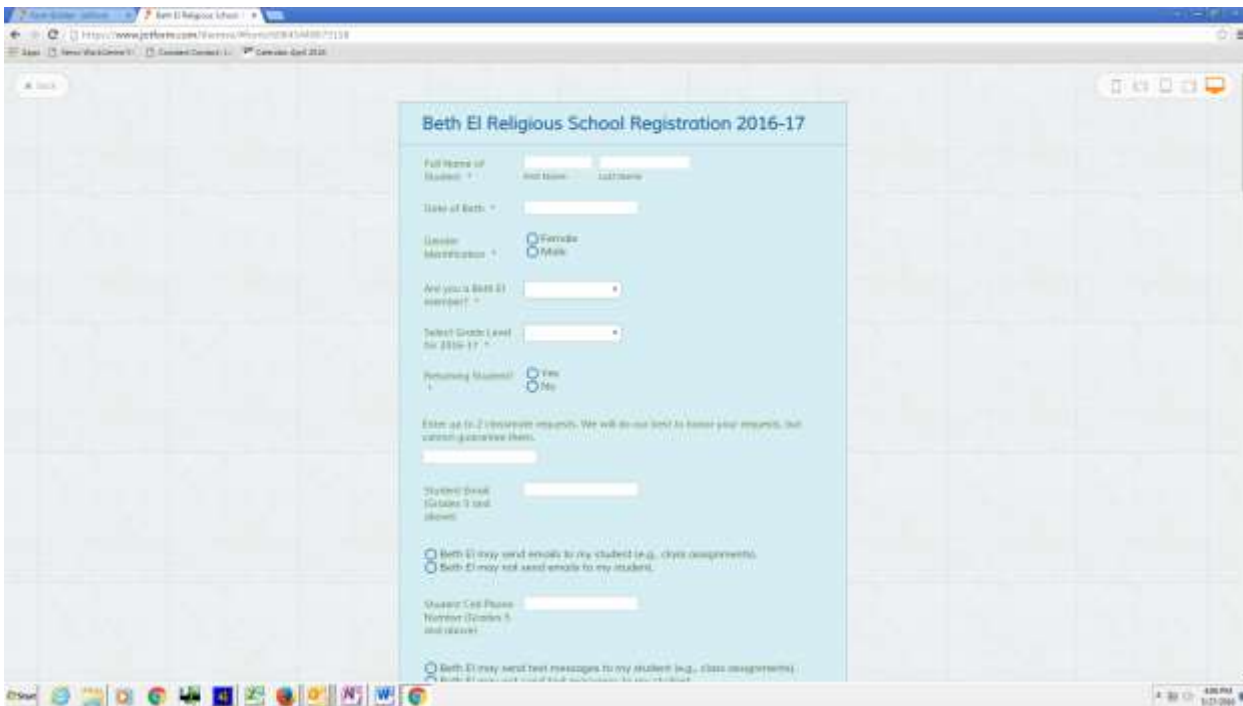


Beth El Hebrew
Religious School

Online Registration Tutorial
2016-2017

We're new and improved for 2016! All of your registration will take place on the JotForms platform.

Go to: <https://form.jotform.com/60845449073158>

A screenshot of a web browser displaying a registration form titled "Beth El Religious School Registration 2016-17". The form is light blue and contains several fields: "Full Name of Student" with a dropdown menu, "Date of Birth" with a date picker, "Gender" with radio buttons for "Female" and "Male", "Are you a Beth El member?" with a dropdown menu, "Select Grade Level for 2016-17" with a dropdown menu, "Returning Student?" with radio buttons for "Yes" and "No", "Enter up to 2 classroom requests. We will do our best to honor your requests, but cannot guarantee them." with a text input field, "Student Email (Grades 5 and above)" with a text input field, "Student Cell Phone Number (Grades 5 and above)" with a text input field, and two checkboxes: "Beth El may send emails to my student (e.g., class assignments)" and "Beth El may send text messages to my student (e.g., class assignments)". The browser's address bar shows the URL "https://www.jotform.com/60845449073158".

Fill out the online form. You need to submit one form for each student. Once you've submitted the form, you'll receive a confirmation email. That's it – you're done! Beth El will send you a bill for the amount due. **Please register early! Registrations for returning students received after July 31, 2016 are subject to a \$50 late fee.**

There are two ways to pay your bill. If you are a Beth El member, you can pay your bill online through your account. You can pay the entire amount when you register, or split the amount into multiple payments. You can also mail a check to:

Religious School Registration
Beth El Hebrew Congregation
3830 Seminary Road
Alexandria, VA 22304

All payments must be made by August 15. We will not enroll your student in a class until payment is made or you have arranged for an alternate payment schedule.

Members and nonmembers may contact Beth El's Comptroller, Becky McMurry, at bcmcmurry@bethelhebrew.org or 703-370-9400 to make a payment or request an alternate payment schedule.

If you are a nonmember and decide to join Beth El – welcome! We will prorate your tuition upon receipt of your membership dues.

If you would like to request financial assistance, contact our Executive Director, Moshe Teichman, at mteichman@bethelhebrew.org or 703-370-9400. We will make every effort to accommodate your financial needs.

For general questions about registration or the Religious School, contact Barry Smith, Director of Education, at bsmith@bethelhebrew.org or 703-370-6644.