



聖地牙哥中華學苑
San Diego Chinese Academy

SDCA School Portal User Manual
User Edition

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Revision and Iteration History

Version	Authors	Publication Date	Summary of Changes and Updates
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v.1.1	L. Lynn	3-28-2013	Pre-registration Enhancement
v.1.2	L. Lynn	8-29-2013	Other Resource Enhancement

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Create user accounts for existing families from invitation email

All families with existing or prior students from 2012-2013 school years already have information in the portal. They should receive a registration invitation email from the portal before registration. A sample of the invitation email:

Subject: San Diego Chinese Academy - Registration Invitation
Date: Wed, 25 Jul 2012 02:41:36 -0500
From: support@sandiegochineseschool.com
To: abc@mymail.com

Dear 家長 (parent),

The following are the instructions for you to create a user account in order to register for next school year (2013-2014)

新學年註冊帳戶申請辦法:

1. Click on this link 按以下的邀請網址:

http://www.sandiegochineseschool.com/registration/signin/register_with_invitation/UPDMCp3cCt3SEuGTd9b4

2. Fill in your phone number and select username / password on the form shown 輸入電話及用戶名稱與密碼

3. Click on the "Create Account" button 選擇"Create Account"按鍵

Please note that, due to security considerations, the link above will expire 72 hours from the time this email was generated. If the link has expired when you try to create a user account, please request a new link by replying to this email.

請注意, 邀請網址將在您收到郵件後 72 小時失效. 如果您無法在有效期間之內建立用戶名稱與密碼, 請回覆這郵件再申請新的邀請網址.

Once the user account is created, you can sign-in to the site at:

<http://www.sandiegochineseschool.com/registration/signin>

帳戶設立之後, 您可以由上列的網址登入

The home page after sign-in would display family information currently on record with Chinese School.

You may update information as needed. The button at the end would start the registration process.

Simply follow the instructions on screen.

登入後您的家庭資料將顯示在首頁中. 請更新您的聯絡方式. 註冊請按網頁最下方的按鍵. 網頁上有簡易的說明.

Contact us at support@sandiegochineseschool.com if you encounter technical issues.

如果您有問題請跟我們聯繫.

Regards,

San Diego Chinese Academy

聖地牙哥中華學苑 敬上

In the invitation email, it has instructions regarding how to create user account and a special invitation link as following example:

1. Click on this link 按以下的邀請網址:

http://www.sandiegochineseschool.com/registration/signin/register_with_invitation/UPDMCp3cCt3SEuGTd9b4

For security reasons, the invitation link will be expired in **72 hours** from the time the email was generated. If the link has expired, you need to reply to the email to request a new invitation link. Click on the link from the email, it will take you to the “Create User With Invitation” page. Enter your phone number or the mobile phone number for verification. Then you are able to create username and password.

The screenshot shows a web browser window titled "Create User With Invitation". The address bar shows the URL: www.sandiegochineseschool.com/registration/signin/register_with_invitation/ZPzL3GERFJykFtVnLI. The page header features the SDCA logo and the text "聖地牙哥中華學苑 San Diego Chinese Academy". Below the header, there is a blue banner with the text "Create User For Existing SDCA Family 建立中華學苑在校生長帳戶". A light blue box contains the following text: "Please note that this user is for the invited parent who would be managing the account, not the prospective student. 請注意此帳戶由家長使用, 不是給學生." Below this, there are three sections: "Verify your identity against existing records with Chinese School 驗證您的電話號碼與學校記錄:" with a "Phone Number 電話:" field and "(home or mobile phone number 家裡電話或是手機)" text; "Please create your account username and password 請建立您的用戶名稱與密碼:" with "Username 用戶名稱:" and "Password 密碼:" fields, and "Re-type Password 確認密碼:" field. A "Create User" button is located at the bottom of the form.

Once the user account has been created, you are able to login to your account.

Edit personal information, addresses, and add family members

After login from the “Sign In” page, users are able to edit personal information, family address and add family members.

The screenshot shows a web browser window with the URL `sandiegochineseschool.com/registration/home`. The page header features the SDCA logo and the text "聖地牙哥中華學苑 San Diego Chinese Academy". Below the header, there is a navigation menu with links for Home, Change Password, Transaction History, Contact Us, Privacy Policy, Waiver, and Sign Out. The main content area is divided into two sections: "Person" and "Family for 測試(Test Only)".

Person

Chinese Name: 測試
English Name: Test Only
Gender: F
Birth Month/Year: 1/1991
Native Language: Mandarin

[Edit Person Details](#)
[Create Personal Address](#)

Family for 測試(Test Only)

Parent One: 測試(Test Only)
Parent Two:
Children:
Address: 8888 ABC Street, San Diego, CA 92130
Home Phone: (858) 888-8888
Cell Phone:
Email: llynn@san.rr.com

[Edit Family Address](#)
[Add Child](#)

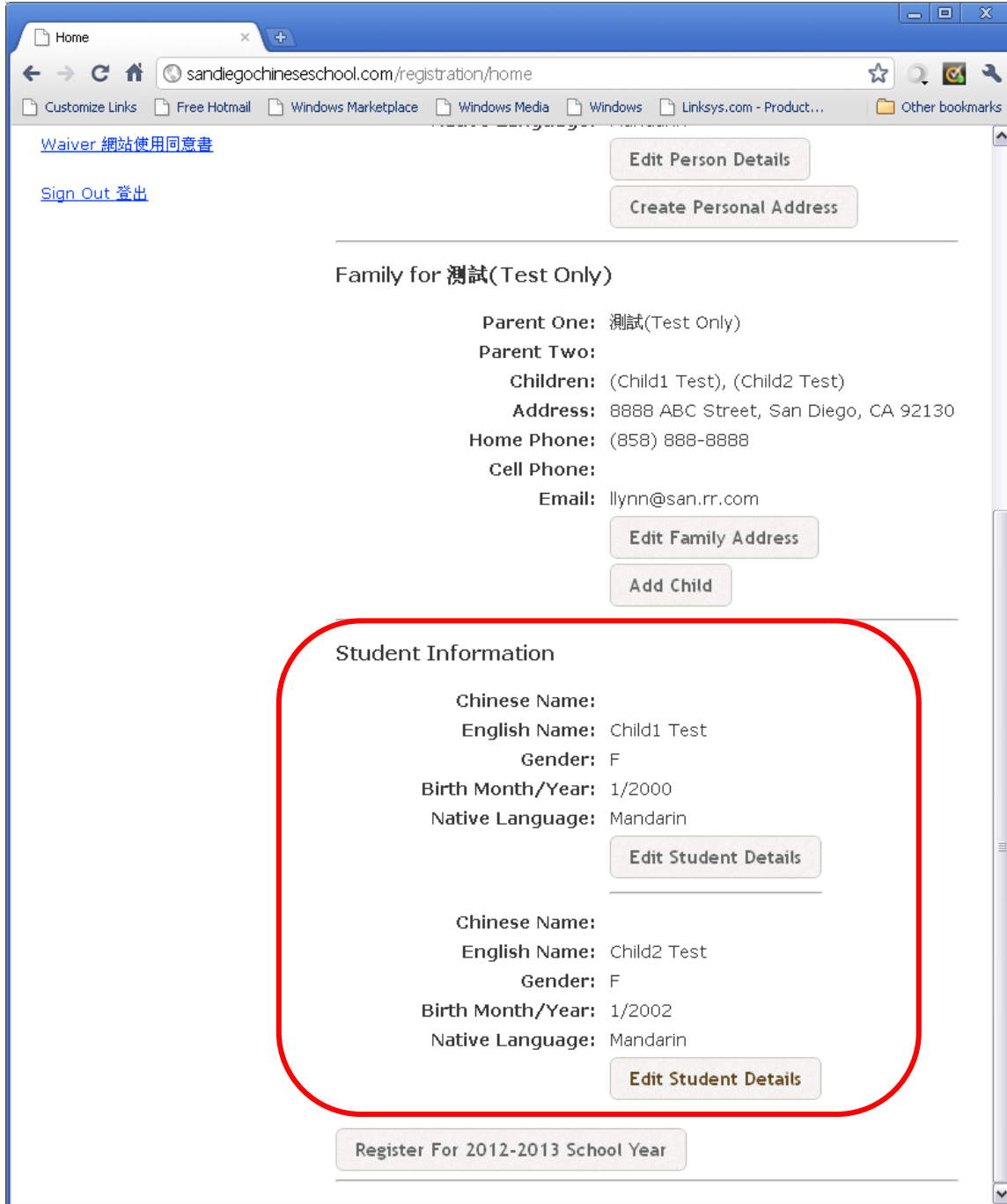
Click on “Add Child” button. Users can enter student information in the “Add Child To Family” page. Repeat the same procedure until all the children are added.

The screenshot shows a web browser window with the URL `sandiegochineseschool.com/registration/student/families/add_child/196`. The page header features the SDCA logo and the name '聖地牙哥中華學苑 San Diego Chinese Academy'. A navigation menu on the left includes links for 'Welcome 歡迎您, 測試(Test Only)', 'Home 首頁', 'Change Password 更改密碼', 'Transaction History 付款紀錄', 'Contact Us 聯繫我們', 'Privacy Policy 隱私權須知', 'Waiver 網站使用同意書', and 'Sign Out 登出'. The main content area is titled 'Add Child To Family' and contains a registration form with the following fields:

- * English Last Name 姓 (英文):
- * English First Name 名 (英文):
- Chinese Name 中文姓名:
- * Gender 性別:
- * Birth Year 出生年:
- * Birth Month 出生月:
- Native Language 母語:

A red asterisk indicates that the fields for English Last Name, English First Name, Gender, Birth Year, and Birth Month are required. An 'Add' button is located at the bottom of the form.

All the added children will be listed in the “Student Information” section.



Forgot username / Search for username

If users forgot the login username they can look up the username from the “Sign In” page. Click on the “Forgot username? Try to find username here 查詢用戶名稱” link.



The screenshot shows a web browser window with the URL www.sandiegochineseschool.com/registration/signin. The page header features the SDCA logo and the name "聖地牙哥中華學苑 San Diego Chinese Academy". Below the header is a sign-in form with fields for "Username 用戶名稱" and "Password 密碼", and a "Sign In" button. A blue banner above the form reads "Please Sign In 在校生或是舊生家庭請由此登入". Below the form, a red oval highlights the link "Forgot username? Try to find username here 查詢用戶名稱". Other links include "Forgot password? Request password reset here 重建密碼", "Privacy Policy 隱私權須知", "General Announcement and Class Information web site 註冊說明與課程簡介", and "New to San Diego Chinese Academy? Register here 新學生家庭請由此登入".

Please Sign In 在校生或是舊生家庭請由此登入

Username 用戶名稱:

Password 密碼:

[Forgot username? Try to find username here 查詢用戶名稱](#)

[Forgot password? Request password reset here 重建密碼](#)

Families with existing or prior studnets in SDCA. Please contact registration@sandiegochineseschool.com with your information to obtain user invitation. 在校生或是舊生家庭若尚無帳戶者, 請寄電子郵件至 registration@sandiegochineseschool.com 申請登入帳戶

[Privacy Policy 隱私權須知](#)

[General Announcement and Class Information web site 註冊說明與課程簡介](#)

[New to San Diego Chinese Academy? Register here 新學生家庭請由此登入](#)

The “Search for Username” page allows users enter their email for the username lookup. If a family have multiple usernames with the same email address, all usernames will be displayed.



Request password reset

When users forgot their password they can request password reset by click on “Forgot password? Request password reset here 重建密碼” from the “Sing In” page.



The screenshot shows a web browser window with the URL www.sandiegochineseschool.com/registration/signin. The page header features the SDCA logo and the name "聖地牙哥中華學苑 San Diego Chinese Academy". Below the header is a sign-in form with fields for "Username 用戶名稱" and "Password 密碼", and a "Sign In" button. A blue banner above the form reads "Please Sign In 在校生或是舊生家庭請由此登入". Below the form, two links are circled in red: "Forgot username? Try to find username here 查詢用戶名稱" and "Forgot password? Request password reset here 重建密碼". At the bottom of the page, there is a notice for existing users and three additional links: "Privacy Policy 隱私權須知", "General Announcement and Class Information web site 註冊說明與課程簡介", and "New to San Diego Chinese Academy? Register here 新學生家庭請由此登入".

The “Request Password Reset” page will be displayed. Enter username and press “Submit” to request password reset. If the username found, a password reset request email will be sent out to the user’s email address on file.

In the request email, there is a special link to the reset password page. The link will be expired in **six hours**. If users won’t be able to reset their password within the time frame, they will need to request a new password reset from the “Sign In” page again.



Sample of the “San Diego Chinese Academy – Password Reset” email:

Subject: San Diego Chinese Academy - Password Reset
Date: Fri, 27 Jul 2012 01:28:02 -0500
From: support@sandiegochineseschool.com
To: abc.mymail.com

Dear 家長 (Parent),

Password reset has been requested for your account on Chinese School web site. 您的中文學校網站帳戶密碼已申請重建。

Please follow these steps to reset your password 請依照下列的程序完成密碼重建:

1. Click on this link 按以下的密碼重建網址:
http://www.sandiegochineseschool.com/registration/signin/reset_password/F4N3AEbqSQsQnUH8kCv4

2. Fill in your phone number and select a new password on the form shown. 在表格中輸入您的電話號碼與新密碼。

3. Click on the "Save New Password" button. 選擇 "Save New Password" 按鍵

Please note that the password reset link above will expire in 6 hours from the time it was requested. If the link has expired, please request a new password reset link.

請注意密碼重建網址將在 6 小時之後失效，如果您無法在 6 個小時之內完成密碼重建，請再回到登入網頁申請密碼重建。

Once the new password is saved, you can sign-in to the site immediately at:

<http://www.sandiegochineseschool.com/registration/signin>

一旦新密碼建立完成，您可以立即回首頁重新登入

If you did not request this password reset, please report fraud to us at support@sandiegochineseschool.com

如果您沒有申請密碼重建，請通知網站管理人員

Regards,

San Diego Chinese Academy

聖地牙哥中華學苑 敬上

Follow the reset password link to reset your password.

After go to the link from the request email, it will take parents to the “Reset Password” page. Enter parent’s home phone number or mobile number for verification. Then parents can create new password. Once the password reset successfully, parents are able to login from the “Sign In” page.

Reset Password

www.sandiegochineseschool.com/registration/signin/reset_password/FbhTuAyWdWNYnQxCJgJD

Customize Links Free Hotmail Windows Marketplace Windows Media Windows Linksys.com - Product... Other bookmarks

 聖地牙哥中華學苑
San Diego Chinese Academy

Reset Password for lesleylynn 重建密碼

Please verify your identity against existing records with Chinese School 請驗證您的電話號碼與學校記錄:

Phone Number 電話: (home or mobile phone number 家裡電話或是手機)

Please create new password 請輸入新密碼:

Password 密碼: (6 characters long, case sensitive 至少六個字, 大小寫字母不同)

Re-type Password 確認密碼:

Save New Password

Register

After you have all the children added in our system, you are able to register your kids for the new school year. Choose the school year that you'd like to register. For example, click on the "Register For 2013-2014 School Year" button.

The screenshot shows a web browser window with the URL <https://www.sandiegochineseschool.com/registration/home>. The page is titled "Welcome 歡迎您, 家長一 (First Last)". A red box highlights the "Register For 2013-2014 School Year" button. Below this button is a "Volunteer Sign Up" button. The page is divided into sections: "Person", "Family for 家長一 (First Last)", and "Student Information".

Person

- Chinese Name: 家長一
- English Name: First Last
- Gender: F
- Birth Month/Year: 1/1990
- Native Language: Mandarin
- [Edit Person Details](#)

Family for 家長一 (First Last)

- Parent One: 家長一 (First Last)
- Parent Two: 家長二 (First2 Last)
- Children: 學生一 (Child1 Sun), 學生二 (Child2 Sun), 學生三 (Jr Sun), 學生四 (Jr 2 Sun), 學生五 (Jr 3 Sun)
- Address: 123 abc rd, San Diego, CA 92130
- Home Phone: (858) 123-4567
- Cell Phone: (858) 234-5678
- Email: name@company.com
- List in School Directory: Yes
- Emergency Contact: Contact Person
- Emergency Phone: (858) 345-6789
- Emergency Cell: (858) 456-7890
- [Edit Family Address](#)
- [Add Child](#)

Student Information

- Chinese Name: 學生一
- English Name: Child1 Sun
- Gender: F
- Birth Month/Year: 9/2002
- Native Language: Mandarin

Be sure to review the “Registration Overview and Refund Policy” page before continue registration.

In the “Select Students To Register” section lists all your children who have not been registered for this school year. Select the students by checking the box next to his/her name.

If a student attended SDCA in previous school year, the grade for the new school year would be the following grade. If the student did not attend SDCA before, the student may be asked to take a standardized test before new school year begins to determine the appropriate grade level. Parents are able to select the class type that you’d like to enroll your kids by choosing the drop down menu in “Select School Class Type” section.

Registration For 2013-2014 School Year 註冊

- Please read [Registration Overview and Refund Policy](#) or contact office@sandiegochineseschool.com for additional questions. 如有任何疑問請參考註冊須知或是與註冊組聯繫。
- Class type 班別:
 - R - 普通(注音)班: Regular (New Phonetic) Classes - Mandarin is heavily used in lecture 中文教學
 - B - 雙語(拼音)班: Bilingual (Pin-Yin) Classes - Both Mandarin and English are used in lecture 中英文教學
 - C - 學分班: Credit Classes - High School credit classes 高中課程

Select Students To Register 未註冊學生

Please check the boxes for students to register and select preferred school class type. 請勾選需要註冊的學生與班別.

	2012-2013 SDCA Grade	2013-2014 SDCA Grade	Select School Class Type
<input type="checkbox"/> 學生一(Child1 Sun)	五年級(5th Grade)	六年級(6th Grade)	R(普通班)
<input type="checkbox"/> 學生二(Child2 Sun)	五年級(5th Grade)	六年級(6th Grade)	R(普通班)
<input type="checkbox"/> 學生三(Jr Sun)	沒有在學資料 Not In Record	再通知 To be determined	R(普通班)
<input type="checkbox"/> 學生四(Jr 2 Sun)	沒有在學資料 Not In Record	再通知 To be determined	R(普通班)
<input type="checkbox"/> 學生五(Jr 3 Sun)	沒有在學資料 Not In Record	再通知 To be determined	R(普通班)

Scrip Purchase Fundraising 禮券購買募款

SDCA is a non-profit educational organization. We asked all families purchase scrip (\$800 per student) during school year. Scrip sales profit is used to fund school's activities. 聖地牙哥中華學苑是個非營利的教育組織。每個學年我們需要所有家庭協助購買禮券(每位學生\$800)。禮券銷售盈餘將用於辦理學校活動。

Next section is “Scrip Purchase Fundraising”. Enter the total scrip purchase amount. Finally, select up to three choices for volunteer jobs.

The screenshot shows a web browser window with the URL https://www.sandiegochineseschool.com/registration/student/registration/display_options/3. The page is titled "Student Registration Options" and contains two main sections:

Scrip Purchase Fundraising 禮券購買募款

SDCA is a non-profit educational organization. We asked all families purchase scrip (\$800 per student) during school year. Scrip sales profit is used to found school's activities. 聖地牙哥中華學苑是個非營利的教育組織。每個學年我們需要所有家庭協助購買禮券(每位學生\$800)。禮券銷售盈餘將用於辦理學校活動。

Every student is charged a refundable scrip deposit when register. But if you purchase scrip of \$800 per student at registration, the scrip sale deposit can be waived. For example, if your purchase \$1,600 when register, your first two children won't be charged \$50 scrip deposit. But other kids still need to paid for the deposit. To take this special offer please enter the total amount of scrip that you'd like to purchase. We will add this amount in your registration form. 註冊時，每位學生需要預繳禮券訂金五十元。但如果您在註冊時購買禮券全額(每位學生\$800)，此學生將可免繳禮券訂金。例如：在註冊時購買 \$1,600 禮券，您的兩個孩子可以免繳禮券訂金。但是其他的孩童還是要付禮券訂金。若享有這個優惠，請在此填入您禮券購買總金額。我們將計算此金額在您的註冊表上。

Total scrip purchase amount 禮券購買總金額: \$ 0

PTA Volunteer Sign Up 家長會義工報名

SDCA needs you sign up for volunteers. We rely heavily on parent volunteers to maintain all non-academic functions of the school. We charge a service fee of \$60 per family, which is refundable when a parent participates as a volunteer. Refund will be given in the form of \$60 value of Scrip certificates (please remember to fill out the reimburse form to get service refund). Remember that the more parents we have to volunteer, the less duty each parent will have to do. Your involvement will always be highly appreciated! 聖地牙哥中華學苑需要您報名義工。校內所有課外活動大多仰賴家長服務才得以舉辦。本校酌收每個家庭代勞費60元，但只要家長參與校內服務達一定時數，此項費用即可退回。申請退費時，即以等值60元禮券退還（家長必須完成退費申請手續，方能領得退費）。參與的家長人數越多，每人分擔的工作就越少。請熱心參與您孩子的教育。感謝您！

Review [Volunteer Job Descriptions](#) 義工工作說明。"Teacher's Snack Duty" and "SDCA weekly mail pick up" are reserved for preschool parents who need to stay in the classroom during lecture time. "老師點心輪值"與"幫學校拿郵件服務"保留給學前班需要留在教室的家長。

Please select up to three jobs that you are interested. PTA will contact you soon. If you cannot make the volunteer selection at this point, you are welcome to sign back in to our system, click "Volunteer Sign Up" button and make your selection at any time. 請選擇您最感興趣的工作，最多選三項。家長會將會盡快與您聯繫。如果您現在無法決定要報名什麼義工的工作，您可以在您方便的時間重新登入，按 "Volunteer Sign Up" 按鍵，再選擇您想要的工作。

First Priority 第一選擇:
Please select

Second Priority 第二選擇:
Please select

Third Priority 第三選擇:
Please select

Continue Cancel Registration

Click “Continue” to continue registration process. If you are not sure to continue please click on “Cancel Registration” button to cancel registration.

After you continue the registration, the “Consent, Release, Indemnification and Assumption of Risk” waiver displays. Please review the waiver carefully.

The screenshot shows a web browser window with the URL https://www.sandiegochineseschool.com/registration/student/registration/save_registration_preferences/3. The page title is "Consent, Release, Indemnification and Assumption of Risk".

Consent, Release, Indemnification and Assumption of Risk

I (we), the parent(s) of 學生一(Child1 Sun), 學生二(Child2 Sun), 學生三(Jr 2 Sun), 學生四(Jr 2 Sun), 學生五(Jr 3 Sun) request that our child/children, 學生一(Child1 Sun), 學生二(Child2 Sun), 學生三(Jr 2 Sun), 學生四(Jr 2 Sun), 學生五(Jr 3 Sun), be permitted to participate in all activities of the San Diego Chinese Academy ("SDCA") ("Activities").

We fully understand that participation in Activities presents an inherent risk of injury, serious bodily harm, or death to our child/children and to the undersigned. We have investigated the Activities to our full satisfaction and expressly assume all risks, including but not limited to injury, harm, or death.

We represent that our child/children have no physical or mental conditions which would or should prevent them from participating in Activities, or that would increase the risk of possible injury, harm or death by participating in Activities.

We agree that should the physical or mental condition of our child/children change resulting in an increased risk of injury, harm or death, we will immediately withdraw our child/children from school.

We agree that should anyone, including our child/children (including any representative or guardian) make a claim against SDCA (including any shareholder, subsidiary or affiliate, or any person acting in his/her capacity as an officer, director, employee, agent, contractor, or representative of SDCA) that the undersigned agree to fully indemnify, defend and hold SDCA (including its affiliates, officers, directors, shareholders, agents, employees and representatives) ("Released Parties") completely harmless from any and all costs, expenses, attorney's fees, suits, liabilities, damages or claim for damages, including but not limited to those arising out of any injury or death to any person or persons or damage to any property of any kind whatsoever and to whomsoever belonging, including SDCA, in any way relating to the Activities or the performance or exercise of any of the duties, obligations, powers or authorities herein or hereafter granted to SDCA and any Released Parties as defined herein.

In consideration of the benefits we will receive from our child/children participating in Activities, we hereby agree that we (including any assignees, heirs, next of kin, guardians, and legal or personal representatives) will not make a claim against, sue, or attach the property of any subsidiary or affiliate, or any person acting in his/her capacity as an officer, director, employee, agent, contractor, or representative of SDCA for injury, death, damage, or loss caused in whole or in part by the negligence or other acts or omissions of the Released Parties as a result of my child's/children's participation in Activities. We hereby release and discharge the Released Parties from all actions, claims, or demands that we, our assignees, heirs, next of kin, guardians, and legal or personal representatives may have for injury, death, damage, or loss resulting in any way from our child's/children's participation in Activities, whether it results from the negligence, gross negligence, or reckless conduct of SDCA and/or any other Released Parties, or from any other cause.

We understand and agree that if a claim, suit, or attachment is brought or sought against us as a result in any way of my child's/children's participation in Activities, that we shall not be entitled to any defense or indemnification by SDCA or any Released Parties in connection with such claim, suit, or attachment.

Media Release

By enrolling my child(ren) in San Diego Chinese Academy ("SDCA"), I, 林立嬌(Lesley Sun), hereby consent that the photographs and/or motion picture or videotape for which my family posed, and/or audio recordings made of my family's voices may be used by voluntary and/or school contracted photographers/video photographers, its assignees or successors, and SDCA without compensation, in whatever way they desire, including television and electronic media. Furthermore, I authorize SDCA to publish in any format and use for any purposes the name, affiliation, and photographs, video footage, and audio recording taken of students for advertising and promotions.

Mandatory Additional Waiver for Enrolling Child(ren) Under 5 Years of Age as of First Day of School

I, 林立嬌(Lesley Sun), understand that San Diego Chinese Academy ("SDCA"), a non-profit organization which provides an environment for the instruction of Chinese language and culture, is not a child care service and will not provide insurance for my child(ren) who are under 5 years of age. I will stay with my child(ren) during the duration of the class and will indemnify and hold SDCA, its officers, directors, administration, employees, and personnel, harmless from and against any injury, accident, illness or death occurring during the school activities.

WE HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. WE ARE AWARE THAT THIS IS A CONSENT, RELEASE OF LIABILITY, ASSUMPTION OF RISK, INDEMNIFICATION, AND PROMISE NOT TO SUE OR MAKE A CLAIM, AND WE AGREE TO THIS OF OUR OWN FREE WILL.

By clicking on the "Agree" button below, I, 林立嬌(Lesley Sun), agree to the legal terms outlined above.

If you agree to the legal terms on the waiver, click on “Agree and Continue” button to continue the registration. Or press “Cancel Registration” button to stop.

After you agree on the waiver, the registration form with itemized the tuition and fee displays. To complete your registration please print out this registration form by click on “Print Registration Form” button. It opens a new window tab with printable registration form. Click on “Print 列印” to print out the form. Close the print window and back to the registration form page. Press “Finish” button to back to Home page. Submit the printed registration form and your payment to SDCA office or mail in. Then you are done.

If you have any changes for the registration please click on “Cancel Registration”. It will cancel the registration and go back to Home page. Repeat the registration steps with your changes. Also before submit your payment, if you need any changes, you are welcome to sign back in any time and redo the registration with your changes then print out new registration form.

The screenshot shows a web browser window with the URL https://www.sandiegochineseschool.com/registration/student/registration/payment_entry/3?scrip_purchase=3100. The page title is "Tuition and Fee For 2013-2014 School Year Registration Form 註冊表".

The page lists fees for five student categories:

- For 學生一 (Child 1 Sun) entering grade 六年級 (6th Grade) 普通班 (Regular Class)**
 - Registration Fee 報名費: \$0.00
 - Tuition 學費: \$350.00
 - Miscellaneous Fees 學雜費: \$40.00
 - Scrip Deposit 積存訂金: \$0.00
 - Scrip Purchase 積存購買: \$800.00
- For 學生二 (Child 2 Sun) entering grade 六年級 (6th Grade) 普通班 (Regular Class)**
 - Registration Fee 報名費: \$0.00
 - Tuition 學費: \$350.00
 - Miscellaneous Fees 學雜費: \$40.00
 - Scrip Deposit 積存訂金: \$0.00
 - Scrip Purchase 積存購買: \$800.00
- For 學生三 (Jr Sun) entering 學分班 (Credit Class)**
 - Registration Fee 報名費: \$50.00
 - Tuition 學費: \$460.00
 - Miscellaneous Fees 學雜費: \$40.00
 - Scrip Deposit 積存訂金: \$0.00
 - Scrip Purchase 積存購買: \$800.00
- For 學生四 (Jr 2 Sun) entering 雙語班 (Bilingual Classes)**
 - Registration Fee 報名費: \$50.00
 - Tuition 學費: \$250.00
 - Miscellaneous Fees 學雜費: \$40.00
 - Scrip Deposit 積存訂金: \$50.00
 - Scrip Purchase 積存購買: \$700.00
- For 學生五 (Jr 3 Sun) entering 雙語班 (Bilingual Classes)**
 - Registration Fee 報名費: \$50.00
 - Tuition 學費: \$250.00
 - Miscellaneous Fees 學雜費: \$40.00
 - Scrip Deposit 積存訂金: \$50.00
 - Scrip Purchase 積存購買: \$0.00

Service Fee 服務費: \$60.00

Grand Total 總計: \$5,270.00

Below the fee breakdown, there is a red box around the **Print Registration Form** button. Other buttons include **Finish** and **Cancel Registration**.

Volunteer Sign Up

SDCA is a non-profit educational organization. Our fees are kept low to provide enrollment opportunity for all students. Although our teaching staff are salaried, we rely heavily on parent volunteers to maintain all non-academic functions of the school. We charge a service fee of \$60 per family, which is refundable when a parent participates as a volunteer. Refund will be given in the form of \$60 value of Scrip certificates (please remember to fill out the reimburse form to get service refund). Remember that the more parents we have to volunteer, the less duty each parent will have to do. Your involvement will always be highly appreciated!

To sign up for the volunteer opportunity, click on the “Volunteer Sign Up” button that can be easily found on the top and the bottom of the “Home” page or at the end of registration.

The screenshot shows a web browser window displaying the registration page for the San Diego Chinese Academy (SDCA). The page features the SDCA logo and the name in both Chinese and English. There are three buttons at the top: "Register For 2012-2013 School Year", "Volunteer Sign Up" (highlighted with a red box), and "Register For 2013-2014 School Year". Below these buttons, there is a "Person" section with the following details: Chinese Name: 測試, English Name: Test Only, Gender: F, Birth Month/Year: (blank), Native Language: Mandarin. An "Edit Person Details" button is located below this section. The "Family for 測試(Test Only)" section lists: Parent One: 測試(Test Only), Parent Two: (blank), Children: 學生一(Child1 Test), 學生二(Child2 Test), Address: 8888 ABC Street, San Diego, CA 92130, Home Phone: (858) 888-8888, and Cell Phone: (blank). On the left side of the page, there are several navigation links: Welcome 歡迎您, 測試(Test Only), Home 首頁, Change Password 更改密碼, Transaction History 付款紀錄, Contact Us 聯繫我們, Privacy Policy 隱私權須知, Waiver 網站使用同意書, and Sign Out 登出.

The “Volunteer Sign Up” page describes the policy for the volunteer opportunity. Please read the “Volunteer Job Descriptions” before sign up. Every family is able to prioritize up to three volunteer jobs. PTA will collect all the information and contact you as soon as possible.

SDCA 聖地牙哥中華學苑
San Diego Chinese Academy

Welcome 歡迎您,
家長一(First Last)

[Home 首頁](#)
[Help 使用手冊](#)
[Change Password 更改密碼](#)
[Transaction History 付款紀錄](#)
[Contact Us 聯繫我們](#)
[Privacy Policy 隱私權通知](#)
[Waiver 網站使用同意書](#)
[Sign Out 登出](#)

PTA Volunteer Sign Up 家長會義工報名表

SDCA is a non-profit educational organization. Our fees are kept low to provide enrollment opportunity for all students. Although our teaching staff are salaried, we rely heavily on parent volunteers to maintain all non-academic functions of the school. **We charge a service fee of \$60 per family, which is refundable when a parent participates as a volunteer. Refund will be given in the form of \$60 value of Scrip certificates (please remember to fill out the reimburse form to get service refund).** Remember that the more parents we have to volunteer, the less duty each parent will have to do. Your involvement will always be highly appreciated!

聖地牙哥中華學苑為非營利教育機構。為使所有學生享有平等之就學機會，本校採取低學費政策。除教師主要行政人員支薪外，校內所有課外活動大多仰賴家長服務才得以舉辦。本校酌收每個家庭代勞費60元，但只要家長參與校內服務達一定時數，此項費用即可退回。申請退費時，即以等值60元禮券退還（家長必須完成退費申請手續，方能領得退費）。參與的家長人數越多，每人分擔的工作就越少。請熱心參與您孩子的教育。感謝您！

Please select up to three jobs that you are interested. Click on 'Submit' button when you are done. PTA will contact you soon. 請選擇您最感興趣的工作，最多選三項。全部完成後請按 'Submit' 確認。家長會將會盡快與您聯繫。

***** "Teacher's Snack Duty" and "SDCA weekly mail pick up" are reserved for preschool parents who need to stay in the classroom during lecture time. "老師點心輪值"與"幫學校拿郵件服務"保留給學前班需要留在教室的家長。**

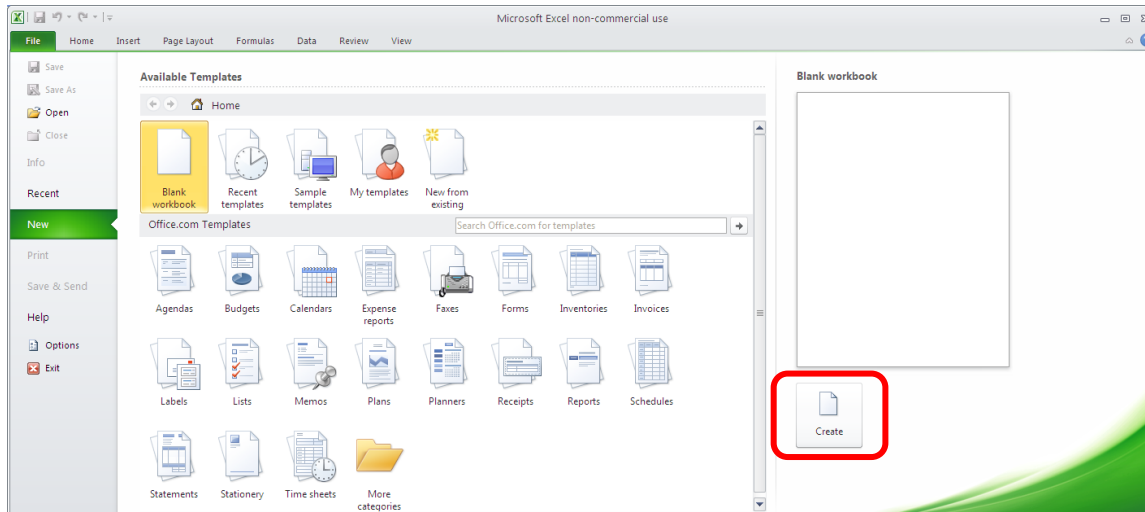
First Priority 第一選擇:
Please select

Second Priority 第二選擇:
Please select

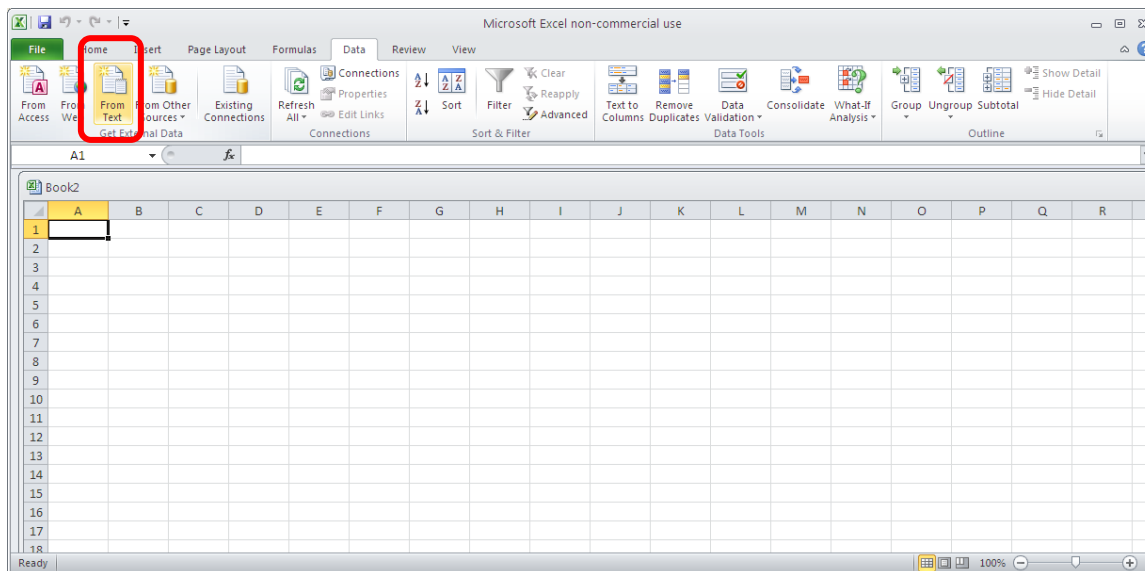
Third Priority 第三選擇:
Please select

Import CSV File to Excel

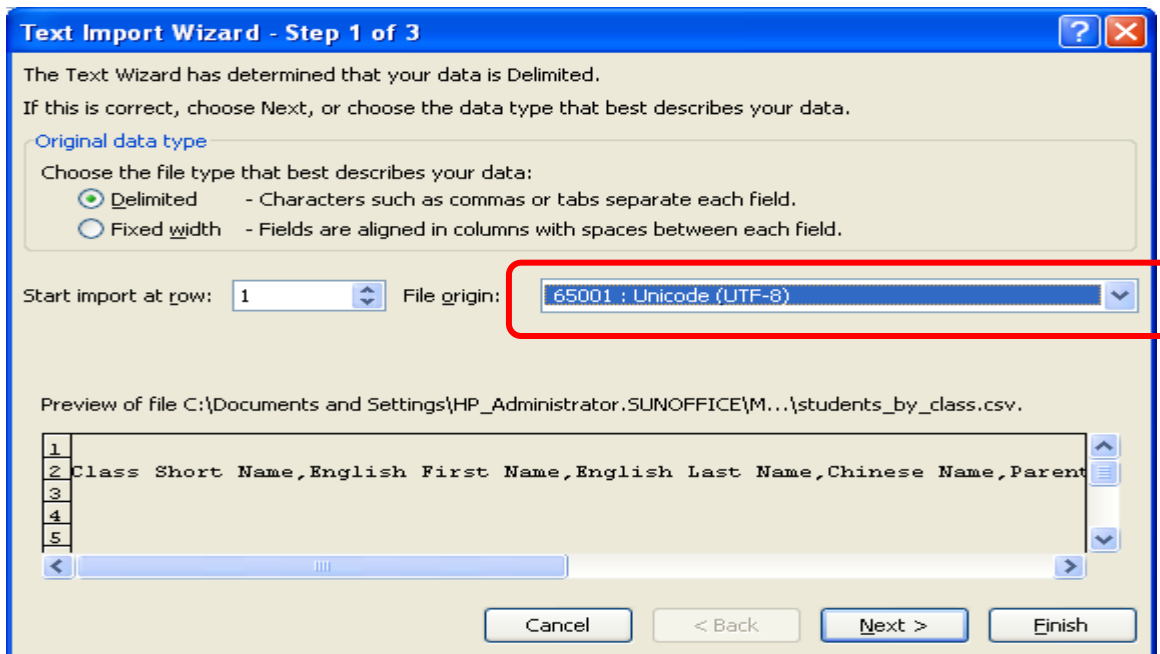
When import CSV file with Chinese character content, one way to setup the Unicode is use the Data import feature. First we create a new blank workbook, then click on “Create” button.



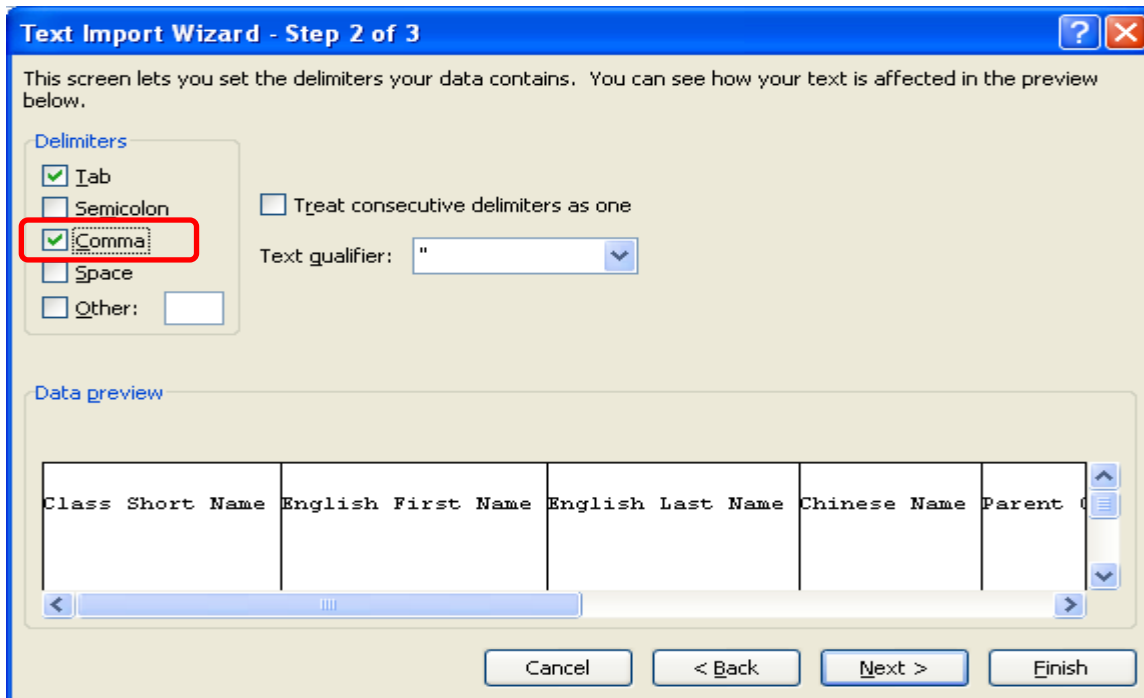
From the “Data” tab click on “From Text”. A file search window will popup. Select the CSV text file from your PC then click on “Import” button.



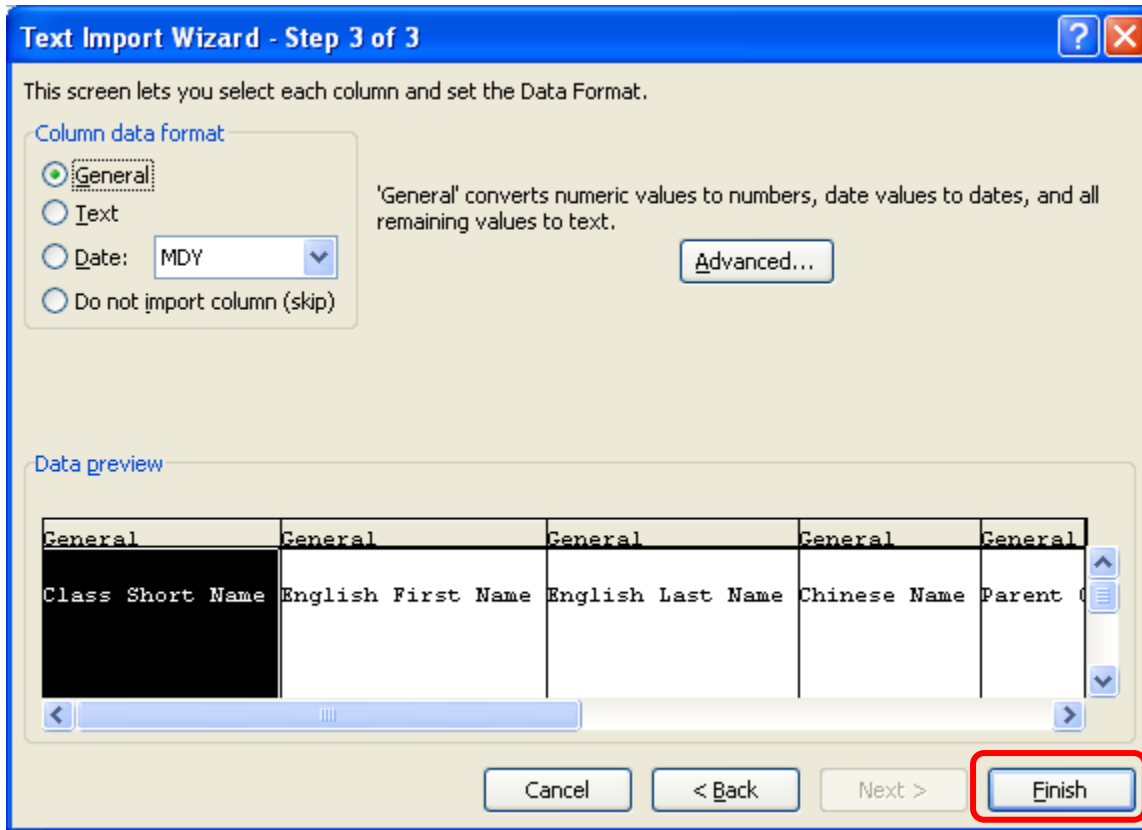
To ensure Excel displays Chinese characters properly, on the “Text Import Wizard – Step 1 of 3” window, select “Unicode (UTF-8)” for “File origin”. Then click on “Next” button.



Next step, we need to specify the delimiters to separate each column. Since we use comma as the delimiter for the CSV file, check the “Comma” box on the “Text Import Wizard – Step 2 of 3” window.



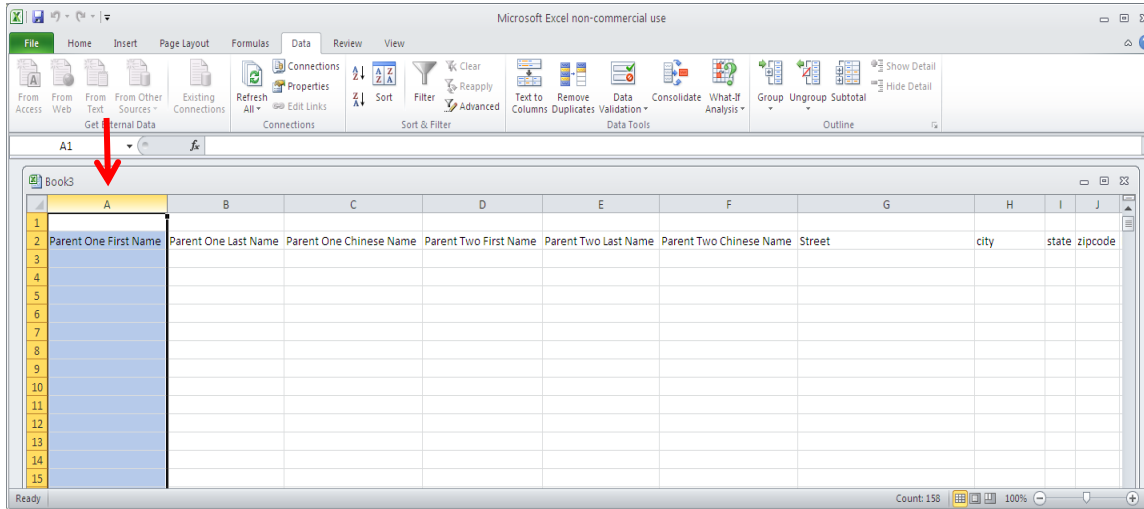
Last step let you select each column and set the Data Format. If your data have date content, you can select the date format. Or leave it as default “General” then click on “Finish” button.



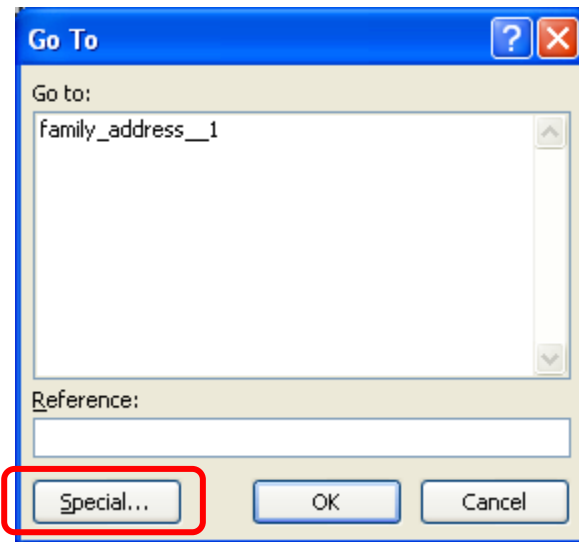
Delete Blank Rows from Excel

There is a known bug from Ruby on Rails. When download file as CSV it generates some blank rows between each record. One easy way to remove these blank rows is use Excel to select all blank rows then delete those rows. Following are the instructions.

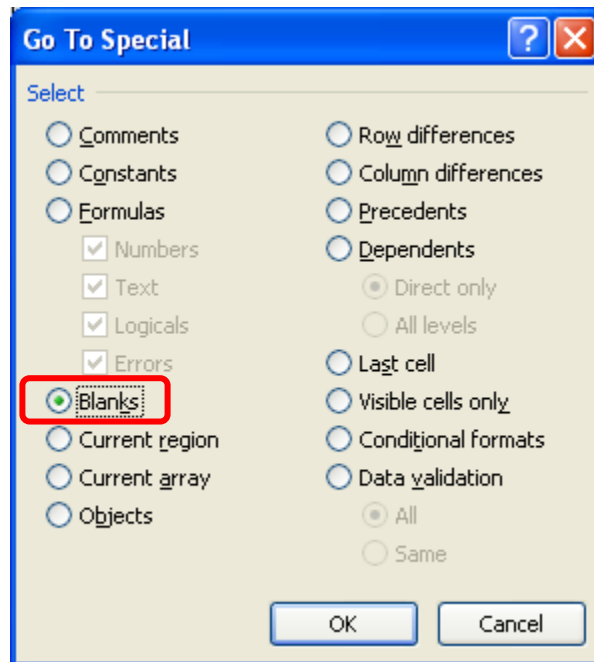
After import CSV text file to Excel, select any one column from the alphabet cell from the top which highlight the column from the top of your list to the bottom.



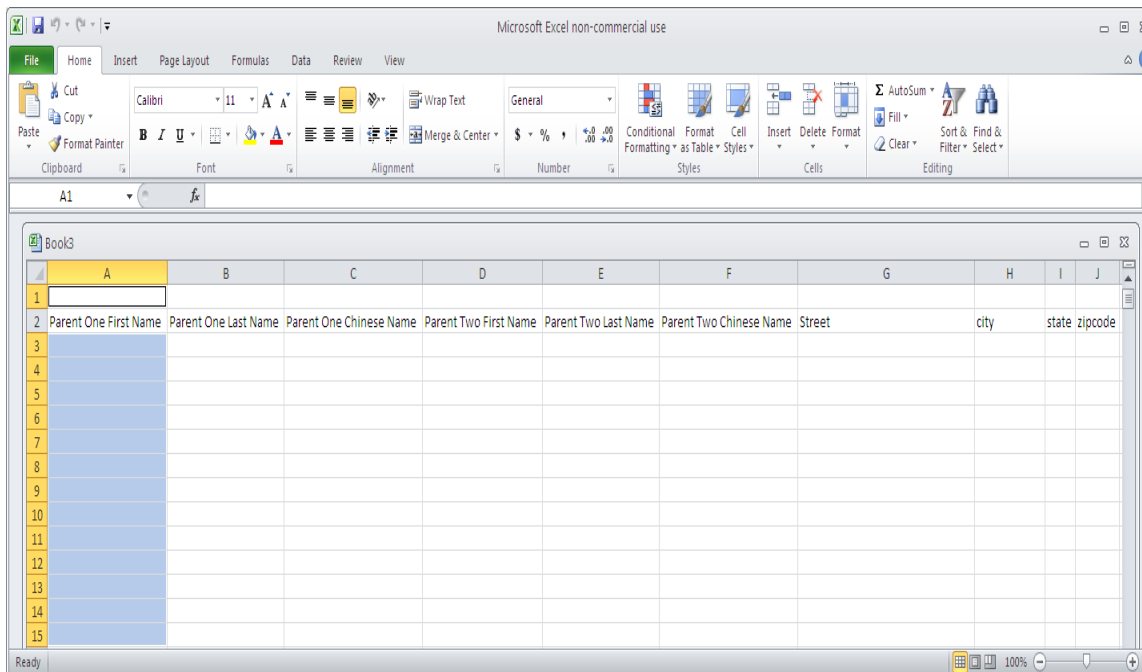
Use the function key “F5” as shortcut to “Go To” window.



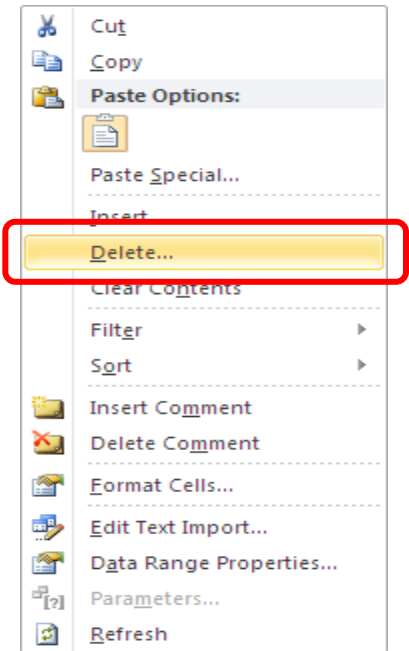
To go to blank lines, check the button of “Blanks”. Then click on “OK” button.



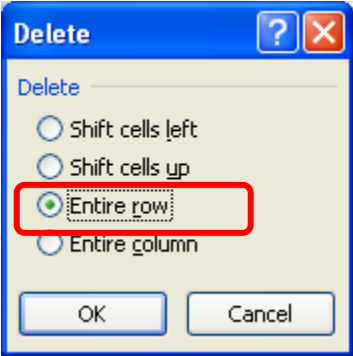
All the blank rows will be highlighted.



From the highlight column, use the right button from the mouse and select “Delete”



Check the “Entire row” button then click “OK” button. All the highlighted blank rows will be removed.



Instructor / Room Parent

When an instructor or room parent sign in to portal, the "Instructor Resources" displays before the personal information. This teacher's or room parent's student list button will be included in the "Instructor Resources".

Home

https://www.sandiegochineseschool.com/registration/home

Reading Makes Cent\$... SDCA Sign In Site5 backstage Rvglobalsoft SignIn PMA phpMyAdmin SDCA Website

 聖地牙哥中華學苑
San Diego Chinese Academy

Welcome 歡迎您,
家長一(One Parent)

[Home 首頁](#)

[Help 使用手冊](#)

[Change Password 更改密碼](#)

[Transaction History 付款紀錄](#)

[Contact Us 聯繫我們](#)

[Privacy Policy 隱私權須知](#)

[Waiver 網站使用同意書](#)

[Sign Out 登出](#)

Instructor Resources

Student List For 學分一乙 (Credit 1B)

Register For 2013-2014 School Year

Volunteer Sign Up

Person

Chinese Name: 家長一
English Name: One Parent
Gender: F
Birth Month/Year:
Native Language: Mandarin

Edit Person Details

Family for 家長一(One Parent)

Parent One: 家長一 (One Parent)

Press the button, the student class list will be displayed.

[Home 首頁](#)
[Help 使用手冊](#)
[Change Password 更改密碼](#)
[Transaction History 付款紀錄](#)
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[Sign Out 登出](#)

家長一 (One Parent) 老師 學分一乙 教室: US103 Room Parent: 家長二 (Two Parent)

學生	Last Name	First Name	生年月	性別	父親	母親	Email	電話
學生一	Student	One	12/2005	F	家長二 (Two Parent)	家長一 (One Parent)	lynn@san.rr.com	(858) 123-4567
學生三	Student	Three	6/2000	F	家長二 (Two Parent)	家長一 (One Parent)	lynn@san.rr.com	(858) 123-4567
學生二	Student	Two	1/2008	M	家長二 (Two Parent)	家長一 (One Parent)	lynn@san.rr.com	(858) 123-4567

Total Student Count: 3
 Current Time: July 31, 2013 01:16