

GCCS ONLINE REGISTRATION

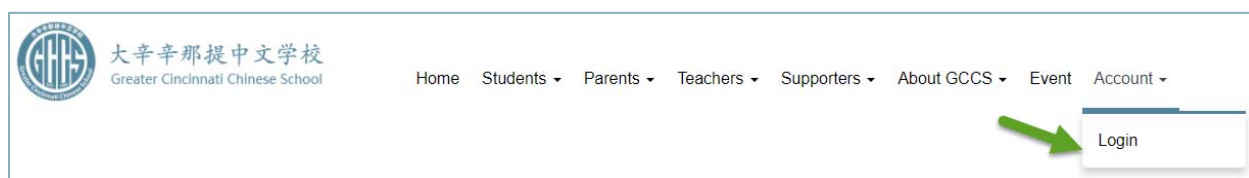
Quick Start Guide | <https://gccsohio.org>



Access online registration System

*Note: The current online registration system does NOT accept payment. Once you register all the classes, print out the registration form and bring it to school front desk to make the payment. We accept personal checks and cash. Please make check payable to **Greater Cincinnati Chinese School**. You can also mail the registration form and check to school mailbox Greater Cincinnati Chinese School, P.O. Box 498044, Cincinnati, OH 45249.*

In your browser, go to GCCS school web site <https://gccsohio.org>. On the global app bar, find app menu **Account**. Hover over **Account** and select **Login**.



Create an account

- On Login screen, click on **Create an account** button which brings you to the **Create an account** form. Fill in all the fields and submit the form. There are 2 **Contact** tabs. Please fill in both if you could.
- After the Account is successfully created, click on **Login** button to return to the **Login** screen. Fill in the email and password to login to the registration system.

Note: Each family only needs to create one Account to register all the students in the family. Keeping one Account will also make it easier for you to manage your information.

Add members/students

- On **Account dashboard**, click on menu item **Member list**, then click **Create member**. On **Create a member** screen, fill in all the fields and then submit the form. If the student is new to GCCS, select Yes on **New to GCCS** drop down list.
- After the member/student is successfully added, return to **Dashboard** to see the member list. You can click on the pencil icon in the Action column to update the member information if needed. If the member is created by mistake, click on the trashcan icon to have that member removed from the system.

Register classes

- On Account dashboard, click on menu item **Registration info list**, then click on **Add new registration**. On **Add registration** screen, select the **Member** for whom you would like to register the class, then select the

Class. The textbook and other instructional materials required by the selected class is listed under **Materials.** Check the checkbox if you would like to purchase the material with the registration.

| |
|--|
| Member |
| Jack Zhang (张杰) ▼ |
| Class |
| 2018 Spring MLP1 ▼ |
| Materials |
| <input checked="" type="checkbox"/> MLP Book + CD - vol. 1 |

- Click on **Next** to review the cost related to this registration. You can click on **Back to modify** button to modify the information. If all is good, click on **Submit** to add this registration. This brings you to the registration review screen. If you need to add more registration, click on **Add more registration** button. If you would like to review the registration list, click on **Back to registration list**.
- If you have added all the registrations, click on **Complete registration** to review the registration form. If all the information is correct, print the form, fill in the fields that apply to you, sign, and submit it to school along with the payment.

Print registration form

On **Registration List** screen, click on **Print registration form** to see the complete registration form. If all the information is correct, print the form, fill in the fields that apply to you, sign, and submit it to school along with the payment.

Pay for your registration

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Complete Registration

The student registration is considered complete after the signed registration form is submitted to school and the payment is made.