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 2025. No Exceptions!**

- For Shishu Vihar and Pre-K, please refer to the age cut-off table below:

CMA Bala Vihar/ Shishu Vihar Age Cutoffs 2025 - 26

Age	Grade Level
4 years on or before Sept 1, 2025	Pre-K
Less than 4 years on Sept 1, 2025	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 all Bala Vihar grades and a third Bala Vihar session for only high school grades. The same curriculum and format will be followed across all sessions. 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 (all grades) and Adult Satsang

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

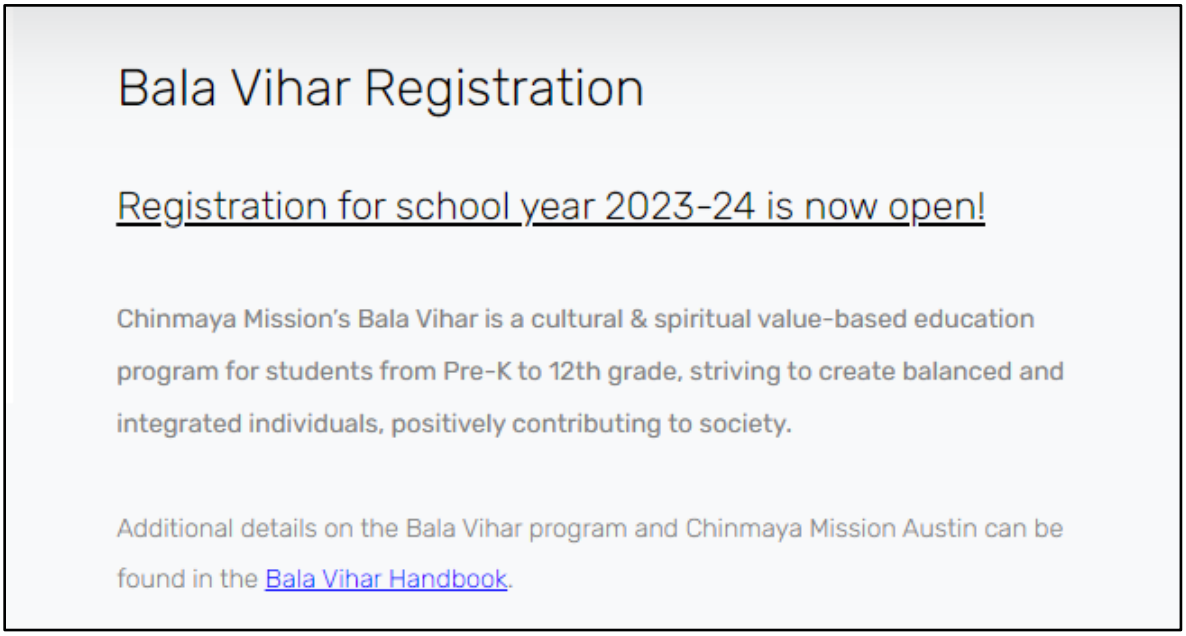
Session 3 - Friday 7:00 PM – 8:30 PM: Bala Vihar (only HS grades) and Adult Satsang

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

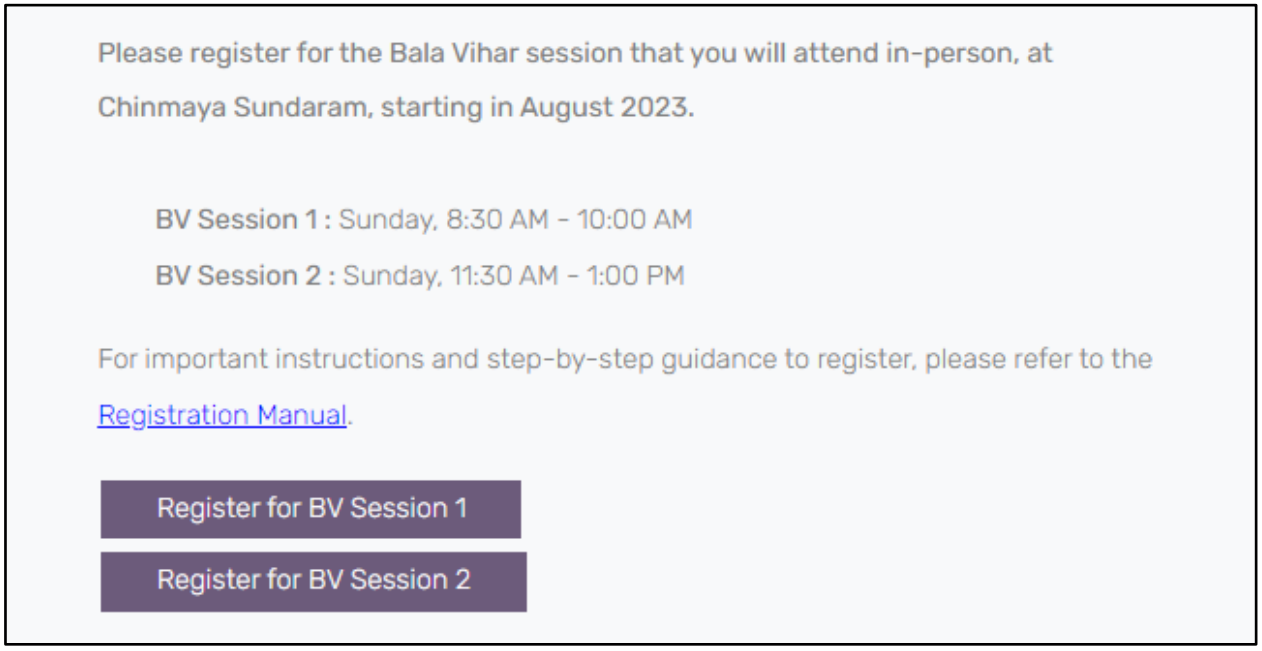
Optional Classes - Sunday 10:15 AM - 11:15 AM: Hindi language, Bhagavad Gita Chanting

Instructions to register for CMA Bala Vihar

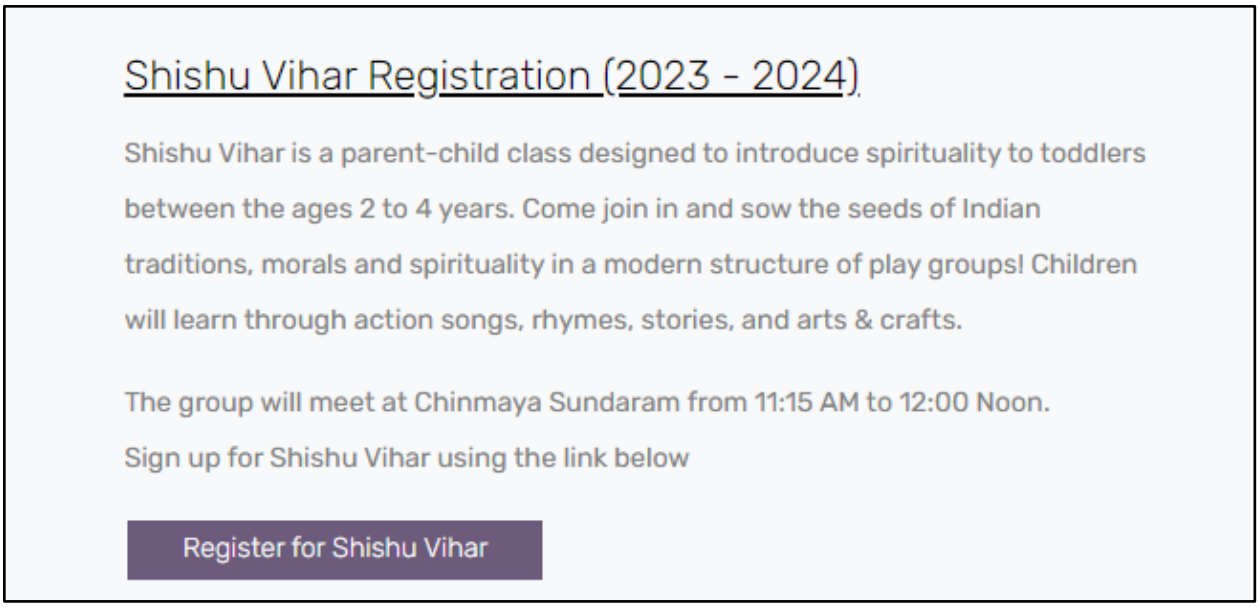
1. **Go to the CMA Bala Vihar registration page**: Point your browser to http://www.chinmayaaustin.org/bregistration.html to get to the registration page. Review the information provided on this page.



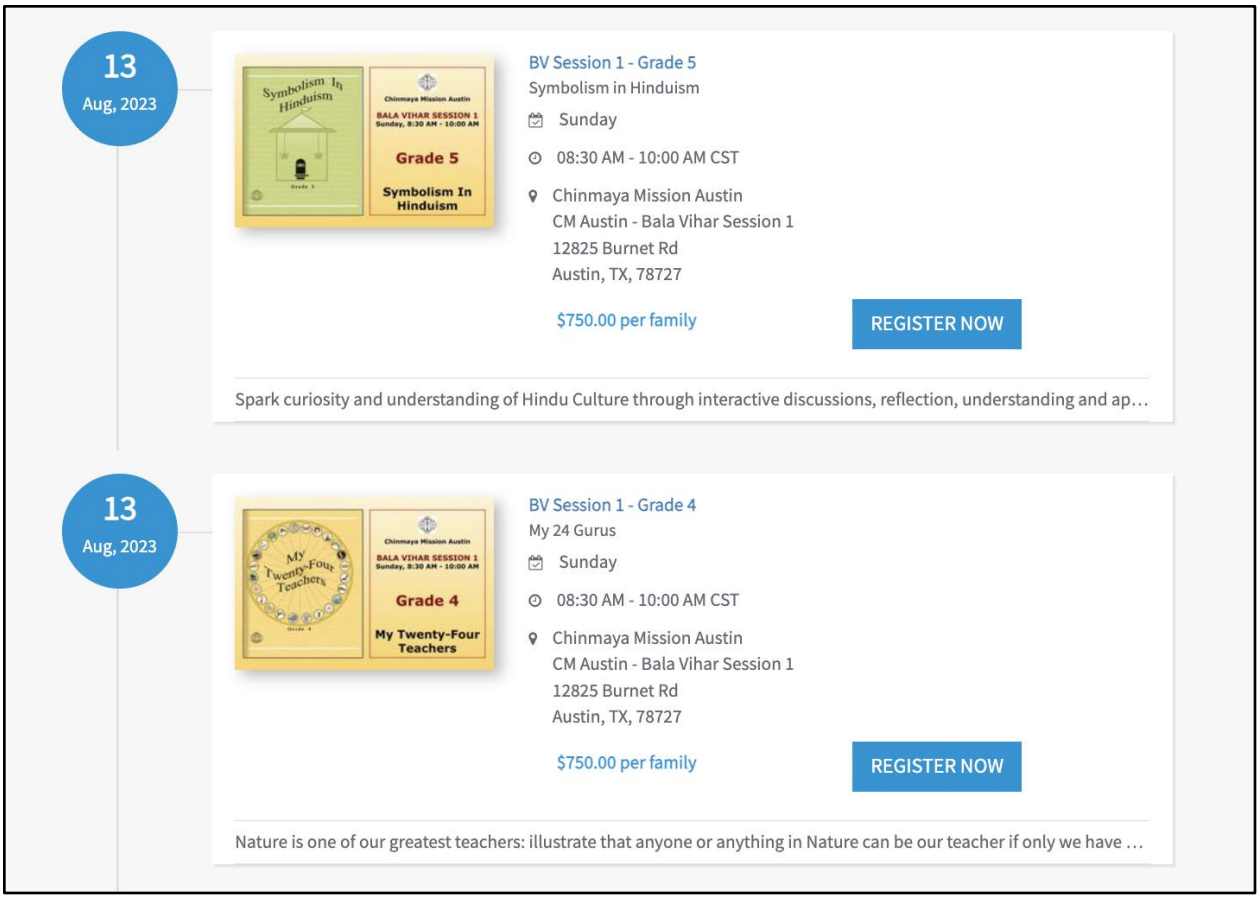
2. **Select Session:** Scroll until you see the '**Register for BV Session**' buttons shown below:



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

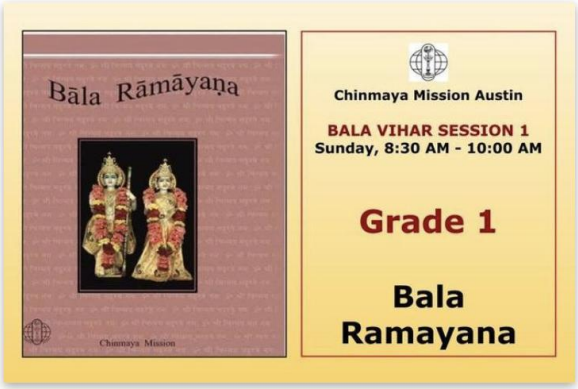


A page with a list of available classes for the selected session with details is shown.



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:



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

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:

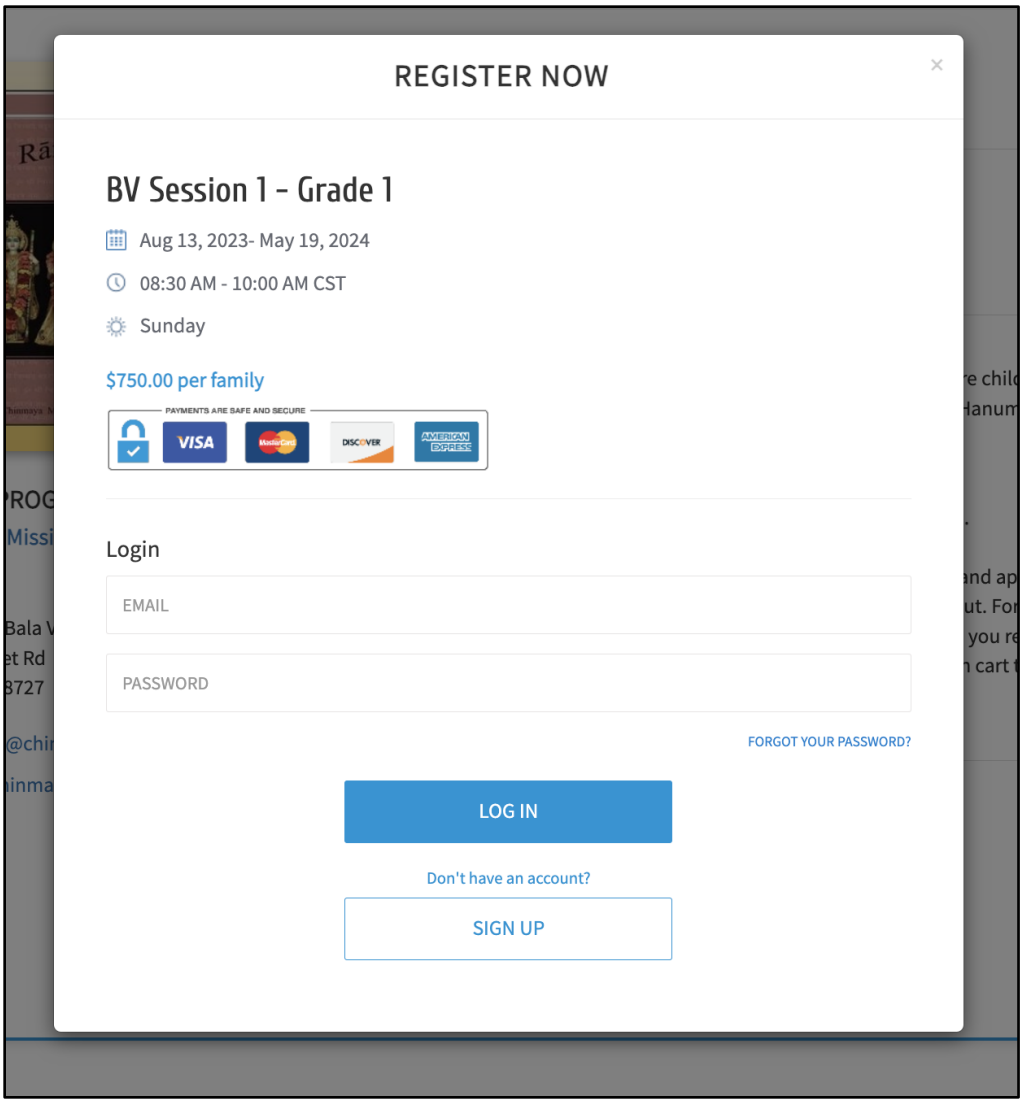
Must be entering Grade 1 in Fall 2023.

REGISTER NOW

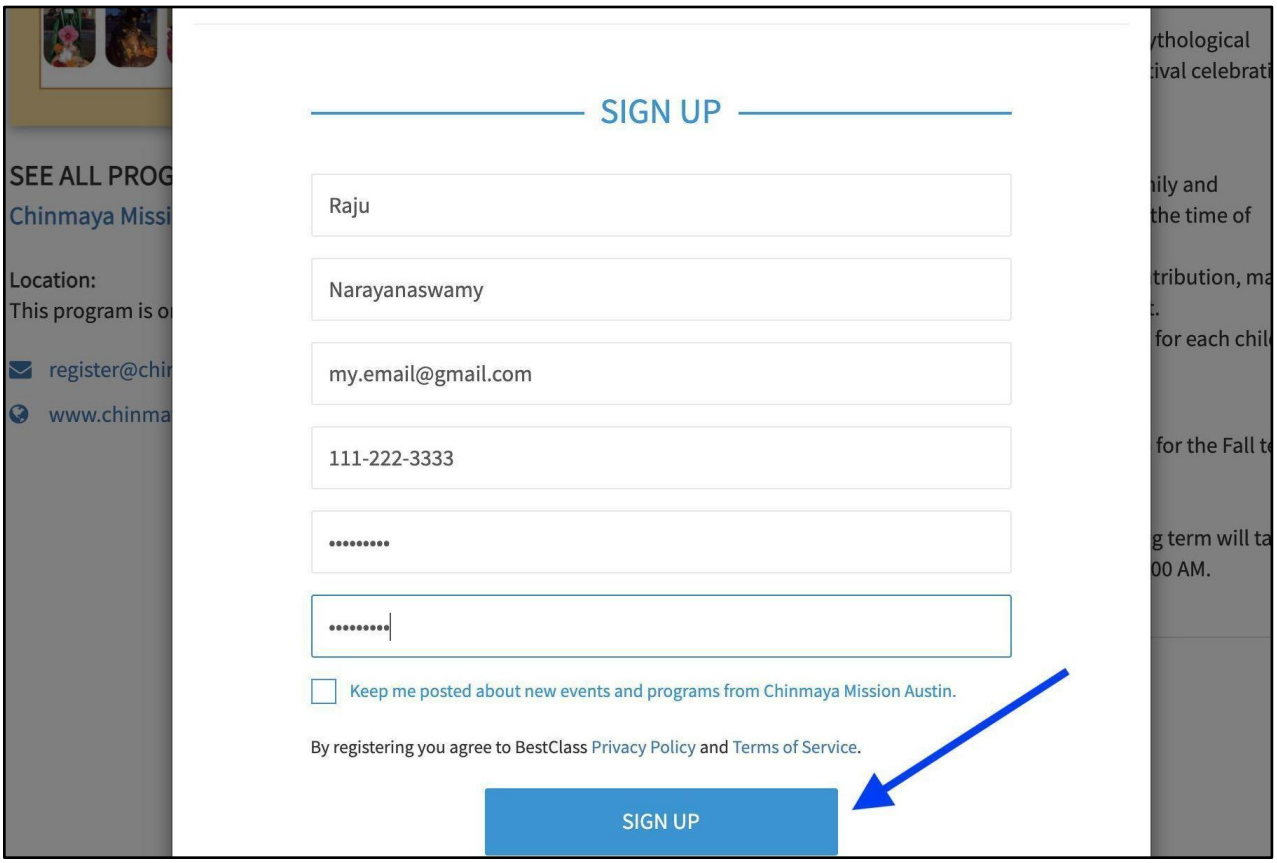
Refund Policy

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 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.

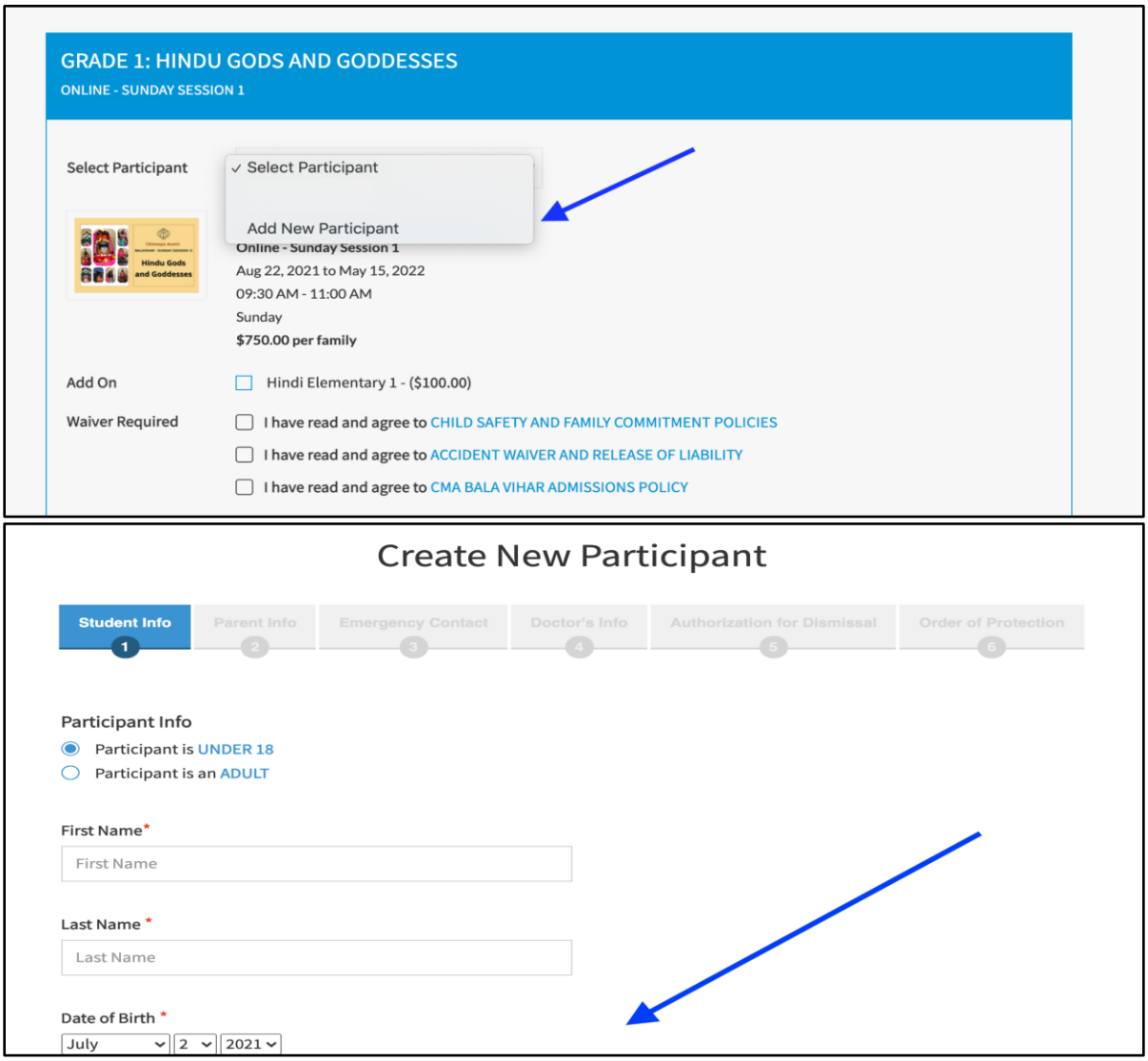


Important Note: This email ID / password is used to login and view program registration, receipts, program messages and resources shared for all participants.

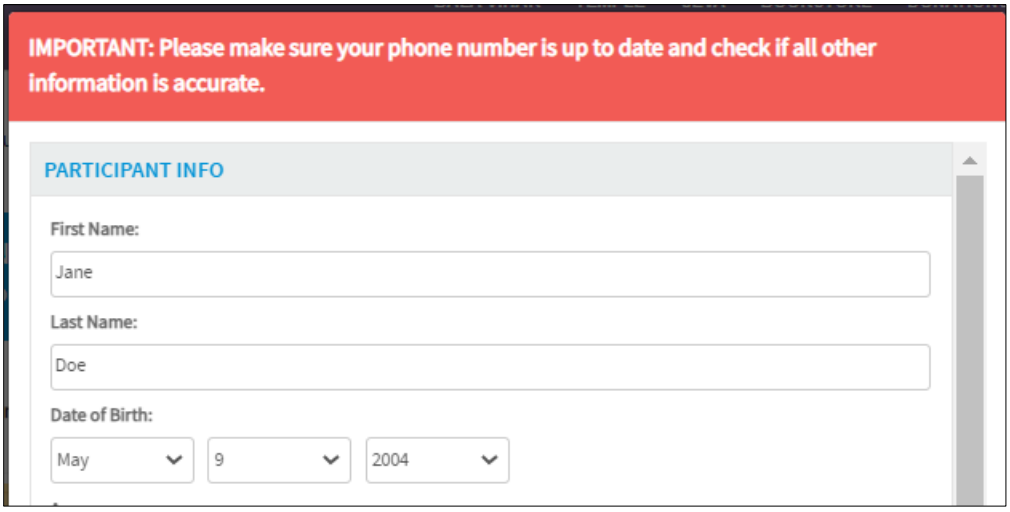
Use https://chinmayaaustin.bestclass.us/users/sign_in to log back into the system to view these details.

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

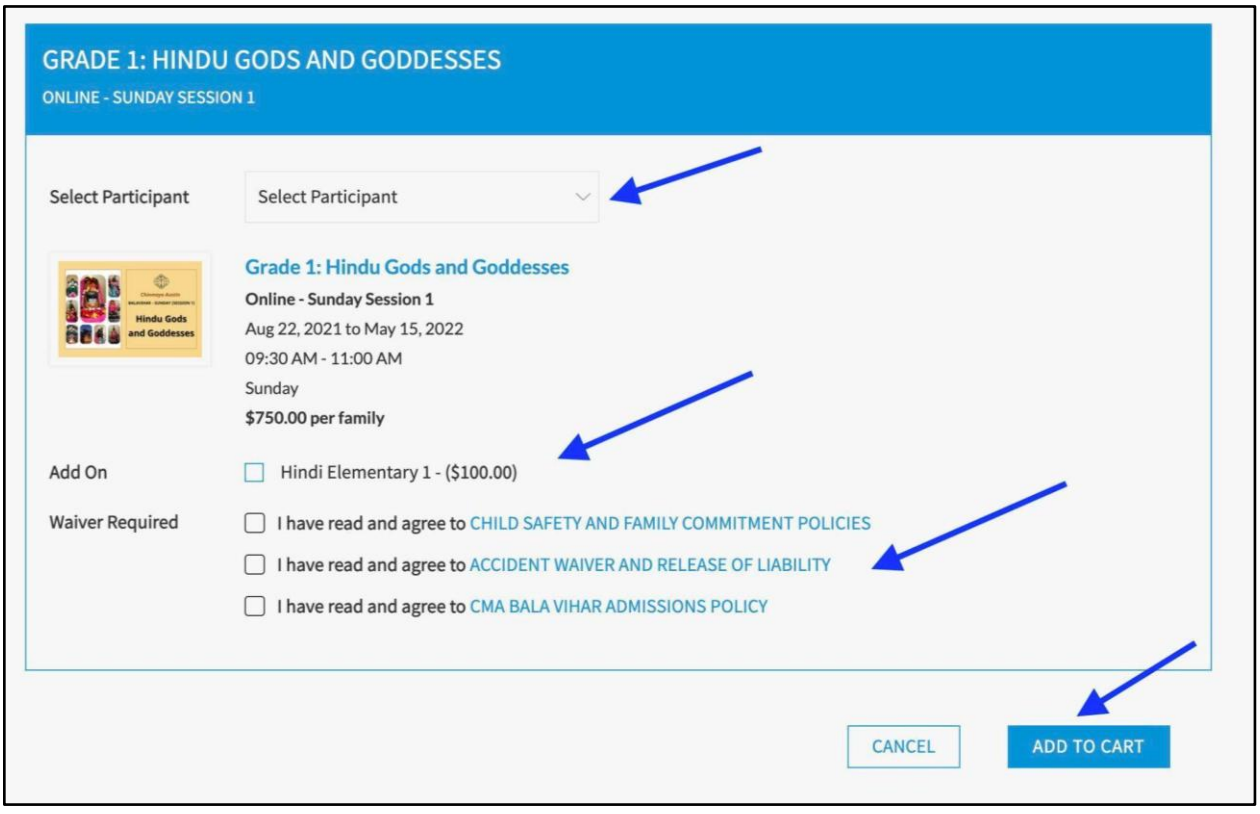
a. If adding a new participant, select the **'Add New Participant'** option. The '**Create New Participant'** page will open - enter all the information requested.



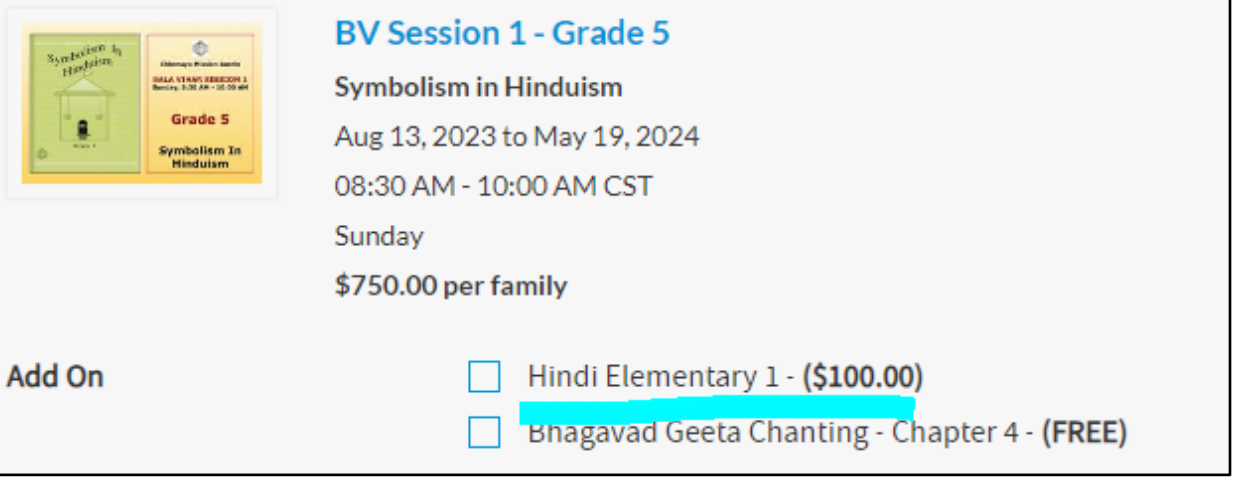
b. If selecting an existing participant , select the existing participant name. You may be prompted to add/update existing information.



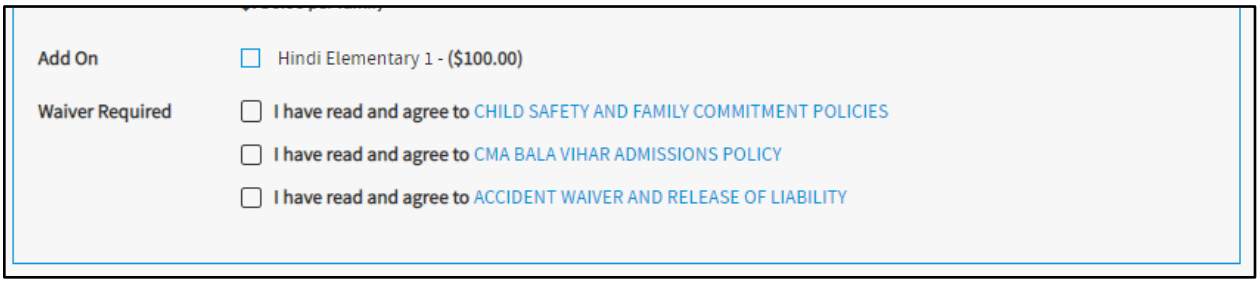
Add Participant to Class: You can now add your child to this Bala Vihar class. For this, click the '**Select Participant**' pull-down again and select the child you just added in step 6 above. (Once you have added a child, you can use 'Select Participant' to select that child in future).



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.

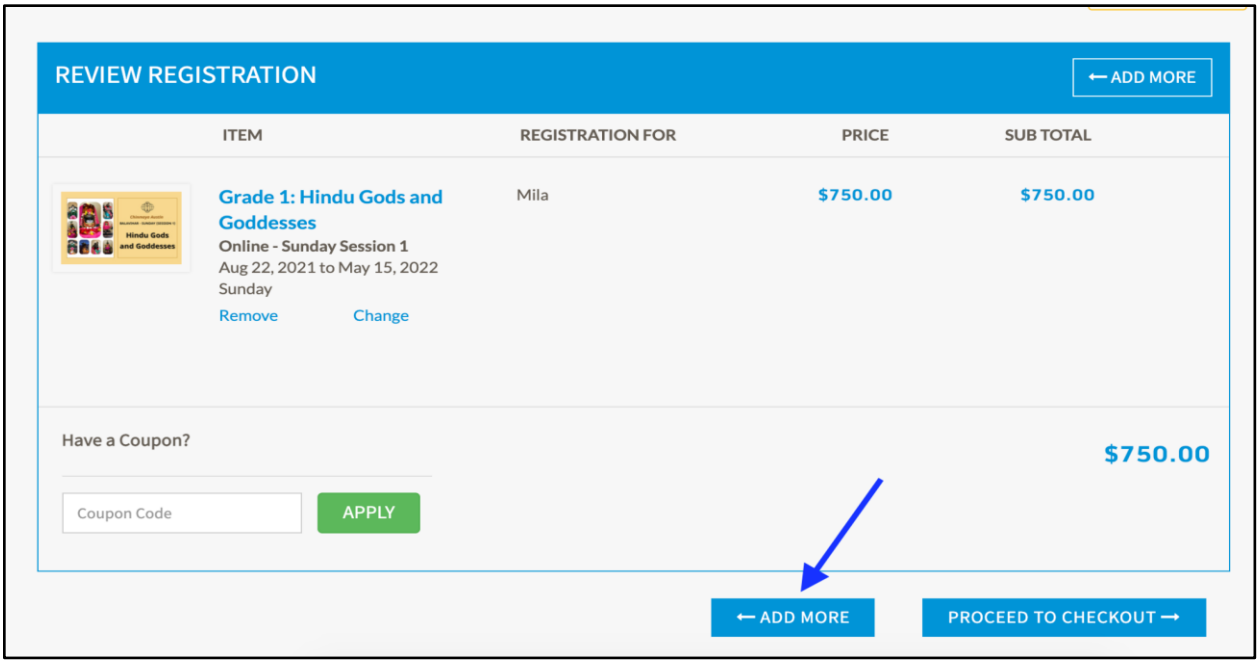


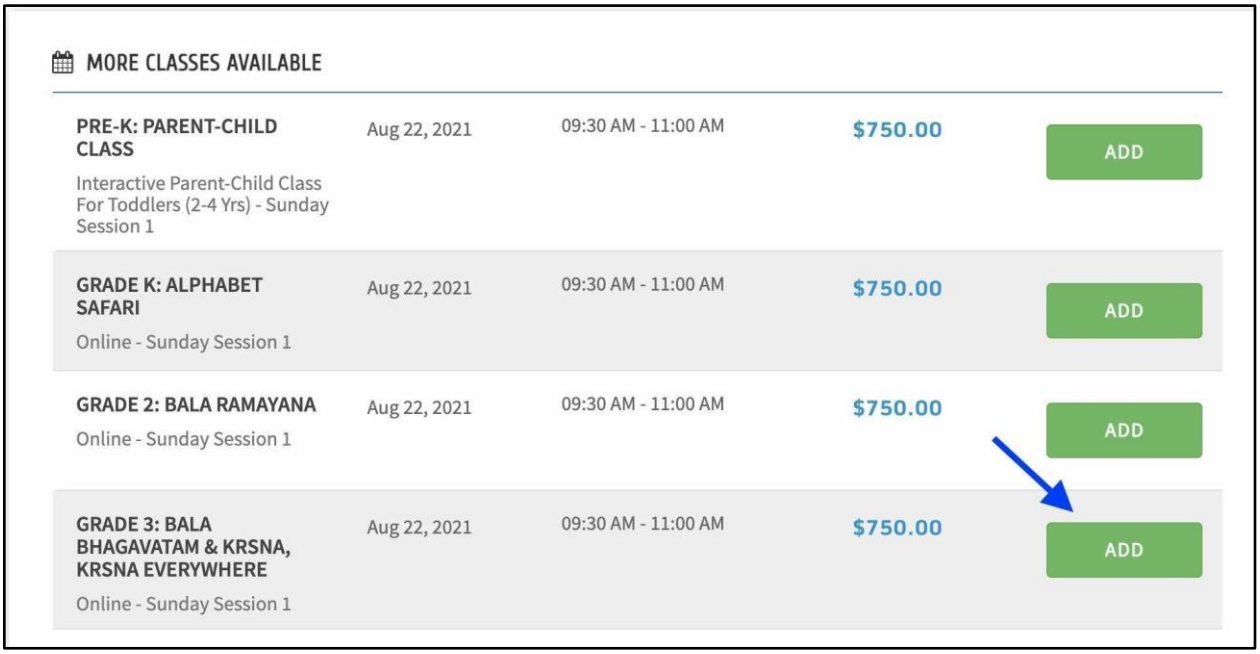
Review the required waivers and policy statements and sign off on these waivers by selecting the '**Waiver Required**' boxes. Finally, click the '**ADD TO CART**' button at the bottom of the screen to add the selected child to the selected grade/programs.



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@chinmayaaustin.org.

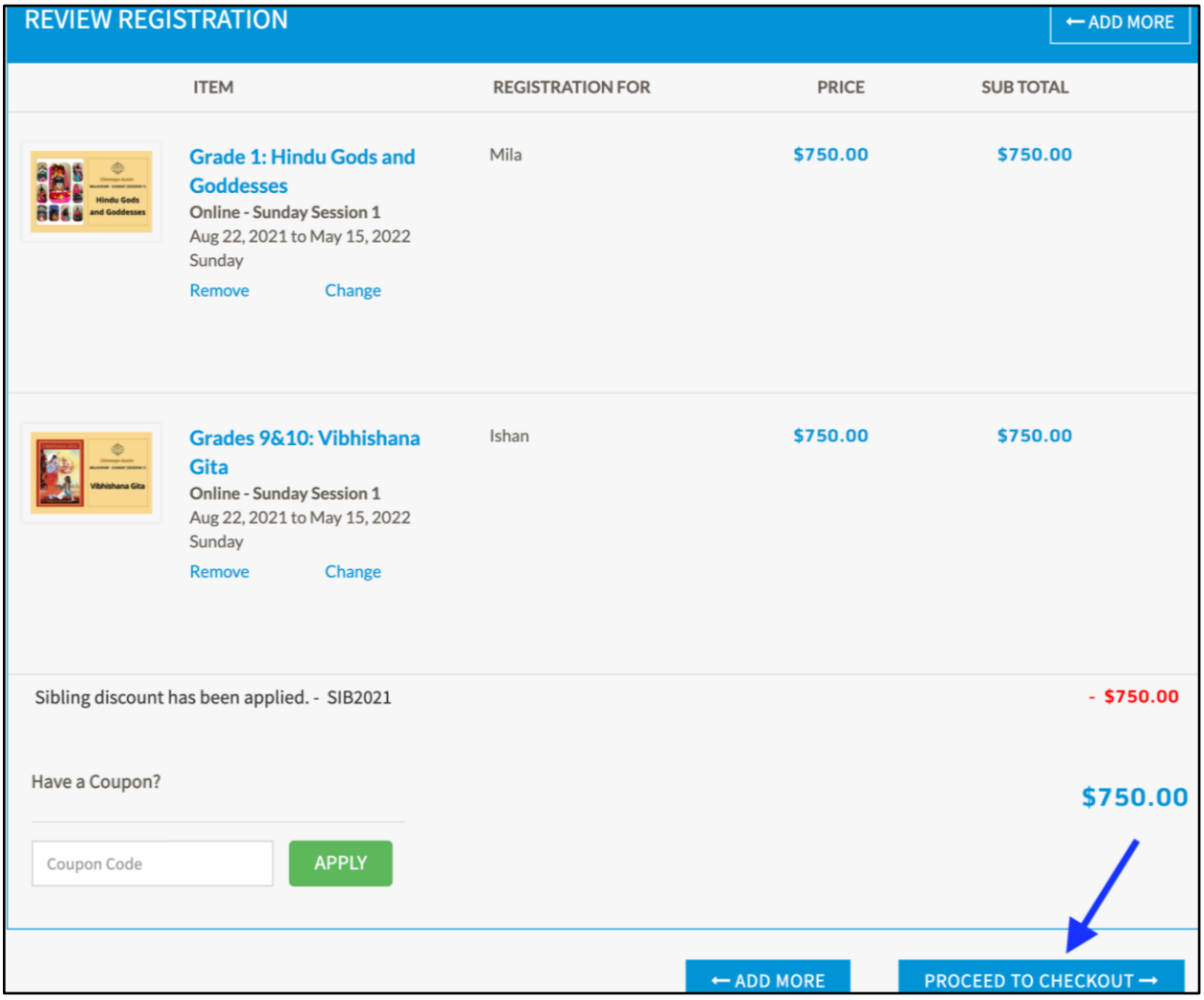
7. **Add another child:** To add another child, click the '**ADD MORE**' button on the 'REVIEW REGISTRATION' page. Scroll down to the '**MORE CLASSES AVAILABLE**' section. Select the grade of this child and repeat Step 6 to create/add the participant information and add him/her to the selected class.





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

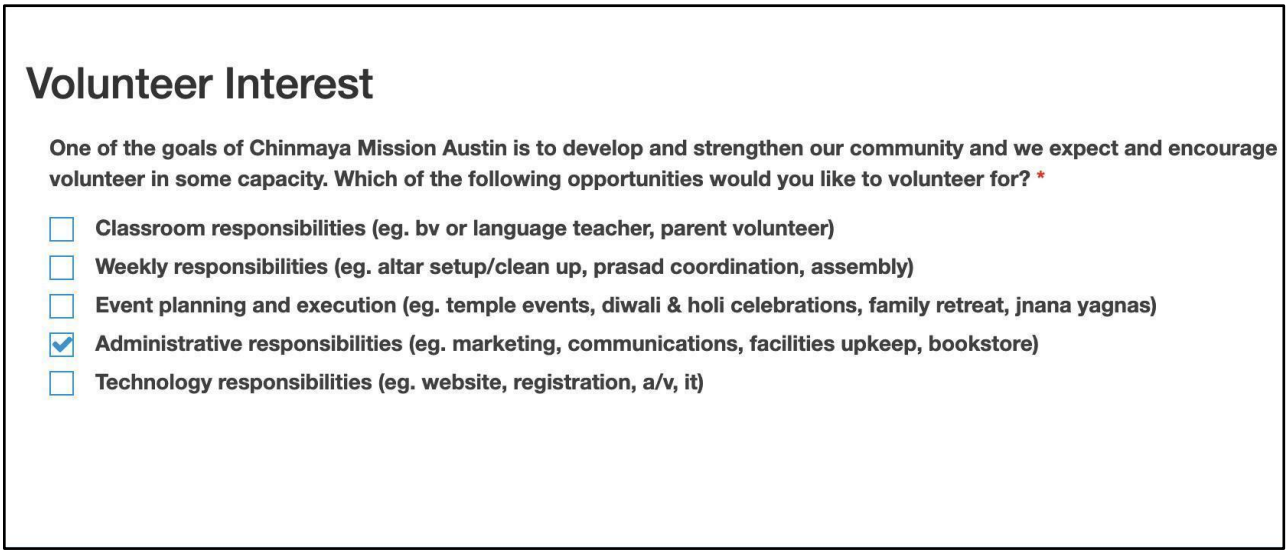
8. **Review Registration:** All selected items for all participants will be displayed in the REVIEW REGISTRATION page. Review the items and use the 'Remove'/ 'Change' link to make updates. Otherwise, click on '**PROCEED TO CHECKOUT**'.



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.

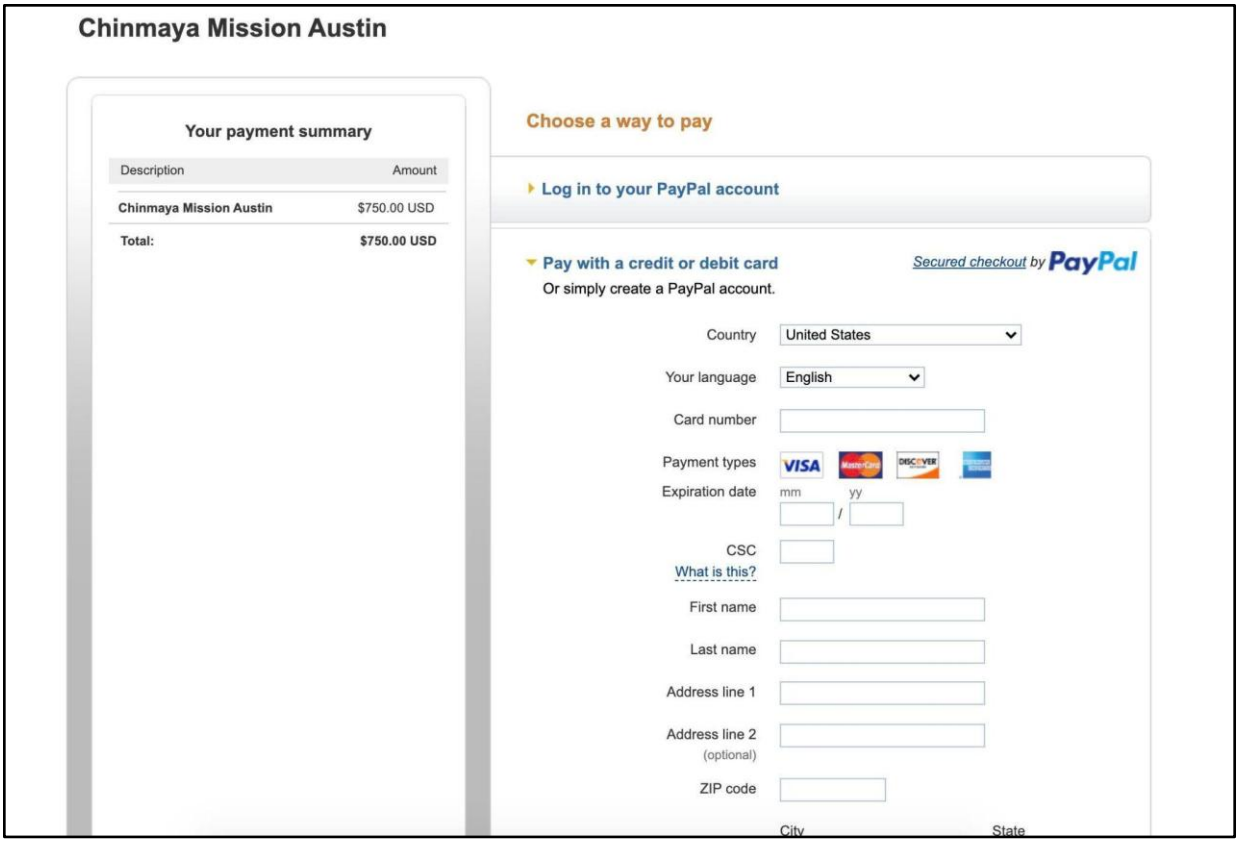
9. **Sign up for Volunteer Opportunities.** You will be presented with the 'Volunteer Opportunities' page. Since Chinmaya Mission is a volunteer run organization, you are required to sign up for at least one of the volunteer opportunities. Click **'Done'** to continue to the payment page which is the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



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:



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.

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