

Registration Process:


1. From the home page, if there is an open registration available, the site will automatically display a "Register Online" selection on the left menu or top menu. If you were emailed a link directly to a registration and did not start here, skip down to [#3](#).

The screenshot shows the German School of Connecticut website. At the top left, a navigation menu lists: Home, About Us, Trophy Room, Register Online (highlighted with a red arrow), Contacts, Fields, Feedback, Exchange, Sponsors, and Pictures. To the right of the menu, there is a sidebar with the text "by I The tout 355 ord mat mai and".

The main header features the school's logo and the text "German School of Connecticut bridging cultures". Below the header is a navigation bar with the following tabs: About GSC, Stamford/Hartford - Classlists, Calendar, How to Reach Us, Links, and Register Online (highlighted).

The main content area is yellow and contains the following text:

Welcome to GSC's new registration home page



Welcome to our new registration system with class lists, schedules and web sites for teachers/classes and much more.

The German School of Connecticut will be using this electronic registration system for the Fall 2010 registration. - This site will be live by 8/18/2010 - please await further communication.

No more paper work to fill out, all is online and no cash/check payments, all payments online with credit cards/pay pal (rare exceptions possible).

Please note that the regular web site will stay: germanschoolct.org

Update on new system

by **Urs Klarer** posted 08/15/2010

Hello to students and parents of both GSC schools,

GSC (GERMAN SCHOOL OF CONNECTICUT) is using a whole new registration management and communications system that should revolutionize the way we run our school. Highlights include the following features:

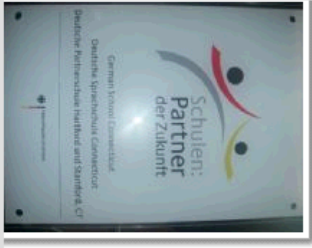
- School news and information pages.

Upcoming Events

- Sat, Aug 28, 2010 9:00a to 12:00p
 - Open House - Hartford
- Sat, Sep 4, 2010 9:00a to 12:00p
 - Open House - Stamford
- Sat, Sep 11, 2010
 - First Day of School - Stamford
- Sat, Sep 18, 2010 to Sat, Sep 11, 2010
 - First Day of School - Hartford
- Sat, Sep 25, 2010 11:00a to 2:00p
 - Steuben Parade in New York City

News Headlines

Update on new system



Partner School Award from the German Government

2. Once you have selected Register Online, you will be presented with a list of all open registration programs. We made a selection for Stamford or West Hartford school location. This page will include a brief overview of the available programs. Select the program by clicking the "Register" button.

Online Registration System

Select a Registration Category:

NEW 1 Registration - Stamford - Children - Year and Semester	
1 Registration - Single Semester (Fall 2010 - 9/2010 to 1/2011)	
Base Cost:	<input type="text" value="\$415.00"/>
Opened:	<input type="text" value="08/17/2010"/> Late date & fee: <input type="text" value="09/19/2010"/> <input type="text" value="\$50.00"/>
Status:	7 registrations. 143 open positions. <input type="text" value=""/>
<input type="button" value="Begin Registration"/>	

NEW 2 Registration - Stamford - Adults - Year and Semester	
1 Registration - Single Semester (Fall 2010 - 9/2010 to 1/2011)	
Base Cost:	<input type="text" value="\$415.00"/>
Opened:	<input type="text" value="08/17/2010"/> Late date & fee: <input type="text" value="09/19/2010"/> <input type="text" value="\$50.00"/>
Status:	2 registrations. 48 open positions. <input type="text" value=""/>
<input type="button" value="Begin Registration"/>	

NEW 3 Registration - Stamford - Flummi - Year and Semester	
1 Registration - Single Semester (Fall 2010 - 9/2010 to 1/2011)	
Base Cost:	<input type="text" value="\$250.00"/>
Opened:	<input type="text" value="08/17/2010"/> Late date & fee: <input type="text" value="09/19/2010"/> <input type="text" value="\$50.00"/>
Status:	0 registrations. 50 open positions. <input type="text" value=""/>
<input type="button" value="Begin Registration"/>	

- Once clicked, the system will provide a brief explanation of who can register for the program. If the program is open to minors, either a parent or guardian over the age of 18 will have to register the minor.

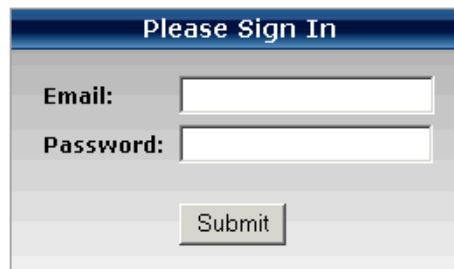
4 Registration - Hartford- Children - Year and Semester

NOTE: Only Parent, Legal guardians or persons 18 years of age or older can enter information for this program. If you are not at least 18 years old and you wish to register, you will need to have a parent or guardian fill in the following forms.

4. After you have read the restriction disclaimer and clicked "Continue", you will be prompted for an email address and password. If you are a **NEW** member, then only enter your email address and the system will send you a temporary password. If you are an **EXISTING** member, then enter the email address and password that you previously created. If you have forgotten your password, enter your email address and the system will send it to you.

To continue with the registration process, you'll first need to sign in.

- **New Users** (to the system) - Enter your **EMAIL ONLY**. The website will then email you a temporary to use for sign in. You can later change your password to anything you like.
- **Existing Users** - Enter your email and password.
- **Forgot your Password?** - Enter your **EMAIL ONLY** and your password will be emailed to that address.



The image shows a web form titled "Please Sign In". It has a blue header bar with the title. Below the header, there are two input fields: "Email:" and "Password:". Below the "Password:" field is a "Submit" button. The form has a light gray background and a thin border.

STOP! Look back at your email address and proofread it.

If you do not type the correct address PERFECTLY, you will not receive an emailed password.

[Click here](#) if you have trouble logging in with the password that was emailed to you

5. After your email address and password has been verified, for **NEW** members the system will start to gather the necessary information for registration. If the program is open to minors - the system will start by gathering the **GUARDIAN (YOUR)** information. This form includes **NAME, ADDRESS, HOME (REQUIRED)/WORK/CELL TELEPHONE NUMBERS and EMAIL ADDRESS**. At the bottom of the form, the member will also have the **option** to add a second guardian. This will help you to get alerts about the school and reminders also.



1 Registration - Stamford - Children - Year and Semester

Guardian Information

How This Information Will Be Used: the information you provide on this web site will be kept on our secure servers and NEVER shared with any third party outside this organization and the company that hosts this website. Your personal information will only be viewed by members and technical personnel with the appropriate clearance and password. If you do NOT want certain personal information to be viewable online, choose the "Private" selection next to this information.

First Name: *	<input type="text" value="Urs"/>	Last: *	<input type="text" value="Klarer"/>
Address: *	<input type="text" value="e"/>	Public	1.
City, State, Postal: *	<input type="text" value="Darien"/>	<input type="text" value="CT"/>	<input type="text" value="06820"/>
Country: *	<input type="text" value="UNITED STATES"/>		
Home Phone: *	<input type="text"/>	Public	1.
Work Phone:	<input type="text"/>	Private	1.
Cell Phone:	<input type="text"/>	Private	1. Provider: <input type="text" value="No Text Messages"/>
Email Address: *	<input type="text"/>	Private	1.
(If more than one, separate each with a comma)			
Password: *	<input type="password" value="....."/>		
Enter it again: *	<input type="password" value="....."/>		
Gender:	<input checked="" type="radio"/> Male, <input type="radio"/> Female		
Some organizations issue unique identification numbers to their members in order to distinguish them state or nation wide. If you have ever been issued such a number, enter it below. If not, leave this field blank.			
ID:	152		

If you are an **EXISTING** member, you will be presented with a Family screen that shows each member of you family. If a family member is eligible for the selected Registration program, the system will display a "**REGISTER**" button next to the family members name. If the member is not eligible for the program, than the word "**INELIGIBLE**" will appear.



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Family Members

Choose a participant to register in "1 Registration - Stamford - Children - Year and Semester"

[Log out](#)

In order to proceed with registration for an individual, **click the button to the left of the person's name**. You will then need to fill in supplemental information for registration. **Note:** if the button is grey and reads "Ineligible", that individual does not qualify for registration. Click the button for an explanation of the reason for ineligibility.

If you're registering a child, we would like to also have information for both parents or guardians. Please also **double check** each member of your family by clicking on their name to bring up their information form for review before you proceed with registration.

Member(s)	Registered in Program	Date	Cost	Paid	Due
Ineligible					
Add second ad					
Children:	Registered in Program	Date	Cost	Paid	Due
Edit	1 Registration - Stamford - Children - Year and Semester	08/17/2010	\$915.00	\$0.00	\$915.00
Edit	1 Registration - Stamford - Children - Year and Semester	08/17/2010	\$880.00	\$0.00	\$880.00
Register >					
Register >					
Add a child					
Family Total:					\$1,795.00



- Once either the Guardian information has been entered or an eligible family member has been selected, the system will request the **PARTICIPANT'S** information. If this is an EXISTING member, all of the information will already be filled in; however, it can be edited if any information has changed. If the participant is a NEW member than the form will be pre-filled with the same information as the Guardian, with the exception of the first name and middle initial. Any of the pre-filled information can be changed if necessary. The Participant's **DATE OF BIRTH, GENDER and GRADE (if required by the registration)** - will also need to be entered.



About GSC	Stamford/Hartford - Classlists	Calendar	How to Reach Us
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1 Registration - Stamford - Children - Year and Semester

Participant Information

Enter your child's information here.

How This Information Will Be Used: the information you provide on this web site will be kept on our secure servers and NEVER shared with any third party outside this organization and the company that hosts this website. Your personal information will only be viewed by members and technical personnel with the appropriate clearance and password. If you do NOT want certain personal information to be viewable online, choose the "Private" selection next to this information.

First Name: * Last: * Klarer

Address: * e Roster

City, State, Postal: * Darien CT 06820

Country: * UNITED STATES

Home Phone: * ster

Work Phone: Private

Cell Phone: Private Provider: No Text Messages

Email Address: Private
(If more than one, separate each with a comma)

Gender: * Male, Female

Date of Birth: * (MM/DD/YYYY)

Some organizations issue unique identification numbers to their members in order to distinguish them state or nation wide. If you have ever been issued such a number, enter it below. If not, leave this field blank.

ID:

Email reminders of: Games Practices

- Once the Participant Information has been submitted, you will then be asked to fill out any additional information required by the German School. **Please note you will have to pick the option also pay for the 2nd Semester for Spring 2011 and get a discount.**

Supplemental Information

JoeSmoe Klarer ()

Tuition Information

GSC is a non-profit organization (501c) It does not discriminate by race, religion, country or origin.

*Includes \$40 non-refundable registration fee per semester, \$80 per year

Tuition	Student 1	Student 2	Student 3	Student 4
One Semester	\$415	\$380	\$355	\$305
Two Semesters	\$765	\$730	\$705	\$655
Additional Book/Material Fee payable at registration (exception adult classes)	\$30	\$30	\$30	\$30

Full Year registration: For both Semesters (Fall 2010/Spring 2011) with discount.

I like to register for the full year at a discount, including Spring 2011 Semester. This will add \$350 to my registration for the Spring semester.

Student Information

\$30 - obligatory book/material fee for children classes/adult classes buy their own books.

Years of German School *

Grade in US School (or N/A for preschool)

*

Please check your nationality (all that apply) needed for statistics to supporti

7a: Please note this year we have formalized the Volunteering and we like to have everybody involved, therefore we made 3 choices of Volunteer Jobs.

Here is a full of Volunteers and full descriptions [here:](#)

- After the form has been completed, the system will return a Review page. This page will confirm that the form has been filled out correctly. If a payment is due you will be given either an address to send payment to and/or a **"Pay Now"** button to pay electronically in a secure environment. You may also opt to **"Register Another Individual"** which will bring you back to the Register Online page. **Payment can be made for all family members at the same time. REGISTRATION IS NOT COMPLETE UNTIL PAYMENT HAS BEEN RECEIVED BY THE GSC.**

For any questions regarding registrations email:

registration@germanschoolct.org For Stamford and for West Hartford: call

860-404-8838 or contact the registrar Gail Zimmermann @ HARTFORDINFO@GERMANSCHOOLCT.org .

GSC - 1 Registration - Stamford - Children - Year and Semester REGISTRATION REVIEW

NOTE: REGISTRATION IS NOT COMPLETE OR VALID UNTIL WE RECEIVE YOUR PAYMENT.
Please follow the payment instructions below once you've reviewed your entries.

The cost for this program is **\$855.00**.

This includes a base cost of **\$415.00**
Plus **\$350.00** for option - "**SpringSemester**"
Plus **\$30.00** for option - "**BookFee**"
Plus **120** for option - "**19 Contribution of \$120 instead of Volunteering.** " on question - Dropdown10
Minus a 3 or more child discount of **\$60.00**

Your family's total amount outstanding for all registrations and purchases is **\$2,650.00**.

Please pay online by credit card in our secure credit card processing center. If you have more players to register, you may continue by clicking the button below or the link at the bottom of this page and later pay for them all using the "Pay Now" button after you've completed the last one.



Or

**Register
Another Individual**

Thank you, you have just registered for a Semester (or full year) at the German School of CT (GSC).

**If you have any other questions please call 203-792-2795 or contact the registrar at: [REDACTED]
at [REDACTED]**

thanks

GSC

The information you've given us is as follows:

Name: **JoeSmoe Klarer**

Address: **5 Palmer Lane**