



Chinmaya Mission Austin

Registration Manual

Chinmaya Sundaram

12825 Burnet Road, Austin, TX 78727

www.chinmayaaustin.org

register@chinmayaaustin.org

HARI OM!

This manual is a guide for Chinmaya Mission Austin (CMA) Bala Vihar, Shishu Vihar and Language class registrations. Please follow the step-by-step instructions as you complete your registration as it will answer many of the questions that may come up.

Important Info Before You Start

- You will need an email ID to create an account and login to your family portal. This family portal will give you access to review your registrations and resources shared by the teachers for your child's class. **This email ID will be used as the primary email ID for all communications.**
- This registration system is based on a shopping cart type design where you will add classes for each of your children using 'Add to Cart' and pay at the end.
- If you have any financial constraints in making the registration donation for Bala Vihar, please email register@chinmayaaustin.org.
- If you would like to take advantage of company matching to multiply your registration donation, please email register@chinmayaaustin.org. Please note that with this option, you are still required to pay the full registration donation and any company matching funds are in ADDITION to your full Bala Vihar dues.
- There are no refunds or credits for any reasons. Please consider your payment as a donation for the welfare of the community.
- If you run into any issues, please email register@chinmayaaustin.org. Include as much detail as you can and provide all contact information in your email.

Important Note: The Bala Vihar/Shishu Vihar fee for the whole family is \$750. You will notice, when adding your children, that for every child a fee of \$750 will get added to your cart. But at the time of checkout, the sibling discount will get automatically applied bringing the fee down to \$750 for the family (any number of siblings). Please note that multiple siblings must be checked out **together** for the discount to get applied.

- The grade you choose in Bala Vihar for your child must be the **grade your child will be entering in school in Fall 2023. No Exceptions!**
- For Shishu Vihar and Pre-K, please refer to the age cut-off table below:

CMA Bala Vihar/ Shishu Vihar Age Cutoffs 2023 - 24

Age	Grade Level
4 years on or before Sept 1, 2023	Pre-K
Less than 4 years on Sept 1, 2023	Shishu Vihar

- **Spots are limited** in each class and will be filled on a first-come basis. If the class you are trying to register your child for is full, you can select the 'Add to Waitlist' option to be notified if/when a spot is available. In the meantime, you can register your child for the same grade in the alternate session, if spots are available.
- When adding in child information, please make sure you select **alternate email IDs** (2nd parent) that should receive class related updates.
- **Hindi Language Registration:** You will also have the option to add-on programs like Hindi language program. Add-on classes are the additional programming offered for an age/grade. You can choose to add this on as part of your Bala Vihar registration. Please note that there is an additional fee for the add-on.

Important Note: All classes are **in-person at Chinmaya Mission Austin – Sundaram**. There are two sessions for Bala vihar. The session you select during registration will be the session that your family will attend for this school year.

Session 1 - Sunday 8:30 AM - 10:00 AM: Bala Vihar and Adult Satsang

Session 2 - Sunday 11:30 AM - 1:00 PM: Bala Vihar and Adult Satsang

Shishu Vihar - Sunday 11:15 AM – 12:00 PM: Parent - Child (Toddler) class

Optional Classes - Sunday 10:15 AM - 11:15 AM: Hindi language, Bhagavad Gita Chanting

Instructions to register for CMA Bala Vihar

1. **Go to the CMA Bala Vihar registration page:** Point your browser to <http://www.chinmayaaustin.org/bregistration.html> to get to the registration page. Review the information provided on this page.

Bala Vihar Registration

Registration for school year 2023-24 is now open!

Chinmaya Mission's Bala Vihar is a cultural & spiritual value-based education program for students from Pre-K to 12th grade, striving to create balanced and integrated individuals, positively contributing to society.

Additional details on the Bala Vihar program and Chinmaya Mission Austin can be found in the [Bala Vihar Handbook](#).

2. **Select Session:** Scroll until you see the '**Register for BV Session**' buttons shown below:

Please register for the Bala Vihar session that you will attend in-person, at Chinmaya Sundaram, starting in August 2023.

BV Session 1 : Sunday, 8:30 AM – 10:00 AM

BV Session 2 : Sunday, 11:30 AM – 1:00 PM

For important instructions and step-by-step guidance to register, please refer to the [Registration Manual](#).

[Register for BV Session 1](#)

[Register for BV Session 2](#)

- For Shishu Vihar, one parent will have to remain in class with the child.

Shishu Vihar Registration (2023 - 2024)

Shishu Vihar is a parent-child class designed to introduce spirituality to toddlers between the ages 2 to 4 years. Come join in and sow the seeds of Indian traditions, morals and spirituality in a modern structure of play groups! Children will learn through action songs, rhymes, stories, and arts & crafts.

The group will meet at Chinmaya Sundaram from 11:15 AM to 12:00 Noon.

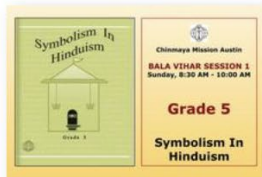
Sign up for Shishu Vihar using the link below

[Register for Shishu Vihar](#)

A page with a list of available classes for the selected session with details is shown.

13

Aug, 2023



BV Session 1 - Grade 5

Symbolism in Hinduism

📅 Sunday

🕒 08:30 AM - 10:00 AM CST

📍 Chinmaya Mission Austin
CM Austin - Bala Vihar Session 1
12825 Burnet Rd
Austin, TX, 78727

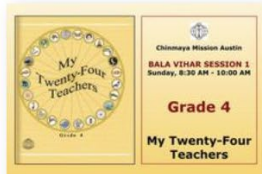
\$750.00 per family

[REGISTER NOW](#)

Spark curiosity and understanding of Hindu Culture through interactive discussions, reflection, understanding and ap...

13

Aug, 2023



BV Session 1 - Grade 4

My 24 Gurus

📅 Sunday

🕒 08:30 AM - 10:00 AM CST

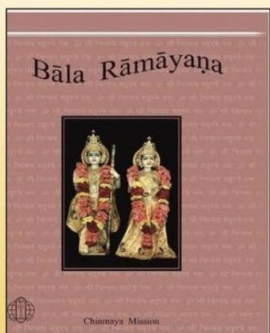
📍 Chinmaya Mission Austin
CM Austin - Bala Vihar Session 1
12825 Burnet Rd
Austin, TX, 78727

\$750.00 per family

[REGISTER NOW](#)

Nature is one of our greatest teachers: illustrate that anyone or anything in Nature can be our teacher if only we have ...

3. **Select Grade:** Scroll to find the grade specific entry of the child you want to register and click on the **'REGISTER NOW'** button (blue).
4. **Register for Program:** Let's say you chose **Session 1** and **Grade 1** in steps 2 & 3. You will now be at the Grade 1 class page for Session 1 as shown below. Click on **'REGISTER NOW'** button (green) to register your child for this class:



Chinmaya Mission Austin

BALA VIHAR SESSION 1
Sunday, 8:30 AM - 10:00 AM

Grade 1

Bala Ramayana

BV Session 1 - Grade 1

Bala Ramayana

Date: Aug 13, 2023 - May 19, 2024
Time: 08:30 AM - 10:00 AM CST
Weekday: Sunday
\$750.00 per family

Description:
Narrate the immortal story of Ramayana and inspire children through stories of Lord Rama, Mother Sita and Sri Hanuman.

Additional Information:
-- ALL CLASSES WILL BE IN-PERSON AT SUNDARAM.

-- Contribution indicated above is \$750 per family and appropriate sibling adjustment is applied at the time of checkout. For siblings to be included in your family contribution, make sure you register all children in the same cart. Use "Add More" button in cart to add classes for each child.

Prerequisite:
Must be entering Grade 1 in Fall 2023.

[REGISTER NOW](#)

[Refund Policy](#)

SEE ALL PROGRAMS AT:
[Chinmaya Mission Austin](#)

Location:
CM Austin - Bala Vihar Session 1
12825 Burnet Rd
Austin, TX 78727

✉ register@chinmayaaustin.org
🌐 www.chinmayaaustin.org

5. Sign-in to account: You will see the **'LOG IN/SIGN UP'** window pop up.

- **Already have an account?** – Use the account login details from last year to carry forward the details. Enter details and click on **LOGIN**.
- **New account?** – Select and click on **SIGN UP**.

The screenshot shows a 'REGISTER NOW' pop-up window with the following content:

- REGISTER NOW** (with a close button 'x')
- BV Session 1 - Grade 1**
- Calendar icon: Aug 13, 2023- May 19, 2024
- Clock icon: 08:30 AM - 10:00 AM CST
- Sun icon: Sunday
- \$750.00 per family**
- PAYMENTS ARE SAFE AND SECURE
- Payment logos: VISA, MasterCard, DISCOVER, AMERICAN EXPRESS
- Login**
- EMAIL input field
- PASSWORD input field
- [FORGOT YOUR PASSWORD?](#)
- LOG IN** button
- [Don't have an account?](#)
- SIGN UP** button

The **SIGN UP** page for new accounts will open up as shown below. Enter the name, email and phone number of the adult family account holder and click '**SIGN UP**' to create an account for your family. This is the email and password you will use to login into your family's account on the system in future.

SEE ALL PROG
Chinmaya Missi

Location:
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🌐 www.chinma

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00 AM.

SIGN UP

Keep me posted about new events and programs from Chinmaya Mission Austin.

By registering you agree to BestClass Privacy Policy and Terms of Service.

SIGN UP

Important Note: This email ID / password is used to login and view program registration, receipts, program messages and resources shared for all participants.

Use https://chinmayaaustin.bestclass.us/users/sign_in to log back into the system to view these details.

6. Create/Add Participant: After successful login, you will be prompted to select the participant. Click the **'Select Participant'** pull-down and

- a. If adding a new participant, select the **'Add New Participant'** option. The **'Create New Participant'** page will open - enter all the information requested.

The top screenshot shows the 'Select Participant' dropdown menu. The 'Add New Participant' option is highlighted by a blue arrow. Below it, details for 'Online - Sunday Session 1' are listed: Aug 22, 2021 to May 15, 2022, 09:30 AM - 11:00 AM, Sunday, \$750.00 per family. Below this, there are checkboxes for 'Add On' (Hindi Elementary 1 - (\$100.00)) and 'Waiver Required' (I have read and agree to CHILD SAFETY AND FAMILY COMMITMENT POLICIES, ACCIDENT WAIVER AND RELEASE OF LIABILITY, and CMA BALA VIHAR ADMISSIONS POLICY).

The bottom screenshot shows the 'Create New Participant' form. It has a progress bar with six steps: 1. Student Info, 2. Parent Info, 3. Emergency Contact, 4. Doctor's Info, 5. Authorization for Dismissal, and 6. Order of Protection. The 'Participant Info' section has two radio buttons: 'Participant is UNDER 18' (selected) and 'Participant is an ADULT'. Below this are text input fields for 'First Name' and 'Last Name', and a 'Date of Birth' field with dropdown menus for month (July), day (2), and year (2021). A blue arrow points to the 'Date of Birth' field.

- b. If selecting an existing participant , select the existing participant name. You may be prompted to add/update existing information.

IMPORTANT: Please make sure your phone number is up to date and check if all other information is accurate.

PARTICIPANT INFO

First Name:


Last Name:

Date of Birth:

Add Participant to Class: You can now add your child to this Bala Vihar class. For this, click the '**Select Participant**' pull-down again and select the child you just added in step 6 above. (Once you have added a child, you can use 'Select Participant' to select that child in future).

GRADE 1: HINDU GODS AND GODDESSES
ONLINE - SUNDAY SESSION 1

Select Participant


 **Grade 1: Hindu Gods and Goddesses**
Online - Sunday Session 1
Aug 22, 2021 to May 15, 2022
09:30 AM - 11:00 AM
Sunday
\$750.00 per family

Add On ☐ Hindi Elementary 1 - (\$100.00)

Waiver Required

- ☐ I have read and agree to [CHILD SAFETY AND FAMILY COMMITMENT POLICIES](#)
- ☐ I have read and agree to [ACCIDENT WAIVER AND RELEASE OF LIABILITY](#)
- ☐ I have read and agree to [CMA BALA VIHAR ADMISSIONS POLICY](#)

Important Note: Hindi Language program available for a given class is listed with Bala Vihar registration details for each grade. Add-on classes are the additional programming offered for the age/grade. Add-on programs are available only if the participant signs up for the primary program. You have the option to add this participant for the **Hindi language program** as part of your Bala Vihar registration. Please note that there is an additional fee for the Language program add-on.



BV Session 1 - Grade 5

Symbolism in Hinduism

Aug 13, 2023 to May 19, 2024

08:30 AM - 10:00 AM CST

Sunday

\$750.00 per family

Add On

☐ Hindi Elementary 1 - (\$100.00)
 ☐ Bhagavad Geeta Chanting - Chapter 4 - (FREE)

Review the required waivers and policy statements and sign off on these waivers by selecting the **‘Waiver Required’** boxes. Finally, click the **‘ADD TO CART’** button at the bottom of the screen to add the selected child to the selected grade/programs.

Add On

☐ Hindi Elementary 1 - (\$100.00)

Waiver Required

☐ I have read and agree to [CHILD SAFETY AND FAMILY COMMITMENT POLICIES](#)

☐ I have read and agree to [CMA BALA VIHAR ADMISSIONS POLICY](#)

☐ I have read and agree to [ACCIDENT WAIVER AND RELEASE OF LIABILITY](#)


If registering more than 1 child, continue to Step 7. If not, go to Step 8.

Important Note: Remember to sign up for all children/siblings’ classes in one transaction. For further guidance or clarifications, please reach out to register@chinmayaaustrin.org.

- 7. Add another child:** To add another child, click the '**ADD MORE**' button on the 'REVIEW REGISTRATION' page. Scroll down to the '**MORE CLASSES AVAILABLE**' section. Select the grade of this child and repeat Step 6 to create/add the participant information and add him/her to the selected class.

REVIEW REGISTRATION


← ADD MORE

ITEM	REGISTRATION FOR	PRICE	SUB TOTAL
 Grade 1: Hindu Gods and Goddesses Online - Sunday Session 1 Aug 22, 2021 to May 15, 2022 Sunday Remove Change	Mila	\$750.00	\$750.00

Have a Coupon?

← ADD MORE


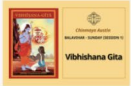

PROCEED TO CHECKOUT →


MORE CLASSES AVAILABLE

PRE-K: PARENT-CHILD CLASS Interactive Parent-Child Class For Toddlers (2-4 Yrs) - Sunday Session 1	Aug 22, 2021	09:30 AM - 11:00 AM	\$750.00	<input type="button" value="ADD"/>
GRADE K: ALPHABET SAFARI Online - Sunday Session 1	Aug 22, 2021	09:30 AM - 11:00 AM	\$750.00	<input type="button" value="ADD"/>
GRADE 2: BALA RAMAYANA Online - Sunday Session 1	Aug 22, 2021	09:30 AM - 11:00 AM	\$750.00	<input type="button" value="ADD"/>
GRADE 3: BALA BHAGAVATAM & KRSNA, KRSNA EVERYWHERE Online - Sunday Session 1	Aug 22, 2021	09:30 AM - 11:00 AM	\$750.00	<input type="button" value="ADD"/>

Repeat Steps 6 & 7 until all children are added to the appropriate classes.

- 8. Review Registration:** All selected items for all participants will be displayed in the REVIEW REGISTRATION page. Review the items and use the 'Remove'/'Change' link to make updates. Otherwise, click on '**PROCEED TO CHECKOUT**'.

REVIEW REGISTRATION				← ADD MORE
ITEM	REGISTRATION FOR	PRICE	SUB TOTAL	
 Grade 1: Hindu Gods and Goddesses Online - Sunday Session 1 Aug 22, 2021 to May 15, 2022 Sunday Remove Change	Mila	\$750.00	\$750.00	
 Grades 9&10: Vibhishana Gita Online - Sunday Session 1 Aug 22, 2021 to May 15, 2022 Sunday Remove Change	Ishan	\$750.00	\$750.00	
Sibling discount has been applied. - SIB2021			- \$750.00	
Have a Coupon?			\$750.00	
<input type="text" value="Coupon Code"/> <input type="button" value="APPLY"/>				
		← ADD MORE	PROCEED TO CHECKOUT → 	

Shishu Vihar can also be added to the same checkout. Search for the specific class and register following instructions above.

Important Note: The Bala vihar fee for the whole family is \$750. You will notice, when adding your children, that for every child a fee of \$750 will get added to your cart. But at the time of checkout, the sibling discount will get automatically applied bringing the fee down to \$750 for any number of siblings. Please note that multiple siblings must be checked out **together** for the discount to get applied.

9. Sign up for Volunteer Opportunities. You will be presented with the 'Volunteer Opportunities' page. Since Chinmaya Mission is a volunteer run organization, you are required to sign up for at least one of the volunteer opportunities. Click **'Done'** to continue to the payment page which is the last step in the registration process.

Volunteer Interest

One of the goals of Chinmaya Mission Austin is to develop and strengthen our community and we expect and encourage volunteer in some capacity. Which of the following opportunities would you like to volunteer for? *

- ☐ Classroom responsibilities (eg. bv or language teacher, parent volunteer)
- ☐ Weekly responsibilities (eg. altar setup/clean up, prasad coordination, assembly)
- ☐ Event planning and execution (eg. temple events, diwali & holi celebrations, family retreat, jnana yagnas)
- ☒ Administrative responsibilities (eg. marketing, communications, facilities upkeep, bookstore)
- ☐ Technology responsibilities (eg. website, registration, a/v, it)

Important Note: Spots in each class are limited and your student will not get added to the class roster unless registration is completed by making payment of the registration donation.

You may be requested to update additional information based on whether you are a returning member or a new member. Please follow instructions to complete the updates.

- 10. Complete registration donation using PayPal:** The confirmation page will now present itself with the total of all your cart items. Click **'CONFIRM'** to be redirected to PayPal so that you can make the payment online and complete your registration. You can pay by entering the credit card details in the window directly (PayPal account not required) or by logging in to your PayPal account:

Chinmaya Mission Austin

Your payment summary

Description	Amount
Chinmaya Mission Austin	\$750.00 USD
Total:	\$750.00 USD

Choose a way to pay

▶ **Log in to your PayPal account**

▼ **Pay with a credit or debit card** Secured checkout by **PayPal**
Or simply create a PayPal account.

Country: United States ▼

Your language: English ▼

Card number:

Payment types:

Expiration date: mm / yy /

CSC:

[What is this?](#)

First name:

Last name:

Address line 1:

Address line 2 (optional):

ZIP code:

City: State:

Once you successfully make your payment, you will receive a confirmation email to the email you entered to sign up in Step 5. If you don't see it in your inbox, look for it in your Junk/Spam folder.

Your family is now successfully registered for Bala Vihar. You can use https://chinmayaaustin.bestclass.us/users/sign_in to log back into the system and view details of the registered programs.

If you run into any issues, please email register@chinmayaaustin.org. Include as much detail as you can and provide all contact information in your email.

HARI OM!