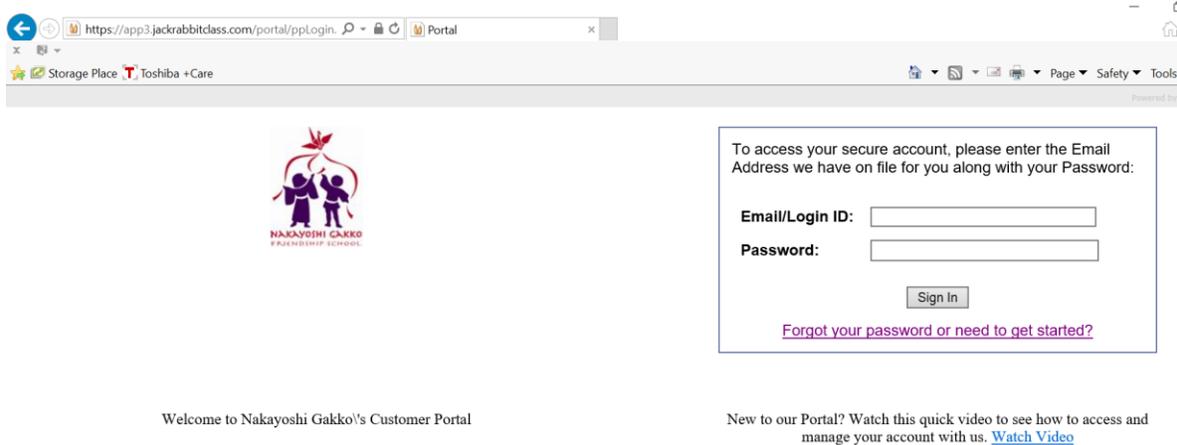
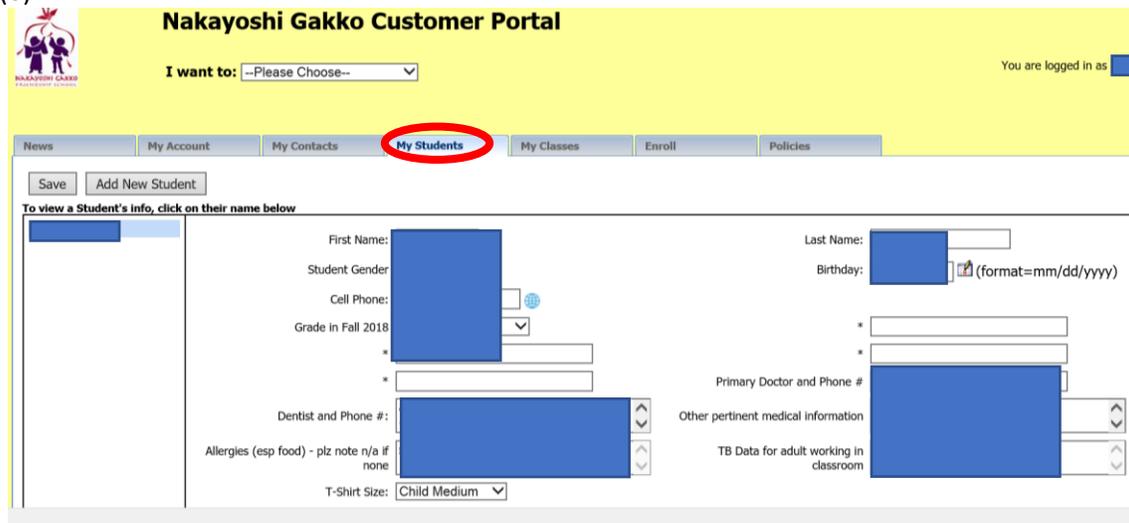


How to Register Your Student(s) for Nakayoshi Gakko Classes After an Account Has Already Been Created

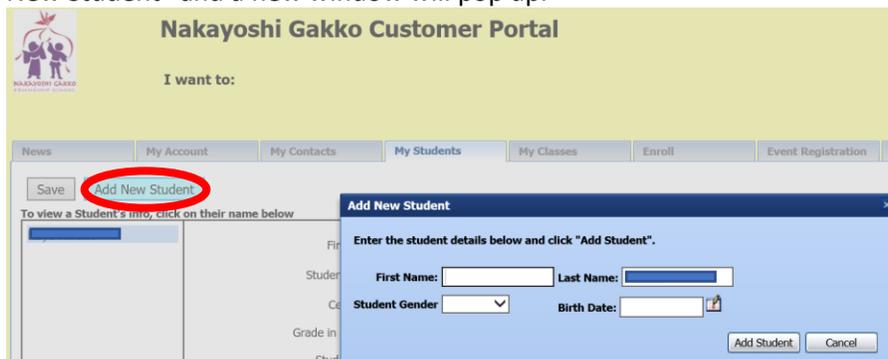
1. Log into the Nakayoshi Gakko JackRabbit portal.



2. To add a new student, go to "My Students." If there is no need to add a new student, skip to Step (6).



3. Click "Add New Student" and a new window will pop up.



- Input the new student's first name, last name, gender, and birthdate, then click "Add Student" when done.

Nakayoshi Gakko Customer Portal

I want to:

News My Account My Contacts My Students My Classes Enroll Event Registration Policies

Save Add New Student

To view a Student's info, click on their name below

Add New Student

Enter the student details below and click "Add Student".

First Name: Last Name:

Student Gender: Birth Date:

- Repeat Steps (3) and (4) for each new student.
- To sign up for classes, go to the "Enroll" tab.

Nakayoshi Gakko Customer Portal

I want to:

News My Account My Contacts My Students My Classes **Enroll** Event Registration Policies

Messages

No current messages

Recent Communications

View	Date	
View	02/20/2017 04:02 pm	Email Subject: NG 2017 Final Week of Registration
View	01/31/2017 08:06 am	Email Subject: Reminder: NG 2017 Registration Opens on 2/1
View	01/17/2017 04:55 pm	Registration: Class Registration
View	01/17/2017 04:55 pm	Registration: Agreement
View	01/17/2017 04:54 pm	Registration: Class Registration

[View more...](#)

General Announcements

Welcome Back to Nakayoshi Gakko for our 2017 Session!

- Choose the Current Year under the "Session" drop down list. This example uses the 2017 session.

Nakayoshi Gakko Customer Portal

I want to:

You are logged in as

News My Account My Contacts My Students My Classes **Enroll** Event Registration Policies

Click on one of the fields below to view a list of classes.
When viewing a list of classes, click on a row to view the details of a class and enroll students.

Session:

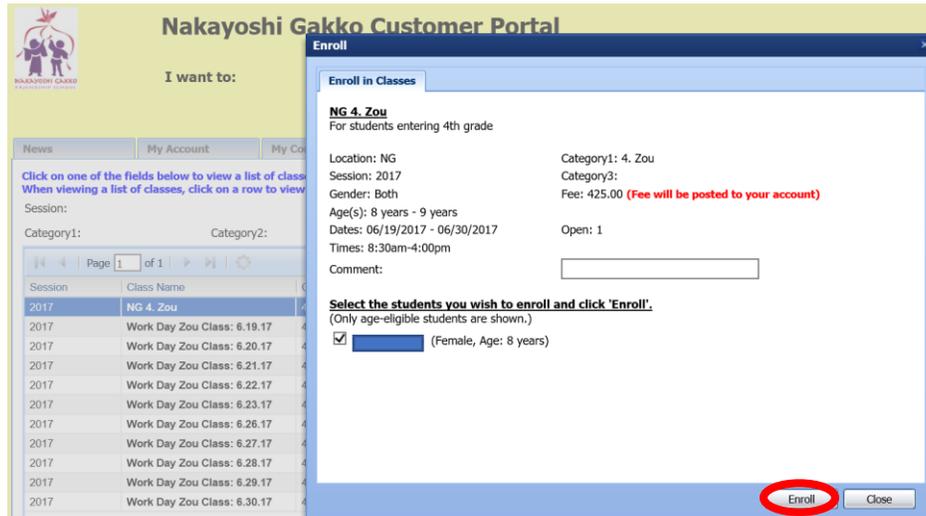
Category1: Category2: Day:

Page 1 of 6

Session	Class Name	Category1	Category2	Age Range	Start Date	End Date	Days	Class Time	Room	Open
2017	Committee: Open House	Manpower	Manpower	-	02/01/2017	07/01/2017	MTWTF	-		12
2017	Committee: Publications	Manpower	Manpower	-	02/01/2017	07/01/2017	MTWTF	-		3
2017	Maintenance II - Sun 7/2/2017	Manpower	Manpower	-	07/02/2017	07/02/2017	Su	9:00am - 12:00pm		21
2017	NG 1. Panda	1. Panda	Student Enrollment	5 - 6	06/19/2017	06/30/2017	MTWTF	8:30am - 4:00pm		3
2017	NG 2. Saru	2. Saru	Student Enrollment	6 - 7	06/19/2017	06/30/2017	MTWTF	8:30am - 4:00pm		7
2017	NG 3. Kuma	3. Kuma	Student Enrollment	7 - 8	06/19/2017	06/30/2017	MTWTF	8:30am - 4:00pm		Wait List
2017	NG 4. Zou	4. Zou	Student Enrollment	8 - 9	06/19/2017	06/30/2017	MTWTF	8:30am - 4:00pm		1
2017	NG 5. Kirin	5. Kirin	Student Enrollment	9 - 10	06/19/2017	06/30/2017	MTWTF	8:30am - 4:00pm		Wait List
2017	NG 6. Tora	6. Tora	Student Enrollment	10 - 11	06/19/2017	06/30/2017	MTWTF	8:30am - 4:00pm		1
2017	NG 7. Ryu	7. Ryu	Student Enrollment	11 - 12	06/19/2017	06/30/2017	MTWTF	8:30am - 4:00pm		Wait List
2017	NG 8. Tsuru	8. Tsuru	Student Enrollment	12 - 13	06/19/2017	06/30/2017	MTWTF	8:30am - 4:00pm		Wait List
2017	Sempai	Manpower			02/01/2017	12/31/2017	MTWTF			24
2017	Work Day Kirin Class: 6.21.17	5. Kirin	Manpower		06/21/2017	06/21/2017	W	8:15am - 4:15pm		Wait List

- For classes, choose the class level under the "Category1" drop down list. The following example will use the Zou 4th grade class for demonstration purposes.

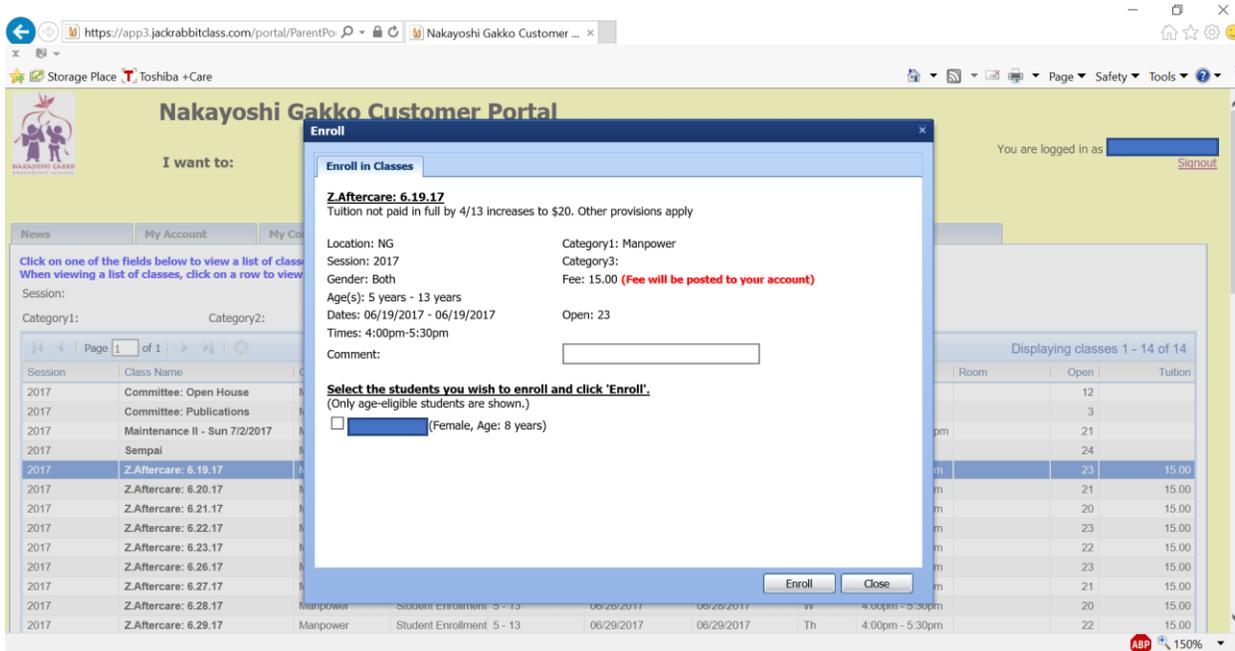
11. Check the box next to the name of the student(s) that you want to enroll in the class, and click on the "Enroll" button.



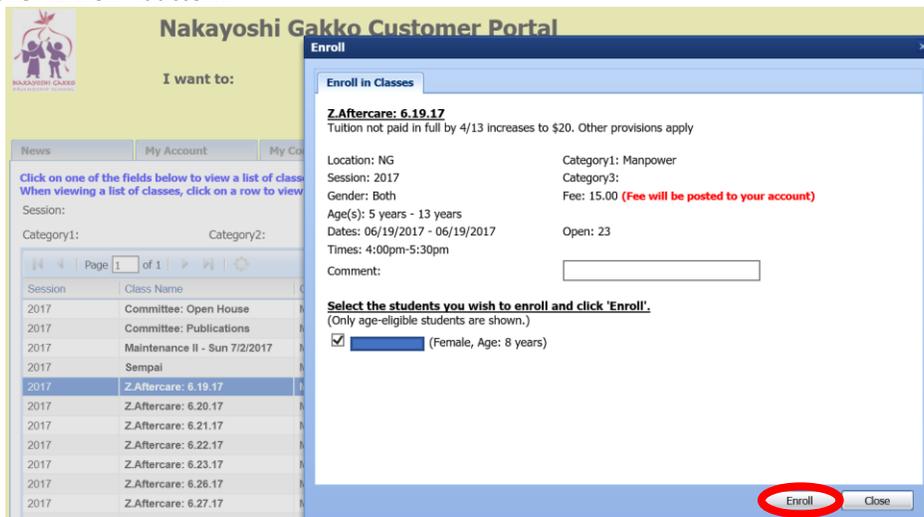
- 11.1. If a class is full and there is space in the waitlist, a similar window should pop up asking which student(s) you want to add to the waitlist.
12. If you have additional students in other grade levels, repeat steps (8) through (11) to add them to their classes.
13. For aftercare, choose "Manpower" in the "Category1" drop down list.



14. To add your student(s) to an aftercare day, double click on the aftercare day and a new window will pop up.



15. Check the box next to the name of the student(s) that you want to enroll in the aftercare day, and click on the “Enroll” button.



15.1. If an aftercare day is full and the waitlist has space, a similar window should pop up asking which student(s) you want to add to the waitlist.

16. Repeat steps (14) and (15) for any other aftercare days you would like to enroll your student(s) in.

17. To review your enrollments, go to “My Classes.”

Nakayoshi Gakko Customer Portal

I want to: --Please Choose--

News | My Account | My Contacts | My Students | **My Classes** | Enroll | Event Registration | Policies

Current Enrollment

Student: All [Print Schedule](#)

Student	Session	Class	Days	Class Time	Class Start Date	Class End Date	Instructor	Room
	2017	NG 3. Kuma	MTWTHF	8:30am - 4:00pm	06/19/2017	06/30/2017		
	2017	Work Day Kuma Class: 6.23.17	F	8:15am - 4:15pm	06/23/2017	06/23/2017		
	2017	Committee: Arts and Crafts	MTWTHF	-	02/01/2017	07/01/2017		
	2017	Maintenance I - Saturday 6/17/2017	Sa	9:00am - 12:00pm	06/17/2017	06/17/2017		

Future Enrollment

18. To update your student's grade level, shirt size, or enrollment priority, go to "My Students," input the current information, and click "Save" when done.

Nakayoshi Gakko Customer Portal

I want to: --Please Choose--

You are logged in as [redacted]

News | My Account | My Contacts | **My Students** | My Classes | Enroll | Policies

Save Add New Student

To view a Student's info, click on their name below

First Name: [redacted] Last Name: [redacted]

Student Gender: [redacted] Birthday: [redacted] (format=mm/dd/yyyy)

Cell Phone: [redacted]

Grade in Fall 2017: **4th grade**

* [redacted]

* [redacted]

Dentist and Phone #: [redacted]

Primary Doctor and Phone #: [redacted]

Allergies (esp food) - plz note n/a if none: [redacted]

Other pertinent medical information: [redacted]

T-Shirt Size: **Child Medium**

TB Data for adult working in classroom: [redacted]

Miscellaneous:

- Parent Board Mem-Curr/Past/Neu: [redacted]
- Child of NG Teacher-Y/N: [redacted]
- Return. stu or sib in 2017-Y/N: [redacted]
- MVBT Member-Y/N: [redacted]
- MV Dharma School-Y/N: [redacted]

19. To update your contact information, go to "My Contacts," input the current information for each contact, and click "Save" when done.

Nakayoshi Gakko Customer Portal

I want to: --Please Choose--

News My Account **My Contacts** My Students My Classes Enroll Event Registration Policies

Save

To view a Contact's info, click on their name below

First Name: [Redacted] Last Name: [Redacted] Type: Father

Email: [Redacted] (Changing your email address will not change your portal user id)

Home Phone: [Redacted]

Cell/Mobile #: [Redacted]

Work #: [Redacted]

Address Line 1: [Redacted] Line 2: [Redacted]

City: [Redacted]

State/Province: CA Postal/Zip Code: [Redacted]

Authorized to pick-up: Yes

Employer: [Redacted] Title: [Redacted]

Login ID: [Redacted]

Can Login?: Yes

20. To update your address, phone number, emergency contacts, individuals authorized to pick up your child, password or user ID, go to “My Account,” input the current information, and click “Save” when done.

Nakayoshi Gakko Customer Portal

I want to: --Please Choose--

News **My Account** My Contacts My Students My Classes Enroll Policies

Save View Emails View Online Registrations Change My Password Change My User ID

Balance: 0.00

Family Information:

Address Line 1: [Redacted] Home Phone: [Redacted]

Address Line 2: [Redacted] Emergency Contact Info: [Redacted]

City: [Redacted] Registration Date: 03/11/14

State/Province: CA Postal/Zip Code: [Redacted]

Miscellaneous:

Person auth. to pick up+phone [Redacted] *

Person auth. to pick up+phone [Redacted] *

Person auth. to pick up+phone [Redacted] *

Interest in add'l volunteering [Redacted] *

Interest in board [Redacted] *

21. By the postmark deadline, complete the last page of the registration packet (similar to the image below) and mail it with your check made payable to Nakayoshi Gakko to maintain your student's enrollment priority. **Any registration forms and checks postmarked after the deadline will be given lower priority.**



We appreciate your kind support!

To ensure the future of Nakayoshi Gakko, we need parents who are interested and able to support the program year-round. Every year part of the Board and Committee members roll off, and new parents are needed to help plan and prepare the program for the following year. Please let us know if you would like to join our energetic and committed team. Nakayoshi Gakko only continues with the volunteer support of our families.

- Please contact me about additional volunteer opportunities during the session.
- I would like more information on becoming a Nakayoshi Gakko Board Member.

Help us show our appreciation and keep tuition low:
Nakayoshi Gakko is a 501(c)(3) organization and its funding comes from tuition, grants, fundraisers and donations. We are able to offer our full-day program at a reasonable cost with the gracious support of the Mountain View Buddhist Temple (MVBTT) which provides the space for Nakayoshi Gakko as an in-kind donation as well as the support of all the families. If your company provides company matching, Nakayoshi Gakko is a 501(c)(3) organization. Thank you for making this a successful program and your support of the program.

Nakayoshi Gakko Tuition:

Number of Enrolled Children _____ * \$425 = _____

Optional Donation = _____

Total = _____

Child Name	Child T-Shirt Size			Adult T-Shirt Size			
	S	M	L	S	M	L	XL
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						

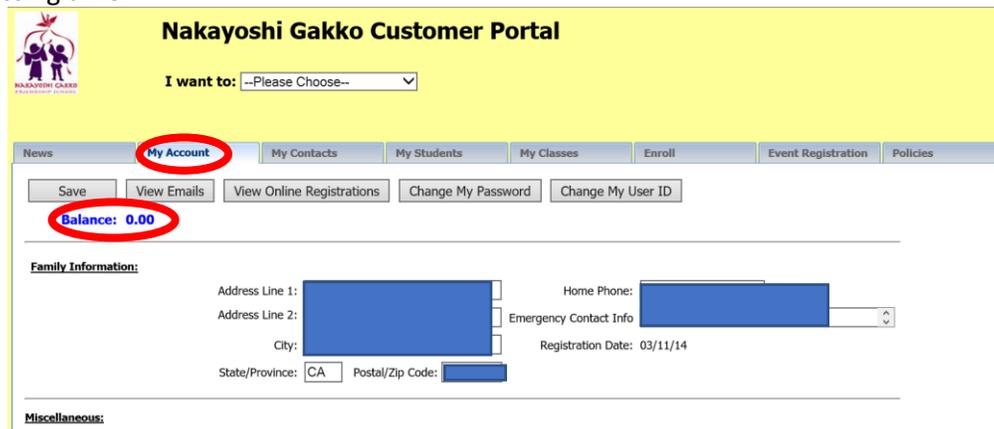
Parent Name: _____

E-Mail Address: _____ Phone Number: _____

Please return this form with your check payable to Nakayoshi Gakko to P.O. Box 390054-0054, Mountain View, CA 94039.

Summer 2017
Page 7

22. To determine whether your registration form and check have been received, go to “My Accounts” and check your family’s balance at least a week after mailing them to allow for delivery and processing time.



- 22.1. If your balance is \$0, then your JackRabbit account has been updated to indicate that your registration form and check have been received. **Please note that receipt of your registration form and check do not guarantee that your student will be offered a spot to attend Nakayoshi Gakko for the upcoming session. After the end of the registration period, the registrars will determine which students will be offered spots based on the students’ enrollment priorities.**
- 22.2. If your balance is not \$0, then one of the following situations might have occurred :
 - 22.2.1. Your registration form and check have not been received yet,
 - 22.2.2. Your registration form and check have been received, but at least one of your students is on a waitlist for a class, or

Nakayoshi Gakko Customer Portal

You are logged in as [User Name]

I want to:

News | My Account | My Contacts | My Students | My Classes | Enroll | Event Registration | Policies

Messages

Your registration form and check have been received, but we are unable to process receipt in JackRabbit because your student is waitlisted. We will stack rank the students in early March, and at that time we will determine if we are able to offer a spot to your student. Thank you for your patience and understanding.

Recent Communications

View	Date	
View	02/20/2017 04:02 pm	Email Subject: NG 2017 F...
View	01/31/2017 08:06 am	Email Subject: Reminder: N...
View	01/17/2017 04:55 pm	Registration: Class Registrat...
View	01/17/2017 04:55 pm	Registration: Agreement
View	01/17/2017 04:54 pm	Registration: Class Registrat...

[View more...](#)

General Announcements

Welcome Back to Nakayoshi Gakko for our 2017 Session!

22.2.3. Your registration form and check have been received, but at least one of your students has low enrollment priority relative to other students that want to be in the same class.

Nakayoshi Gakko Customer Portal

You are logged in as [User Name]

I want to:

News | My Account | My Contacts | My Students | My Classes | Enroll | Policies

Messages

Your registration form and check have been received, but we are unable to process receipt in JackRabbit because your student has low enrollment priority relative to other students that want to be in the same class. We will stack rank the students at the beginning of March, and at that time we will determine whether we can offer a spot to your student. Thank you for your patience and understanding.

Recent Communications

View	Date Sent	
View	10/14/2017 03:06 pm	Registration: Class Registration
View	01/17/2017 04:55 pm	Registration: Class Registration
View	01/17/2017 04:55 pm	Registration: Agreement
View	01/17/2017 04:54 pm	Registration: Class Registration
View	01/17/2017 04:54 pm	Registration: Class Registration

[View more...](#)

General Announcements

23. If your student is not initially offered a spot to attend Nakayoshi Gakko, the registrars may later contact you should any cancellations occur.