

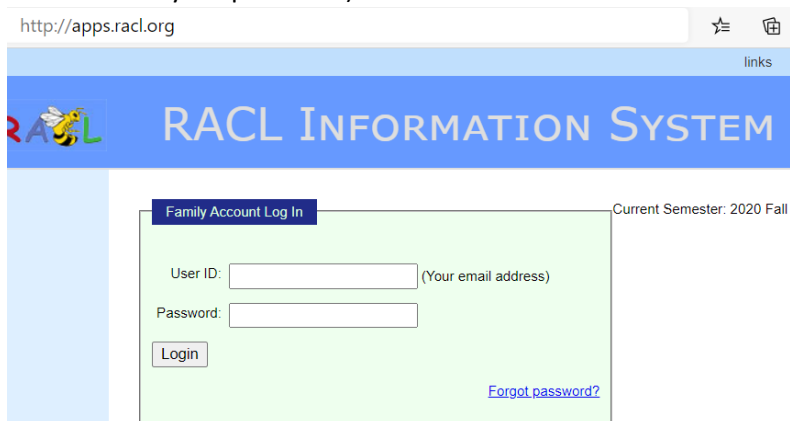
RACL Class Registration Instructions

Note:

1. Please send a request email to registration@racl.org for the following scenarios:
 - a. if you need to register 2 or more activity classes
 - b. if you need to reset your password of your RACL account
 - c. if your family is new at RACL (i.e. you do not have a RACL account), please first download the “Student Registration Form” from this web page: <http://www.racl.org/forms/>. Fill it out and attach it as a picture in the request email.
 - d. If you have a family account, but need to add a new child to your family account
 - e. if have any questions or encounter any registration issues
2. If you need help on choosing which class to register, please send an email to academics@racl.org

Class Registration Steps:

1. Log in to your RACL account
 - a. Open this web page: <http://apps.racl.org>
 - b. Use your email address as the User ID
 - c. Enter your password (If you forget your password, click the “Forgot Password” link to reset your password).



The screenshot shows a web browser window with the address bar displaying <http://apps.racl.org>. The page header features the RACL logo and the text "RACL INFORMATION SYSTEM". Below the header, there is a "Family Account Log In" section with a "Current Semester: 2020 Fall" label. The login form includes a "User ID:" field with the instruction "(Your email address)", a "Password:" field, a "Login" button, and a "Forgot password?" link.

2. Click the “Registration” menu on the left navigation bar.
3. Select the student by clicking the “Edit Registration” link after the name

Early Registration for 2021 Spring Current Semester: 2021 Fall

| Name | Cell Phone | email |
|------------|--------------|----------------------|
| Parents: | | |
| [Redacted] | 604-222-2222 | [Redacted]@gmail.com |
| [Redacted] | 919-222-2222 | [Redacted]@gmail.com |

Registration Information:

| Student | Classes Registering | PTA Fee | Total |
|--|---|---------|---------------|
| [Redacted] Edit Registration | No class registered. Please click "Edit Registration" to select from eligible classes | | |
| [Redacted] Edit Registration | No class registered. Please click "Edit Registration" to select from eligible classes | | |
| [Redacted] Edit Registration | No class registered. Please click "Edit Registration" to select from eligible classes | | |
| Tuition Total: | | | \$0.00 |
| Account Balance: | | | \$0.00 |

A late fee of \$25 will be applied if tuition is not paid in full by the end of the third week of the semester.

4. Select the Language Class and/or the Activity Class that you wanted to register.

Registration -- Edit Courses Current Semester: 2020 Fall

Select courses for: [Redacted]

| | |
|-----------------|---|
| Language Class: | L1A |
| Activity Class: | 古诗诵读与中文儿歌学唱 Chinese Poem & Nursery Rhymes for Grade 1-6 |

* Note: All class selections are temporary until the full tuition is paid. You will not be able to choose a language course if it is full.

Please verify that we have your latest information in the system

Address [Edit](#)
 8110 S. [Redacted]
 Raleigh NC 27613
 Home phone: [Redacted]

[Redacted] [Edit](#)
 Email: [Redacted]@gmail.com
 Cell: [Redacted]
 Work: [Redacted]

[Redacted] [Edit](#)
 Email: [Redacted]@gmail.com
 Cell: 919-222-2222
 Work: 919-222-2222

Yes I verified

[Save](#) [Cancel](#)

5. Select the checkbox in front of "Yes I verified" (shown in the above screenshot), and finally click the "Save" button.

6. After saving the registration. On the same page, you can find out the "Account Balance" due:

| Class | Tuition | book | | |
|-----------------------|---------|------|------|-----------------|
| L1A | 190.0 | 0 | | |
| AC_PoemRhymes | 100.0 | 0 | 10.0 | 300.0 |
| Tuition Total: | | | | \$300.00 |

Charges and Fees:

| | Date Posted | Amount |
|--------------------------------|-------------------|-----------------|
| Tuition | December 16, 2020 | \$300.00 |
| Total Charges and Fees: | | \$300.00 |
| Account Balance: | | \$300.00 |

A late fee of \$25 will be applied if tuition is not paid in full by the end of the third week of the semester.

- Please pay the balance using the Zelle payment to accounting@racl.org, and make sure you include your child's name and class in the memo.