西湖中华文化协会

注册选课流程

- 1. 注册家庭账户(主账户)*如果您已经有此账户,请跳过。
- 2. 添加学生
- 3. 注册课程
- **4**. 取消选课
- 5. 缴纳学费

在此借用 Columbus 学校的 YouTube 演示 click => https://youtu.be/zyl7bBJS0J0 请把演示里的网站换成 <u>https://register.westlakechineseschool.org/</u>。因为版本已经更新,有些细节会稍稍不一样,但不会影响操作。

注意事项:

- 1. 注册账户只能用电脑操作,如果可以最好使用 Google Chrome.
- 建立家庭账户时的 email 只能使用一次,一旦被用于创建家庭账户,就不能够再被用于建立第二个家庭账户。
- 家庭账户建立后,用户无法修改账户类别和密码。所以讲将密码记下来,如果忘记了密码,可以联系管理员。
- 1. 注册家庭账户(主账户)

a) 请用浏览器访问 <u>https://register.westlakechineseschool.org/</u>. 然后点击右上角的"注册账户"。 家庭账户是 用来管理学生子账户,注册课程,缴费等功能。每个家庭都需要注册。



b) 在弹出窗口填入相关信息,填完个人信息之后确认点击"**点击注册,即表示你同意接受我们的条款、数据 使用政策。你可能会收到我们的邮件通知,并可以随时退订"**请参考下图。最后点击"注册账户"按键,系统 会提示注册成功,请抄下用户名和密码,在登录时使用。注意*** "用户名"必须用 Email **,电话可以空 白,如果填写,必须是其他账号没有使用过的电话号码。

注册账户		
家长名 Parent First Name		家长姓 Parent Last Name
慧茹		315
用户名 (请使用邮箱)		邮箱
huiruzhang@gmail.com		huiruzhang@gmail.com
密码		确认委码
••••••		
strong		
地址		
M		城市
Ohio	~	avon
街道	邮编	联系电话
35360 saddle creek a	44-011	2163755752
✓ 非击注册,即表示你同意接受我们的条款、数据使序	用政策。你可能会收到我们的曲	附通知,并可以随时退订。
		删账户

c)注册成功后,系统会发送一封邮件到邮箱(邮件有激活账号连接)。在邮箱找到邮件后要复制粘贴连

接,这一步要特别注意,用户只需要复制其中的一部分,见下图。只需复制阴影部分,并粘贴到 google

chrome。 如果无法使用上述方法手动马上激活,在 48 小时内,你的账号会在后台自动激活。

To: Lei Wang Mon 6/24/2024 9:43 欢迎您注册西湖中文学校网站,请点击此链接,完成帐号的注册。 如果不能点击,请复制该地址粘贴到您的浏览器地址栏,并访问。 Welcome to register on Westlake Chinese Schoolwebsite, please click on this link to complete the account registration. If you can not click, copy and paste the address into your browser's address bar, and access. [register.westlakechineseschool 岁 ② ② eck/? key=NzYuMTg5LjE2Ny4xMzJfMzc4NzdfMjAyODlfMjAwNTEzNjYwMF82Njc5NzgxMWQ4NDBIMy41 TY2ODlyMg]register.westlakechineseschool.org/school/user/check/? key=NzYuMTg5LjE2Ny4xMzJfMzc4NzdfMjAyODlfMjAwNTEzNjYwMF82Njc5NzgxMWQ4NDBIMy41 TY2ODlyMg	To: ● Lei Wang 欢迎您注册西湖中文学校网站,请点击此链接,完成帐号的注册。 如果不能点击,请复制该地址粘贴到您的浏览器地址栏,并访问。 Welcome to register on Westlake Chinese Schoolwebsite, please click on this link to complete the account registration. If you can not click, copy and paste the address into your browser's address bar, and access. [register.westlakechineseschoc 岁 ② @ eck/? key=NzYuMTg5LjE2Ny4xMzJfMzc4mzumvjAyODmvJAwNTEzNjYwMF82Njc5NzgxMWQ4NDBIMy41 TY2ODlyMg]register.westlakechineseschool.org/school/user/check/? key=NzYuMTg5LjE2Ny4xMzJfMzc4NzdfMjAyODlfMjAwNTEzNjYwMF82Njc5NzgxMWQ4NDBIMy41 TY2ODlyMg		西湖中文学校 <westlake chinese="" school=""><westlakechinese@gmail.com></westlakechinese@gmail.com></westlake>	😳 <~ «
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2. 添加学生

a) 进入网页 <u>https://register.we</u>	estlakech	inesescl	<u>nool.org</u> ,点击登入账户。	_
westlake chinese school	中文(简体)	中文 (繁體)	English	

b) 在"我的账户"页, 选择"增加用户"来填加学生。

账户	我的账户			
我的账户				
志愿服务	开户人 🗧			
我的收据	街道:1244 ⊑、		邮编:44685 🕜	
修改密码	各增加用户	●注册课程		医鼻唇管
登记入学				
家庭作业	名称	登陆账号	类别	操作

c) 在弹出窗口填入学生信息。<mark>学生"登陆账号" 选学生全名,不能和主账户名一样,请注意,**类别**项必需填</mark> "**Child**", 见下图, 然后"保存"。如有多名学生, 重复第一, 二步。<mark>填加学生时, 不需要电话和邮件</mark>。(如果你 填写邮箱或者电话, 他们的信息必须没有在别的账号上使用过)

Welcome

标有星号的为必填	D页		
新用户账号 *	shane	默认密码	123456
学生名 *	shane	学生姓 *	tian
中文名		性别	~
类别 *	Child 🗸	出生日期	
联系电话		邮箱	
			关闭 保存

c) 返回"我的账户"后, 请确认所有学生账户都填加完毕。

3. 注册课程

a) 登录主账户后,进入"我的账户",选择"注册课程"。系统会进入"登记入学"界面。b) 在"登记入学"界面,下滑到"课程列表"部分

24			_
aabbb			Γ
课程名称	上课时间	课程	类别
	所有上课时间	◆ 所	有课程类别
Beginner Painting Class	5 绘画初级班 查看课程简介		
By Yan Wang 王燕 。 John Kr	nox Presbyterian Church 11:00 AM ~ 12:00) PM (America/New_Yorl	k)
Advanced Painting Cla	ss: 高级绘画班 查看课程简介		
By Yan Wang 王燕 。 John Kr	nox Presbyterian Church 10:00 AM ~ 11:0) AM (America/New_Yor	k)
Tai Chi Beginner Class:	太极初级班查看课程简介		
Tai Chi Beginner Class:	太极初级班查看课程简介		

c) 在"课程列表"的"学生"项下,<mark>选择要选课的学生</mark>,然后到列表里找到要选的课程,点击右面的"选课"按钮 (。

d) 选课后,页面会在"课程列表"上面增加两项内容,"已选课程"和"账单"。请核对所选课程和应缴费用。为 方便大家,在交款时不再需要打印注册单

4. 取消选课

a) 登录主账户后,进入"我的账户",选择"注册课程"。系统会进入"登记入学"界面。

b) 在"登记入学"界面, 下滑到"已选课程"部分。点击要取消的课程右边的"x", 并确认取消。

5. 缴学费

a) 学校付款目前仅接受<mark>支票或者现金</mark>付款方式, 支票抬头: WCCA 。<mark>请家长在付款备注中写明学校网站的家</mark> <mark>庭账号(请确定使用 Email 作为网站登录账号), 请在开学时到学校前台缴费</mark>。