conclude the registration process.
- For all parents who are not part of the Weekend School Staff, the next page is mandatory to complete enrollment.

Step

9

Registration

✓ UPDATE PROFILE ✓ SELECT STUDENT ✓ PAYMENT REVIEW ● PAYMENT OPTIONS VOLUNTEER SIGNUP FINISHED

Payment Options

Cash & Check

PayPal

PayPal CREDIT

Debit or Credit Card

Powered by PayPal

Refresh

Select an option and Pay

✓ UPDATE PROFILE ✓ SELECT STUDENT ✓ PAYMENT REVIEW ● PAYMENT OPTIONS VOLUNTEER SIGNUP FINISHED

Payment Options



Payment successful

Your Payment was successful! You can now continue to Registration.

Your Order No. 03D06730L98228400

Your Payment Reference No. 479958932P133013Y

When payment completed, click here to proceed

Next →

SIGN-UP FOR VOLUNTEER HOURS

- This page is for all parents who are not part of the staff.
- All parents are required to signup for a minimum of 6 hours of Volunteer hours per family for the year.
- Once you have signed up for the six hours, the finished button will appear to complete enrollment at ISCJ weekend school.

Select Duty and Sign-up for minimum of 6 hours

Registration

☒ PAYMENT REVIEW
 ☒ PAYMENT OPTIONS
 ☒ VOLUNTEER SIGNUP

REGISTRATION PENDING School Volunteer Sign-up (Mandatory)

Select Duty *

Select an option

Select Date *

Select an option

Assign to? *

Waqas

Sign Up

6 hrs

My Volunteer Hours - (required min 6 hrs)

0 hrs

Total Completed Hours

0 hrs / 0 hrs

Total Absent / Excused Hours

Duties	PTA - Lunch Room setup	PTA - Food sale	PTA - Lunch Room Cleanup	PTA - Traffic Control	School - Substitute Teacher (IS)	School - Substitute Teacher (Q)	School - Substitute teacher (A)	PTA - School Activity # 1	School - Guest Storyteller (KG-2nd grade)	Guest Speaker for 3rd-5th grade
Start - Signin	10:00	11:00	12:15	08:30	09:45	09:45	09:45	09:45	09:45	09:45
End	11:00	12:30	01:00	10:30	01:00	01:00	01:00	01:00	01:00	01:00
Signup / Required	1 hrs / 0 hrs	0 hrs / 0 hrs	0 hrs / 0 hrs	0 hrs / 0 hrs	0 hrs / 0 hrs	0 hrs / 0 hrs	0 hrs / 0 hrs	1 hrs / 0 hrs	0 hrs / 0 hrs	0 hrs / 0 hrs

Copy CSV Excel PDF Print Column visibility Show 500 rows Reset

Search:

S.No	Duty Name	Duty Date	Duty hrs	Assign to	Signin Time	Comment	Reschedule
1	PTA - Lunch Room setup	09-13-2020	1 hrs	Waqas		Pending	
2	PTA - School Activity # 2	01-31-2021	1 hrs	Waqas		Pending	
3	PTA - School Activity # 3	03-14-2021	1 hrs	Waqas		Pending	
4	Guest Speaker for 6th-9th grade	02-07-2021	1 hrs	Waqas		Pending	
5	PTA - School Activity # 2	04-18-2021	1 hrs	Jane		Pending	
6	PTA - School Activity # 1	05-16-2021	1 hrs	Jane		Pending	

Showing 1 to 6 of 6 entries

Previous 1 Next

Button will appear once parents have signed up

REGISTRATION AND ENROLLMENT COMPLETE

- Jazakallah Khair and Thank you for Registering

Step



Registration

✓ UPDATE PROFILE ✓ SELECT STUDENT ✓ PAYMENT REVIEW ✓ PAYMENT OPTIONS ✓ VOLUNTEER SIGNUP ● FINISHED

Finished

Registration Successful

JazakAllah for Enrolling Your Kids in Islamic Society of Central Jersey

[← Go Back](#)