

Dear New Religious School Families,

Welcome to Beth El! We are so excited to welcome you to our synagogue and our Religious School. Beth El uses ShulCloud (along with over 900 other congregations), to connect to our families. Through ShulCloud, you'll be able to manage your own information and register for events. ShulCloud is designed to provide a secure and private way to view your transaction history, enter payment methods, set up recurring payments and make donations.

We need just a little help from you to get started. Please take a few minutes to follow the steps below:

Send the following information to Ronit at [rgoldstein@bethelhebrew.org](mailto:rgoldstein@bethelhebrew.org) if you are new to Beth El and are not members or if you are new to the Religious School but are members:

New Family (Non Member)

1. Name of student:
2. Grade:
3. Name of primary parent:
4. Email:
5. Date of birth of child:

New Family (Member)

- If already a member
  1. Name of student:
  2. Name of primary parent:
  3. Grade:
  4. Date of birth of child:

**Once Ronit sends you a confirmation email you can begin to register.**

Log Into Shul Cloud:

1. Go to [www.bethelhebrew.org](http://www.bethelhebrew.org).
2. Go to the right hand corner, and click "Log In."
3. Type in the e-mail address you gave our administrator (Ronit).
4. Click "Forgot Password," and you will receive a temporary password in your email within a few hours.

Once you have logged into ShulCloud, you will need to update your account information prior to registration.

#### Update Account Information

1. Click on this [My Profile-Edit link](#) to verify and edit your profile information.
2. Click on this [My Family-Edit link](#) to verify and edit your family information.

After you have updated your account information you can register your child(ren)  
Go to <https://bethelhebrew.org>.

To register your child for Religious School from the main website, click on “My Account” to the far right on the Main Navigation bar.

On the next page you will see the “School Enrolment” button. Click on this button. Select the grade you wish your child enrolled in from the drop down menu. All students who are enrolled from third grade and beyond will need to be registered as members.

If you have more than one child being registered, you can select each child’s grade on this page and the registration fee will appear in correspondence with your selections. Once you have finished selecting the registration class, click continue.

Fill out the enrollment form.

“Are you a Beth El Member” refers to the parent or guardian filling out the form. When you are finished filling out the required information, you will be able to submit the registration fee or you may click on “save for later.”

Next, click on “continue to registration fee” to be directed to a payment page. The registration fee is \$150, and it is deducted from your total tuition and fees. You may click on “bill to my account” to add the payment to your profile. You may click on credit card/authorize card to pay by credit card. If you choose to pay by credit card, please be aware, if paying by cred card a 3.1% fee will automatically be included. If you choose “bill to my account” you will be billed later and can pay through your account, by check, **without a fee** directly to Beth El Hebrew Congregation. If you require special financial arrangements, please BILL YOUR TUITION TO YOUR ACCOUNT and contact Liz Beyer, our Executive Director, at [lbeyer@bethelhebrew.org](mailto:lbeyer@bethelhebrew.org) or Becky McMurry at [bmcumurry@bethelhebrew.org](mailto:bmcumurry@bethelhebrew.org).

Once you have either billed to your account or paid, click continue. You will be directed to a page stating you have completed enrollment for your family and an administrator will review your application and confirm your enrollment. You will receive a follow-up email confirming receipt of your Religious School enrollment application.

In order for your child's enrollment to be confirmed, you must be current in your dues and tuition payments. Please keep in mind that all rising **THIRD** grade families must be **MEMBERS** of the synagogue in order to enroll in our Religious School program.

We know you may have questions, and we encourage you to explore the new system. If you're having difficulty logging on, please give us a call at (703) 370-9400 during business hours and we'll be happy to help, or e-mail our Religious School Administrator, Ronit, at [rgoldstein@bethelhebrew.org](mailto:rgoldstein@bethelhebrew.org).

L'shalom,