



# REGISTRATION GUIDE FOR NEW PARENTS

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 “New Students”

Step

1



Click here for new students registration only.


## Create a new account


- Fill out all the fields and create a new account for your family.


Step





Create a new Account


Enter your first name 


Enter your middle name 


Enter your last name 

Enter your email address 

Enter your password 


Enter your password again 

Enter your mobile number 

Enter your address 

Register

- OR -

 Sign in with Google

[← Back to Login](#)

## Account Verification Email

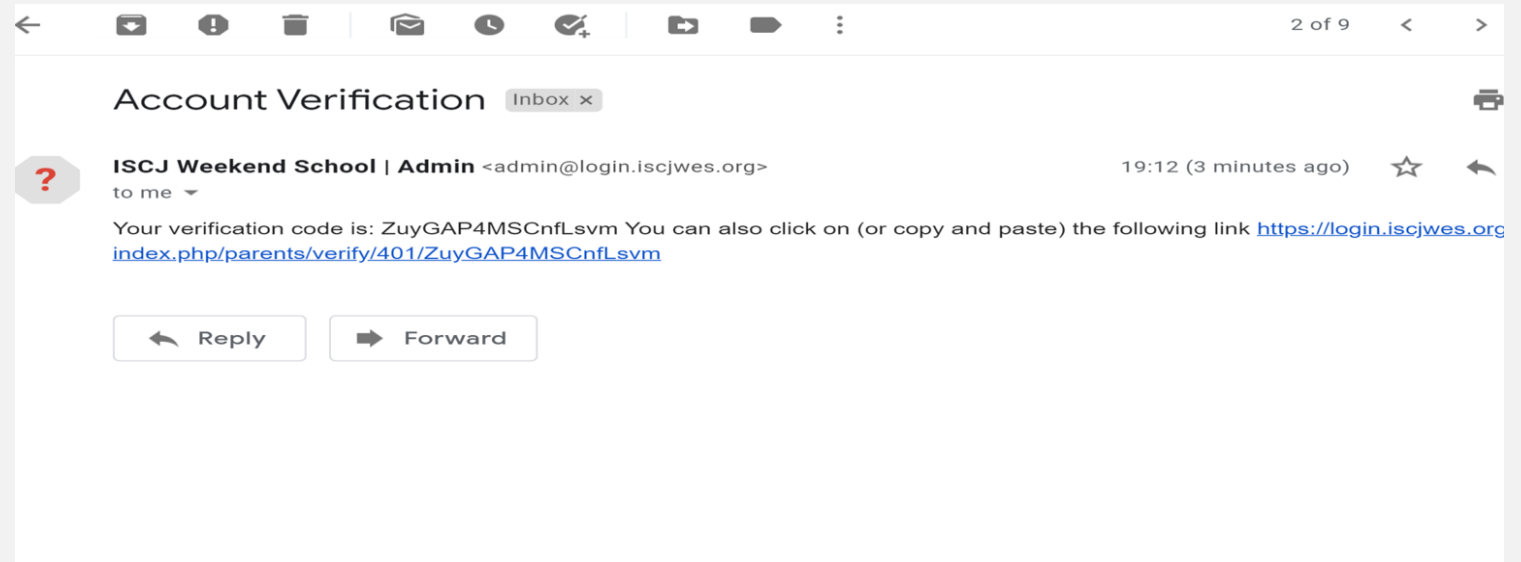
- Once you filled out the information you will receive an email from

**ISCJ Weekend School | Admin <  
<admin@login.iscjwes.org>**

with a verification code.

Step

2



## Verifying your Account

Please enter the verification code  
to continue.

Step

3

## ISCJ Weekend School

Verify Your Account

Account Created Successfully! Check your email and enter the verification code.

Verification Code \*

Verify Account

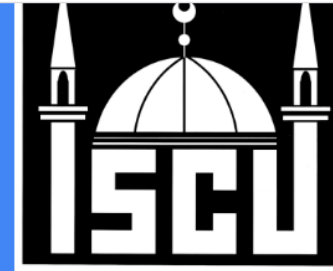
[← Back to Homepage](#)

## LOGIN WITH YOUR EMAIL ADDRESS

- Now enter your email address and password to login to the website.

Step

4



ISCJ Weekend School

Sign in to start your session

Email



Password



☐ Remember Me

Sign In

- OR -



Sign in with Google

Account Verified Successfully! Login to your Account.

[I forgot my password](#)

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



START REGISTRATION



An open book with a red cover is shown from a low angle, focusing on the pages. The pages are white and slightly curved. In the background, a blurred bookshelf with various colored books is visible. A white rectangular box is overlaid on the center of the image, containing the text "CREATE ISCJ PROFILE" in white, uppercase, sans-serif font.

CREATE ISCJ PROFILE



# CREATE 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 \* Last Name \* Middle Name \* Cell Phone Number \*

Waqas Haque Haque (201) 222-5555

Cell Phone Carrier \* Email Address \* Occupation \* Primary Account Is \*

Google Fi waqas.haque@iscj.org Technology Father

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

### Secondary Information

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

Salma Oke (732) 222-5555 Select an option

Occupation \* Account Is \*

None Mother

Email \*

salmadoe@gmail.com

### Address Information

Home Phone Number \* Home Street Address \* Home City \* Home Zip \*

(201) 222-5555 100 Park Street Edison 08817

State \* Student Live With \*

New Jersey Both

### Emergency Contact 1

Name \* Contact No. \* Relation with Student \*

Salma Haque (732) 555-1212 Aunt

### Emergency Contact 2

Name \* Contact No. \* Relation with Student \*

John Haque (732) 555-1213 Uncle

### 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 ☐ Other Activities

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 web form for ISCJ registration. 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 with the label "I have read and agree to the above Terms and Conditions." and two buttons: "Close" and "Continue".

Callout boxes provide instructions:

- "Click the checkbox before clicking continue" points to the checkbox.
- "Click continue after clicking the checkbox" points to the "Continue" button.

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

An open book with a red cover is shown from a low angle, focusing on the pages. The background is a blurred image of a library or bookstore with many bookshelves filled with books of various colors. A white rectangular box is superimposed over the center of the image, containing the text "ADD STUDENT".

ADD STUDENT

## ADDING STUDENT SECTION

- In this section add all the children in your family.
- Kindly add each child to complete the ISCJ Membership Registration

### Select Student

+ Add Child

Select School for Enrollment \*

Select an option

Enrolled Children

No Student Found!

Returning Children

No Child Found!

New Children

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

← Back

Next →

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

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Version 2.1.5

## ADD A CHILD

- Once 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](mailto: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.
- If you select Cash or Check option and later you want to change it to Credit Card, please contact [admin@iscjwes.org](mailto:admin@iscjwes.org)
- 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 sign up for a minimum of 6 hours of Volunteer hours per family for the year.
- Once you have signed up for the 6 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 FINISHED

## REGISTRATION PENDING School Volunteer Sign-up (Mandatory)

Select Duty \*

Select Date \*

Assign to? \*

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

Back Finished

Button will appear once parents have signed up

## Step


# REGISTRATION AND ENROLLMENT COMPLETE

- Jazakallah Khair and Thank you for Registering

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](#)