LJY-Netzer The Montagu Centre 21 Maple Street London W1T 4BE
0207 631 0584 www.ljy-netzer.org

Quickenrol Guide for the Perplexed

The Purpose of this guide is to explain a little about what 'quickenrol' is and give step by step instructions for how to use it.

What is quickenrol?

Quickenrol is an online applications system. It is basically an online version of the paper forms which you used to fill in. It is also an online database giving us access to all previous information.

Why are we using quickenrol?

There are many advantages to using an online applications system. The first is that it saves huge amounts of paper as each year we would send out hundreds of thick forms to be typed up at our end. The second is that the next time you go to add your child to an event, all their details will already be there saving you from wasting time writing the same information year after year. The third is that, at our end, we can easily download all the information you enter saving us time and money. Quickenrol saves time for everyone involved and reduces the amount of resources we waste.

What information will you ask for and what will you do with it?

All information you give us remains totally confidential. The reason we ask for medical information, including doctors contact details, is so that our medic can make sure your child is as safe as possible. We also ask for many pieces of sensitive information such as whether your child is adopted or has any eating disorders etc. The reason we ask for this information is so that we can be proactive in making sure your child feels safe, included and happy whilst in our care. Again we stress that all this information is treated with the highest levels on confidentiality and we ask that you take the time to fill these sections in.

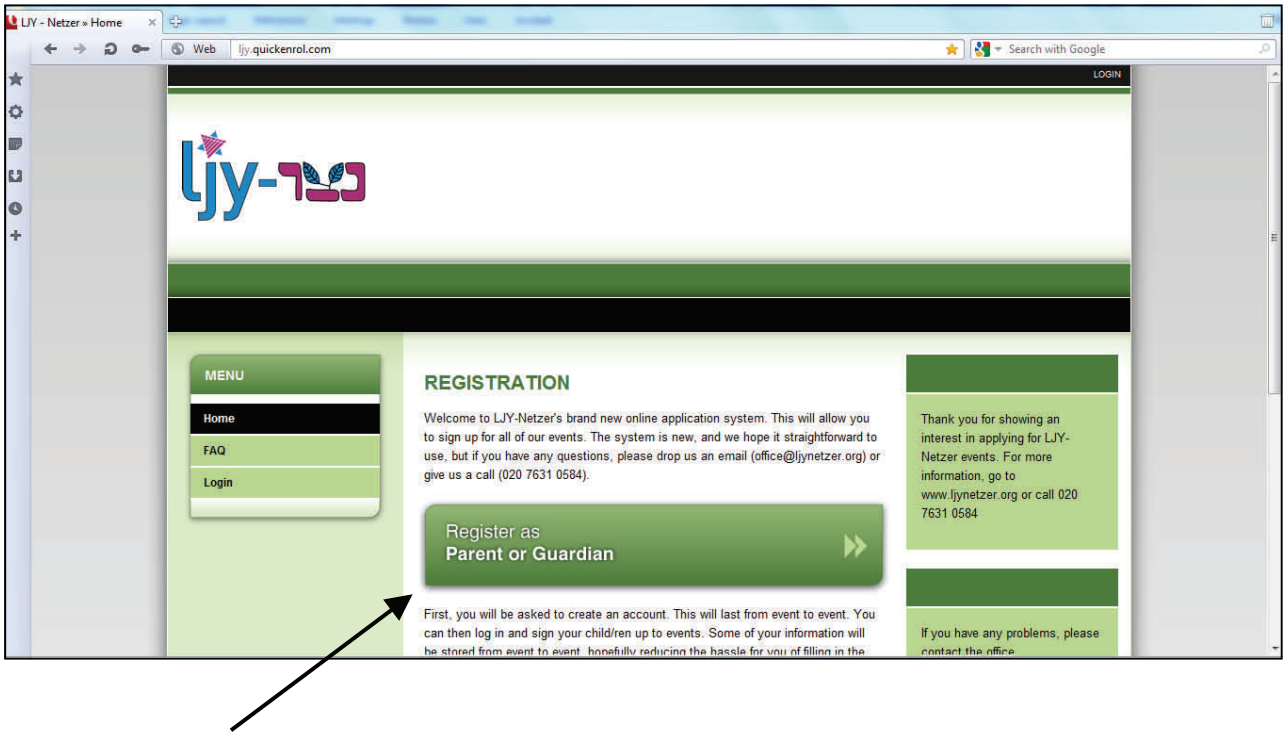
How does this guide work?

This guide is divided into steps. Each step has pictures and simple bullet points to help guide you through. If at any point you find the guide unclear, need more help or have any questions at all, please feel free to call or email and we will be happy to assist.

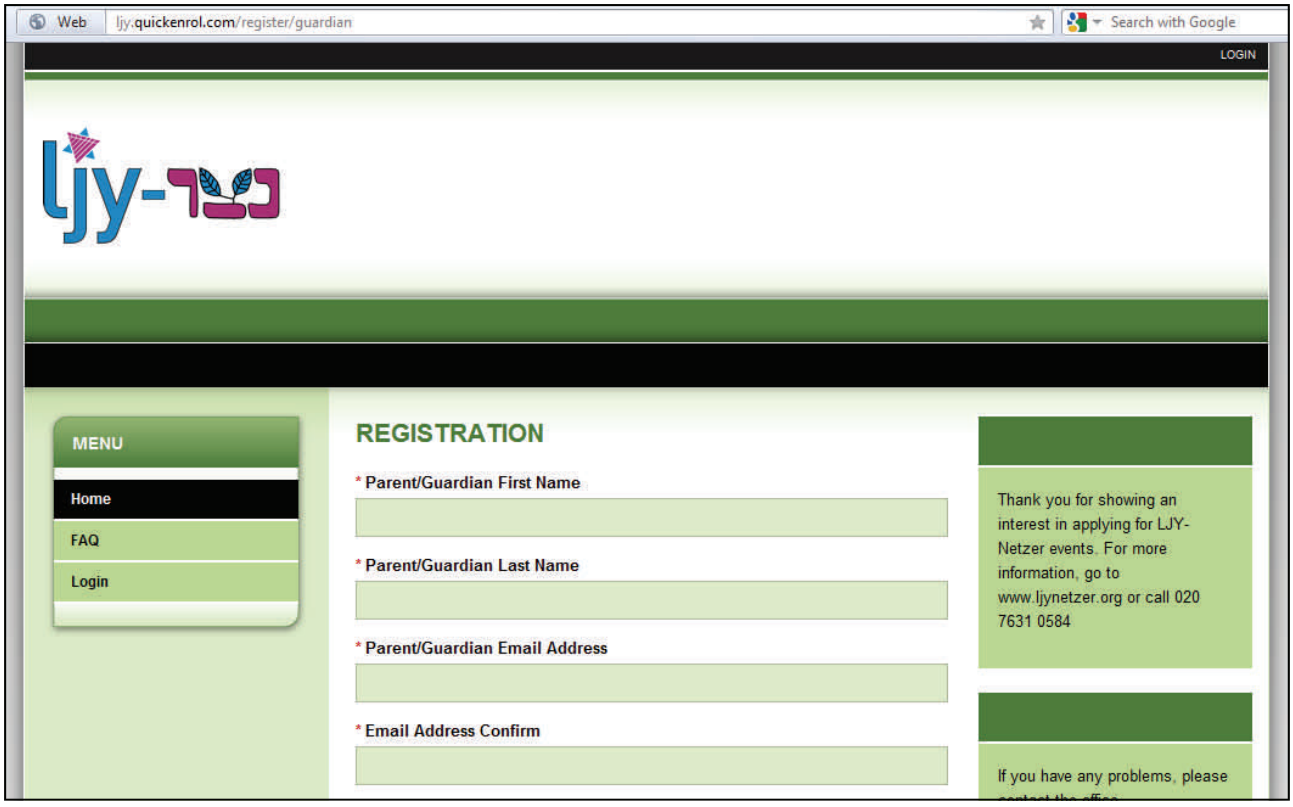
Step 1: Creating an account p2
Step 2: Adding Your First Event p3
Step 3: Completing your application p5
Step 4: The Final Payment p6
Step 5: Editing an existing application p7
Step 6: Adding a sibling to the same event p8
Step 7: Enrolling on a new event p8 (half way down)
Step 8: Changing your account details p9
Step 9: So you've forgotten your password? p10

Step 1: Creating an account

- Go to ljy.quickenrol.com
- You will come to a page like this:



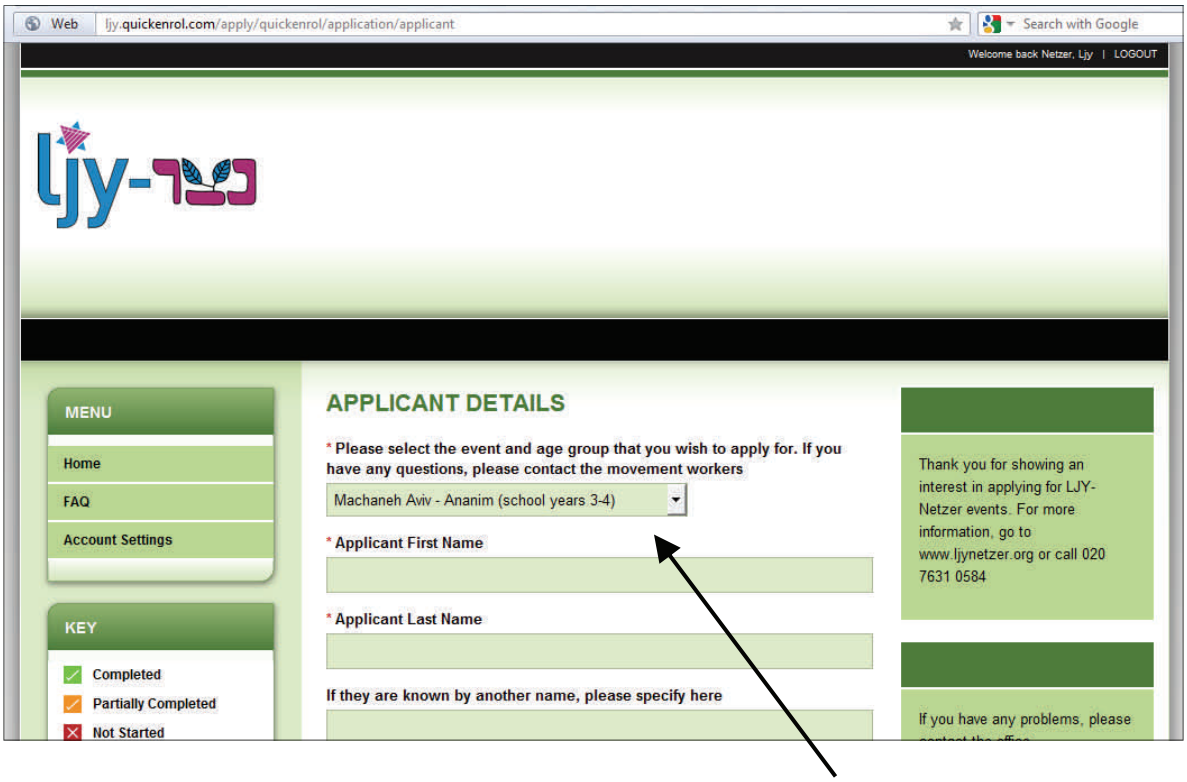
- Click the box '**Register as Parent or Guardian**' (see arrow).
- You should then arrive at the initial registration page which looks like this:



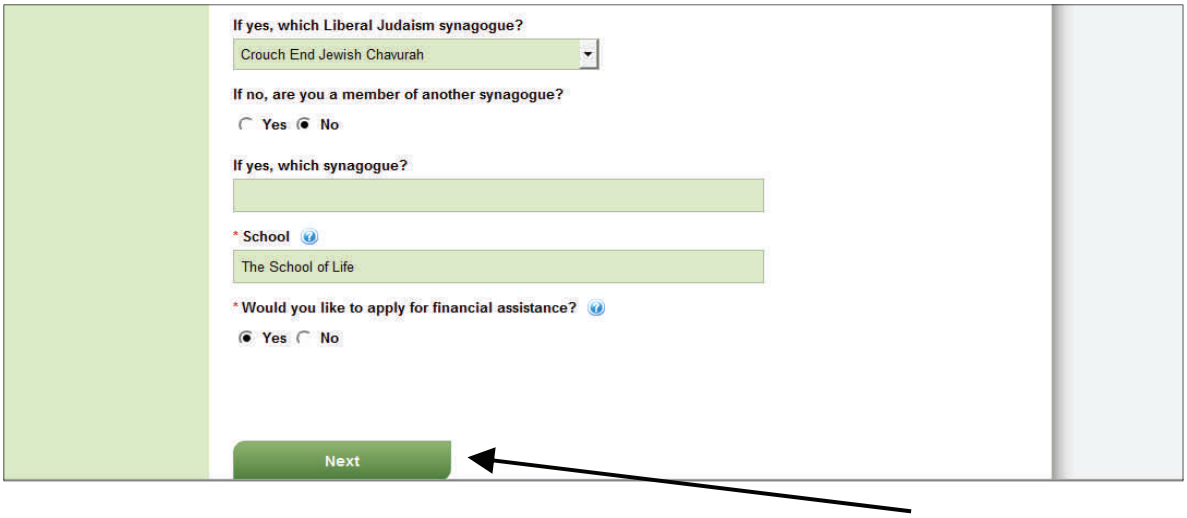
- Fill in **all** the information on this page
- Please remember to use a password that you won't forget and **make a note of it somewhere safe**
- Once this page is completed click '**Register**' (the green box at the bottom of the page)

- Congratulations, you now have an account!
- After clicking 'register' an email will be sent out to you containing your username (the email address you used to sign up) and your password. **Please keep these for future reference.**

Step 2: Adding Your First Event

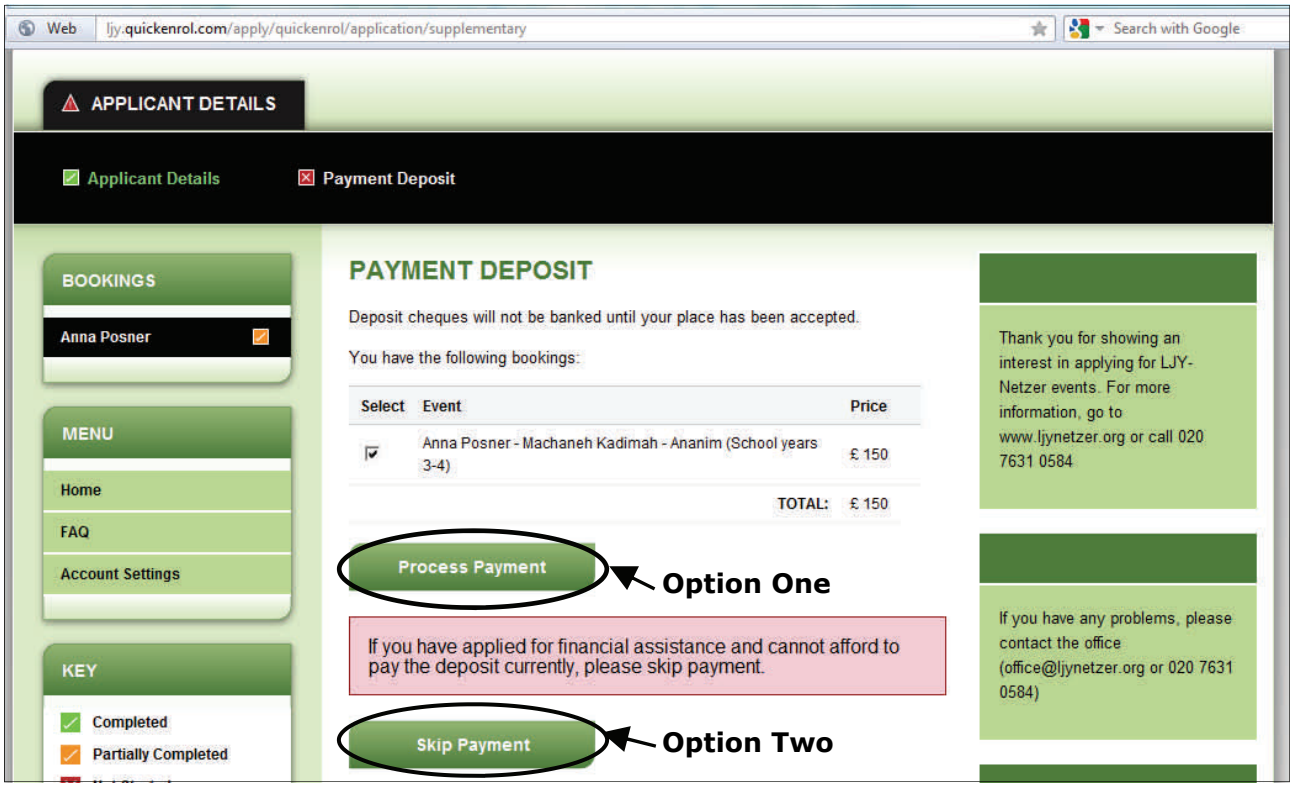


- On this page you can apply for a specific event and enter some of your child's details.
- **Each child must be signed up separately**. If you wish to add an additional child, refer to **Step 6 (p8)**
- **The drop down menu at the top** (see arrow) will offer you a selection of events to choose from. It is important that you take the time to make sure you are selecting the correct event and age group within the event as this is the only stage of the application which **cannot be edited** at a later date.
- Applicant email/user name is for your child's email/username, not yours.
- If you choose 'yes' for the final question '**would you like to apply for financial assistance**,' an email will automatically be sent to the movement worker dealing with bursaries and s/he will get in touch.

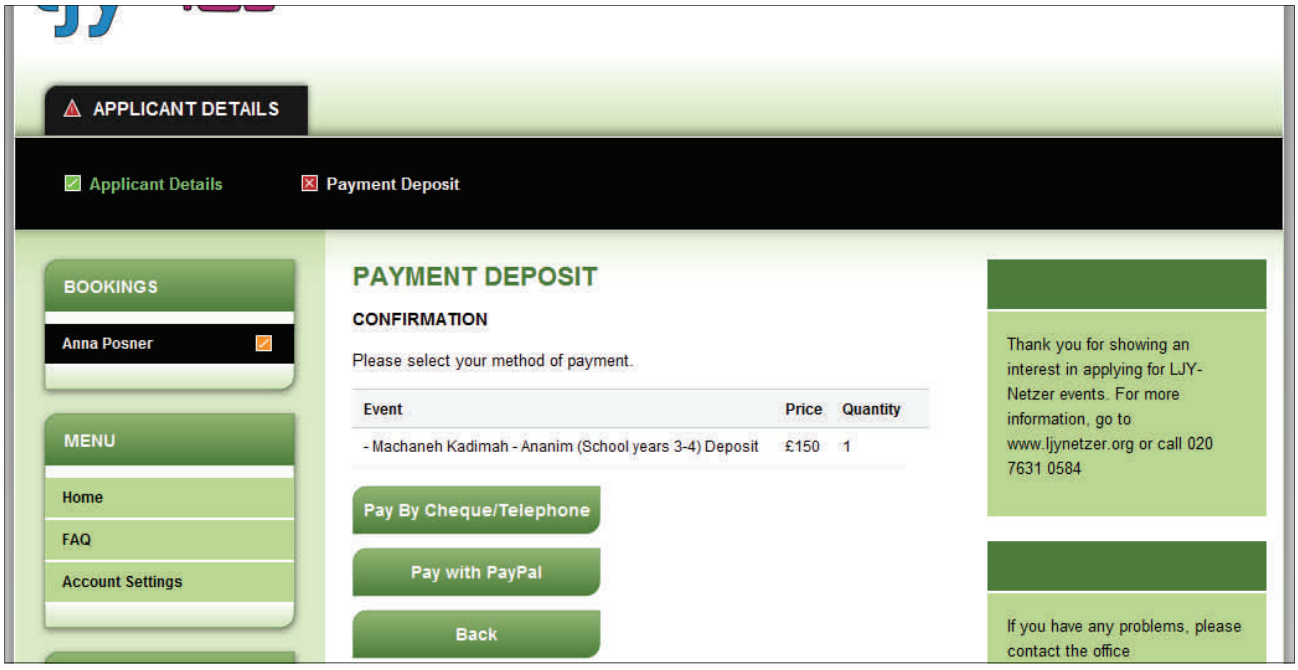


- Once all the required information has been filled out, press **next**

- On this next page you can pay the deposit which will guarantee your child's place in the event. If you **are** applying for **financial assistance** select '**Skip Payment**' (option two) and then proceed to '**Step 3**.'
- If you are **not** applying for **financial assistance** click '**Process Payment'** (option one)

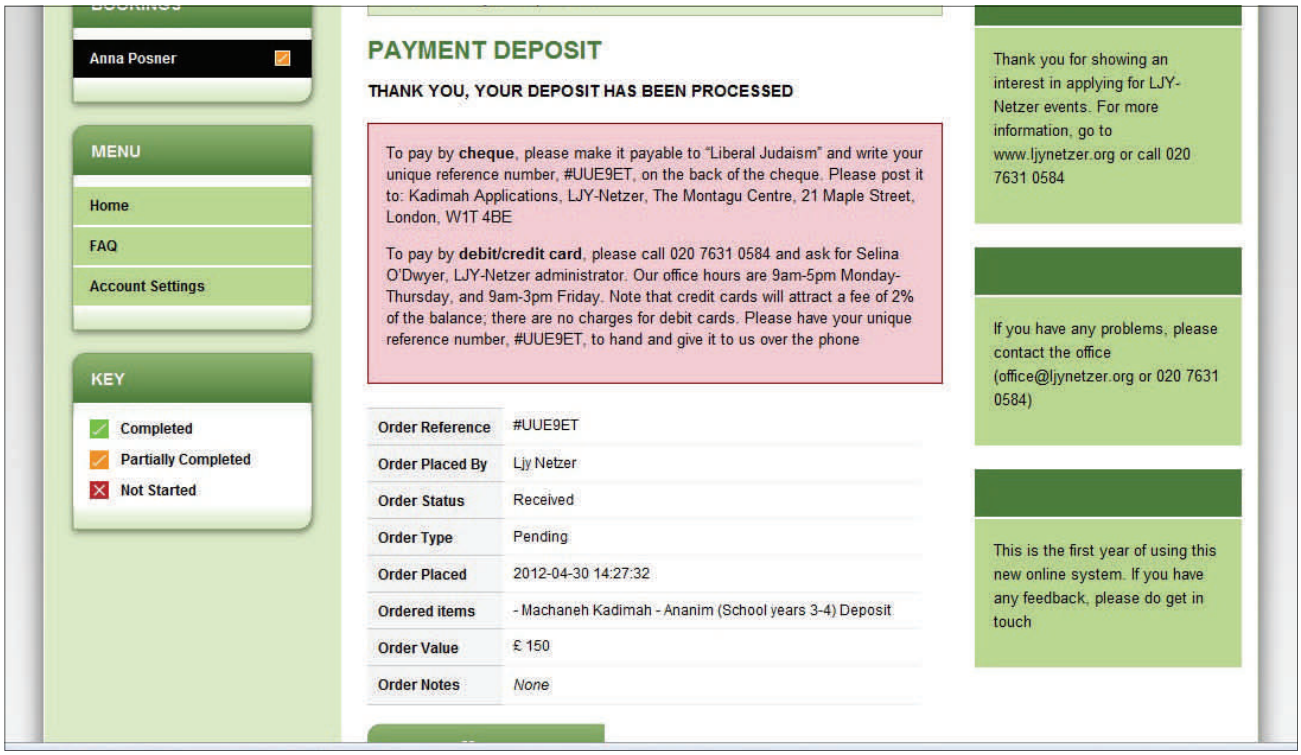


- If you selected option one you will be taken to this next page (see below). If you click '**Pay with PayPal**' then you will be redirected to the PayPal website.



- If you **do not** have a PayPal account, would rather make a payment over the phone or would like to post a cheque, click on the other box (**Pay By Cheque/ Telephone**).
- An email will then be sent to you asking for payment in order to proceed.
- You will also be taken to the following page (see overleaf) which will give you additional instructions for how to pay.

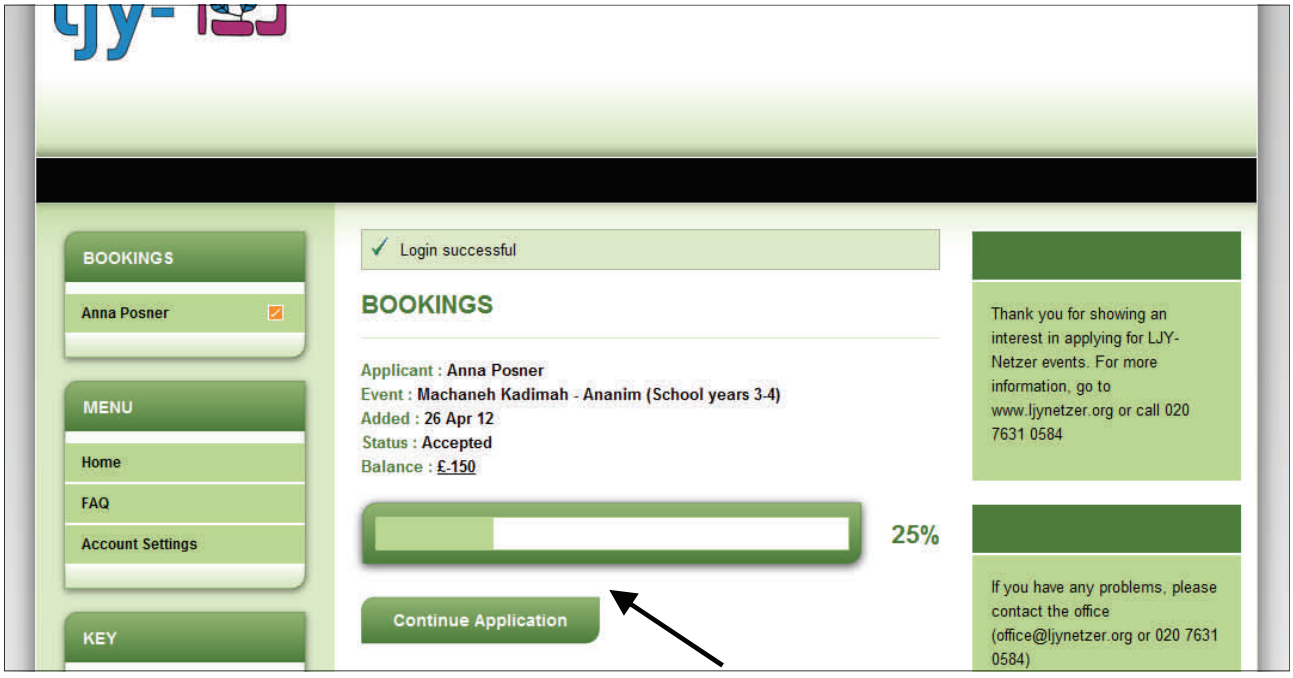
- This page (see below) has information on how to pay (not using PayPal). Once this page has been reached, you child is registered on the event and we (the office) will be notified.
- **Before you can further your application you have to wait for it to be 'accepted'** which is done in the office upon receiving payment. If paying over the phone then this may not take long. If paying by cheque or PayPal, it may take up to five working days. You can now therefore close your browser for the time being.



- **If at this stage you would like to add another child/sibling, please go to Step 6 (p8)**

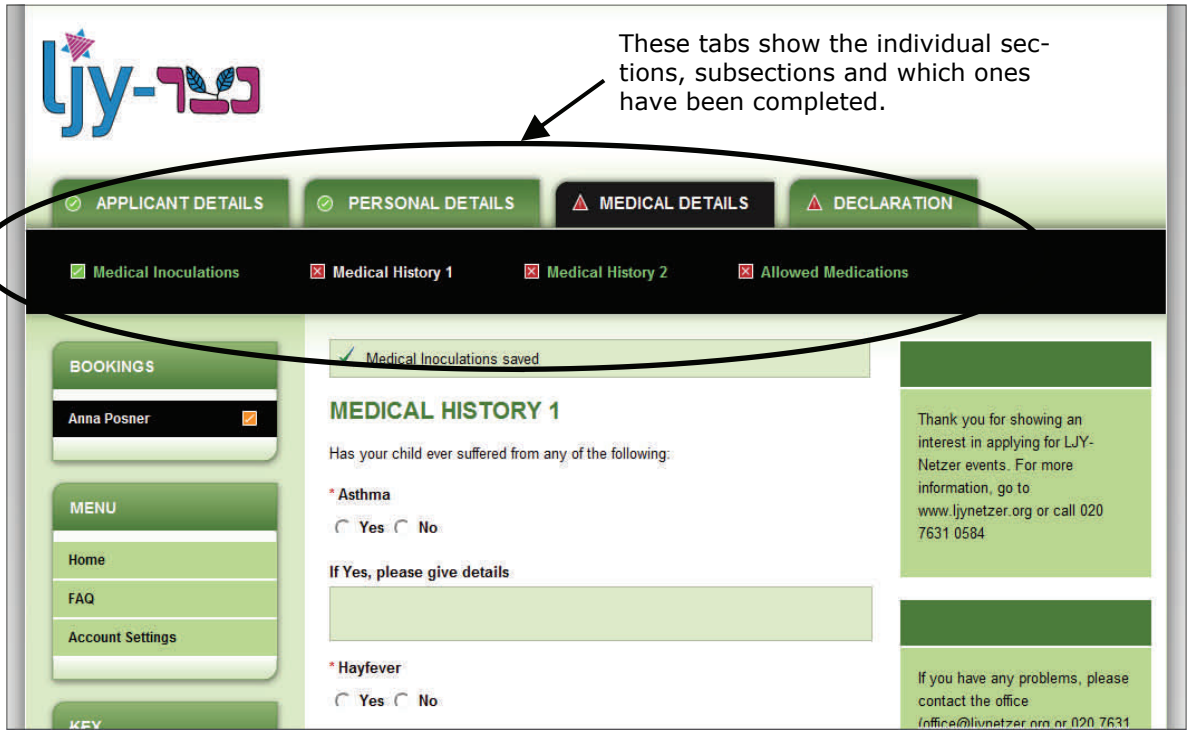
Step 3: Completing your application

- Once payment has been received and your application has been 'accepted', an email will be sent to you to let you know and to ask you to now complete your application.
- The first thing to do is to go back to ljy.quickenrol.com and log in at the bottom of the page using the log in details created previously.
- Once logged in you will come to the following page:



- Click '**Continue Application**' (see arrow) in order to fill in the rest of the information we require.

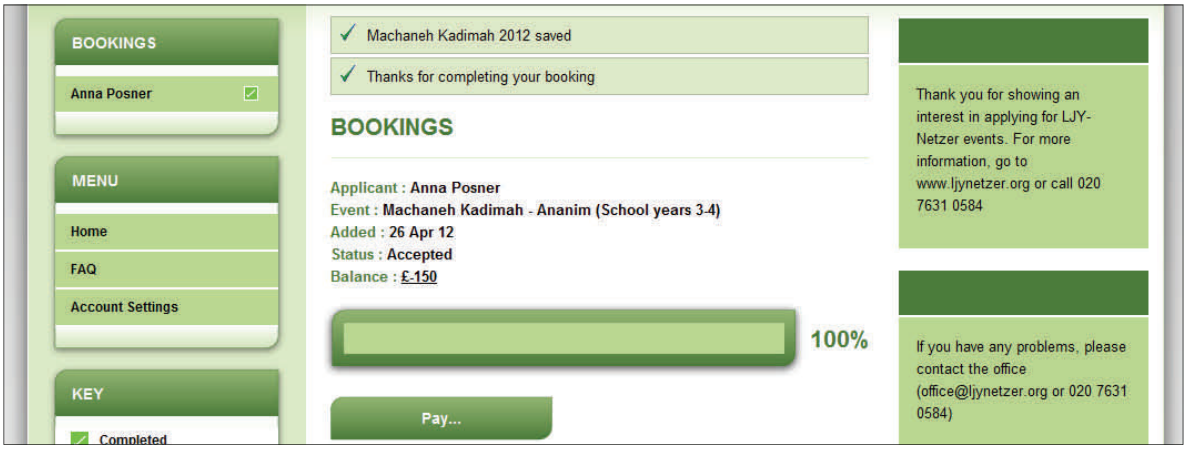
- There are **three** sections to be filled out, each with their own subsections.
- These contain different pieces of information we need about your child including medical, welfare and emergency contact details.
- As you go along, **Quickenrol will automatically save** each section you complete as you can see in the picture below:



- At any time during this process you can log off as each page gets saved. If you wish to continue your application at a later date just sign back in and continue from where you left off.
- If you have any trouble with any stage (you don't have a digital photo to hand etc) then you can leave that section blank for the minute and move onto another by selecting it via the tabs (see above).

Step 4: The Final Payment

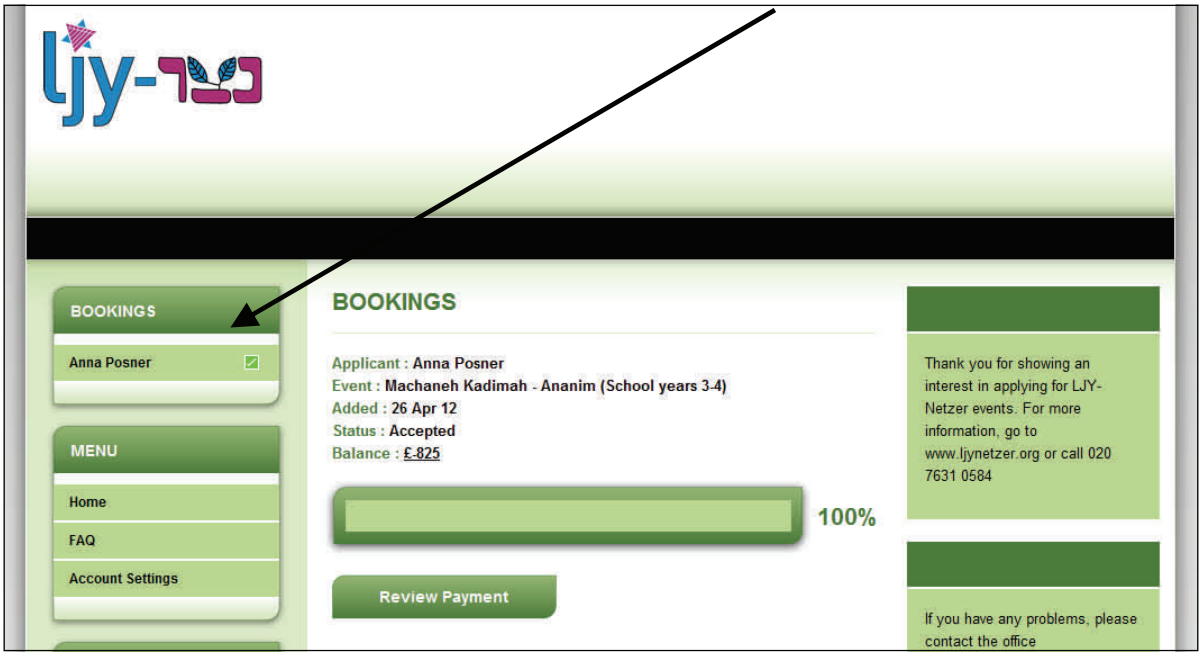
- Once all this information has been filled out you will arrive at the following page:



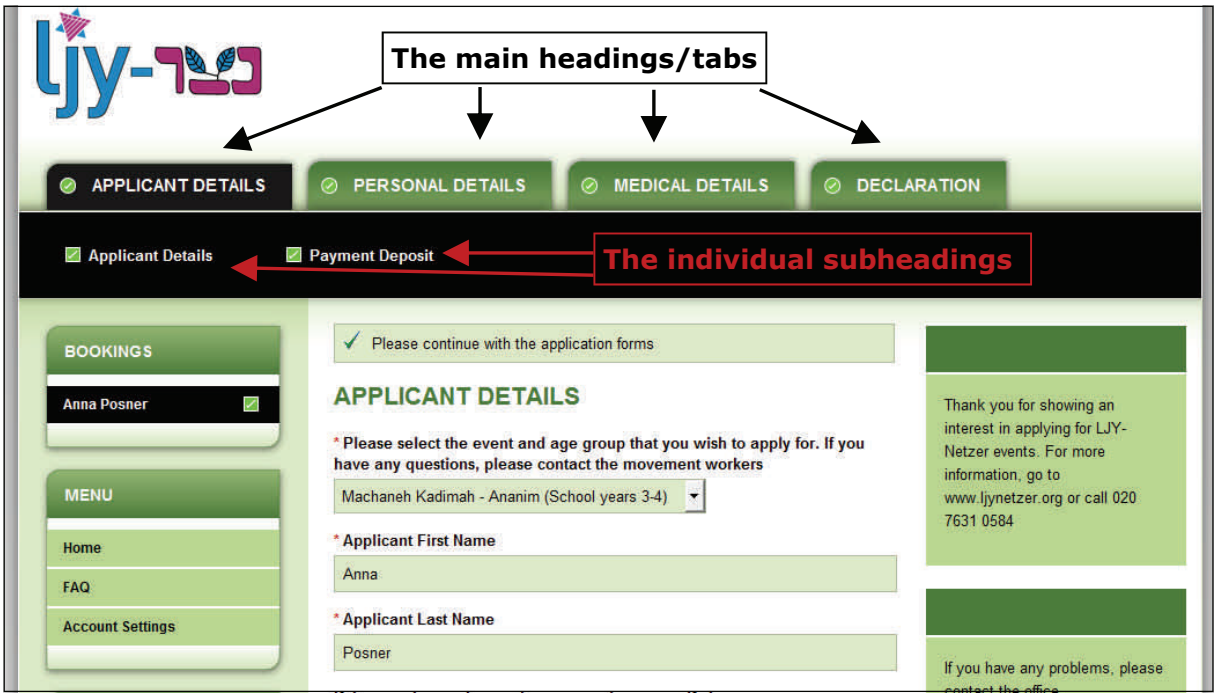
- To pay click the 'Pay…' button which will take you to a page similar to the one used before for the deposit.
- The amount shown will be the total outstanding balance including pocket money, coach payment and any charitable donations you may have entered.
- You will again be asked how you would like to pay; by phone, by cheque or by PayPal.
- Once this is done then your application is complete. Congratulations!

Step 5: Editing an existing application

- After completing your application **it is still possible to edit information** if it changes (for instance an update on your child medical details, a change of address).
- Firstly go to **ljy.quickenrol.com** and log on at the bottom.
- Then select your application from the **left side bar** (see arrow).



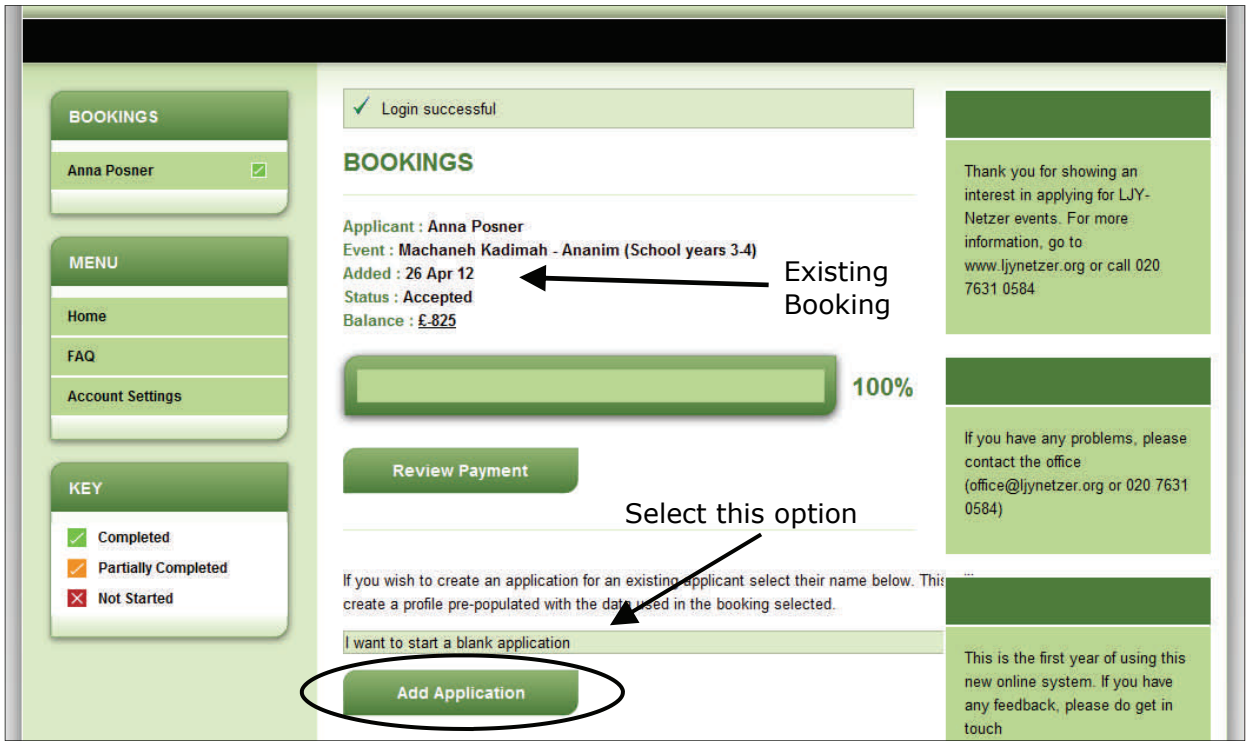
- Once you have selected the application you would like to edit, the follow page will come up (see below).
- You can decide which section you would like to edit by using the **tabs at the top** and their subcategories (see image).



- After editing information on one of the pages, clicking **next** at the **bottom** of the page will automatically save.
- You can edit all the information as many times as you like **except for the event which cannot be changed**
- If changing important information near the event it may be worth calling the Movement Workers to let them know

Step 6: Adding a sibling to the same event

- To add another child/sibling to an event go to ljy.quickenol.com
- Sign in using your **existing log in**
- The page in front of you (see below) will have a list of all the events you have already enrolled in.
- At the bottom of the page is a drop down menu. To add another child/sibling to an event you need to select '**I want to start a blank application'** and then click '**Add Application'**

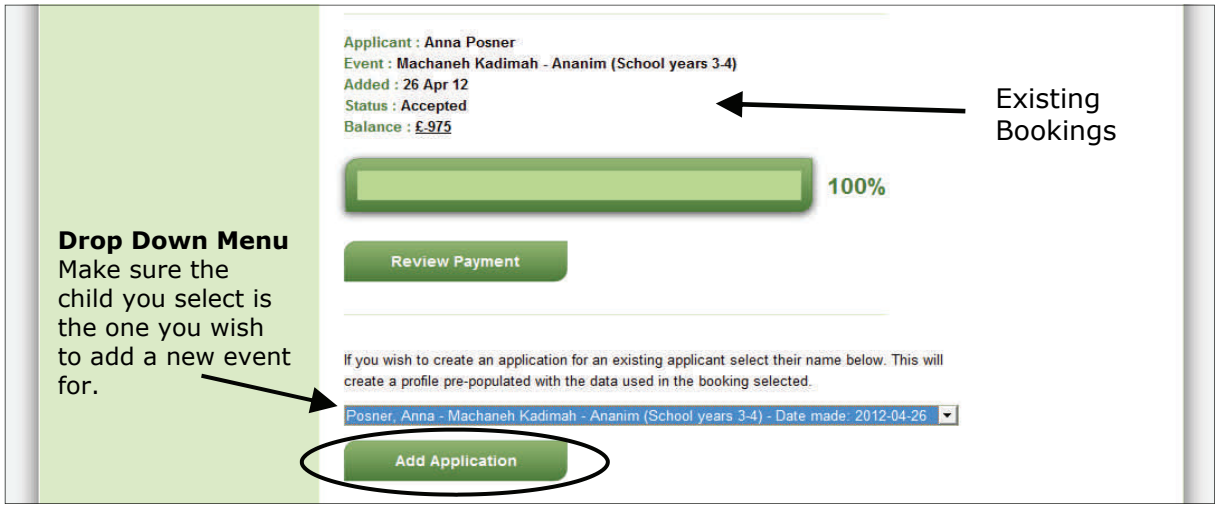


- This will take you to the same page you filled in earlier at **Step 2 (p3)**
- Follow **the same** process you followed at **Step 2**
- When selecting the event, remember that it cannot be edited

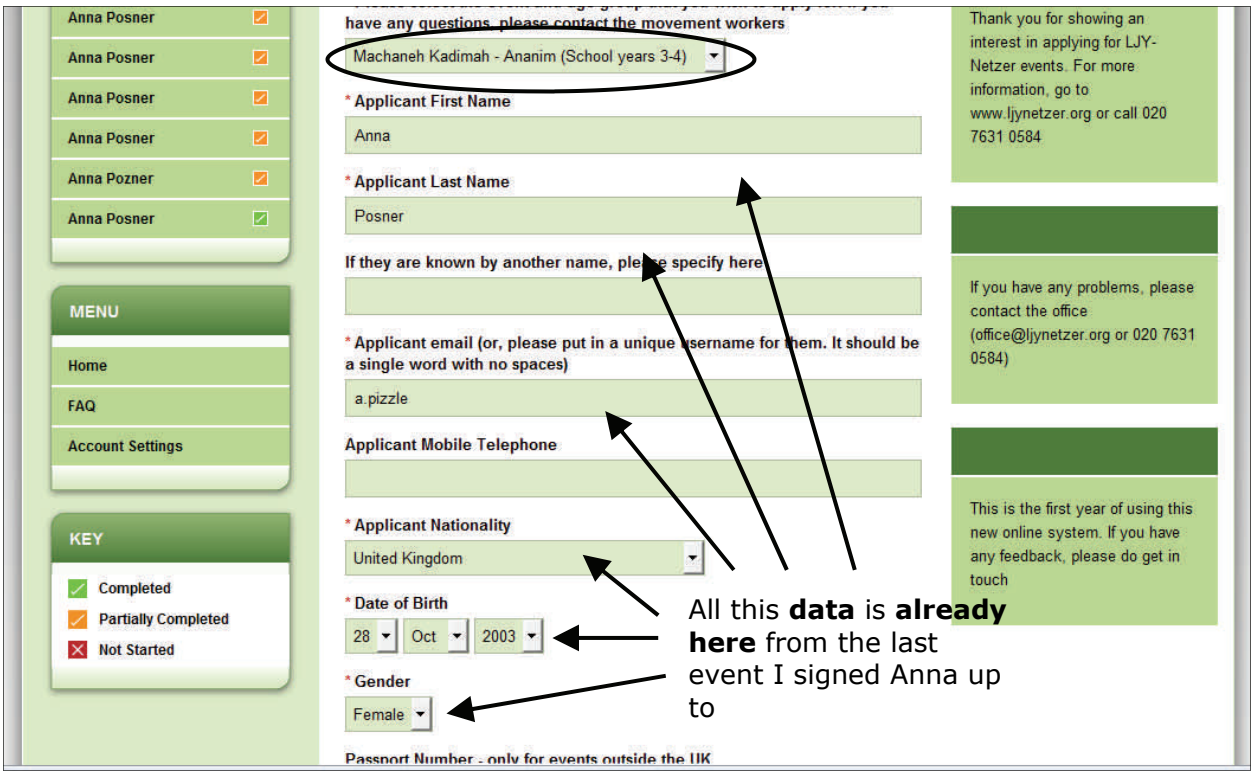
Step 7: Enrolling on a new event

So Machaneh Aviv was the best 6 days of your child's life and now they want to go on Kadimah? Understandable. Adding an event for a child who has already been on an event could not be easier and is one of the benefits of an online system.

- Firstly, go back to **ljy.quickenrol.com** and log in with your existing login
- The page in front of you (see below) will have a list of **all** the events you have already enrolled in for **all children** signed up using your account.
- At the bottom of the page is a drop down menu. Select **the child you want to enrol** in a new event.
- Click '**Add Aplication'**



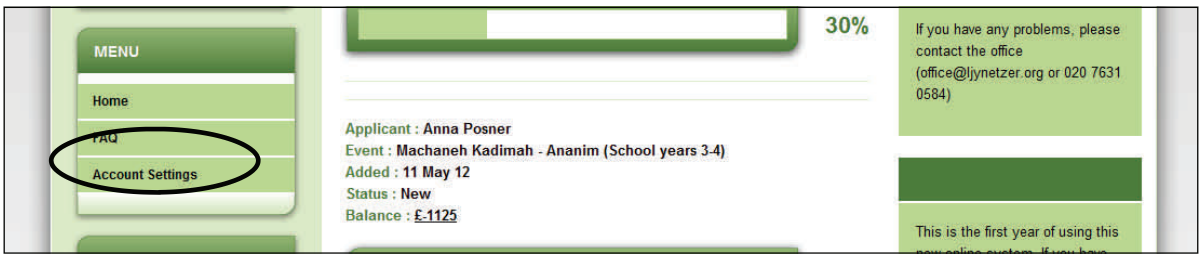
- As you can see from the screen shot below, all **the information you typed in last time is still there.**
- All you need to do is change the event from the old event to the new event you wish to enrol your child in (see circle). **Remember the event you select cannot be edited at later stage**
- Please also make sure that you **edit any information** which may have **changed** since the last time you used Quickenrol



- You can now proceed as you did for **Steps 2 and 3** with the same payment options. The difference is that as you go through each page completing your application, **all the information will have already been filled out**.
- All you need to do is check over it as you go along to **make sure** all the **information** is **still relevant** and that there is **nothing new to add**.
- Please take extra care when looking over medical information and don't forget to check whether your child is signed up for the coach, pocket money and phone cards.
- Once you have been through all the information follow step 4 to process the final payment and to complete the booking.

Step 8: Changing your account details

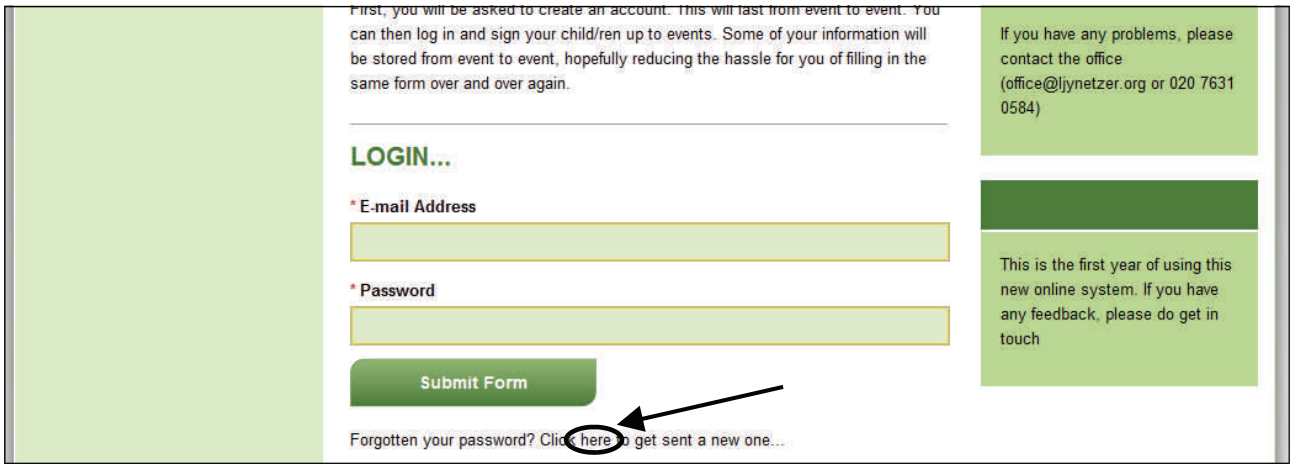
- If you wish to change your login details or any part of your account details (the guardian account) sign in as usual
- Half way down the page on the left you will see the tab 'Account Settings' (see below). Select this option



- The screen that comes up has all your account information (guardian account). Just edit the information you wish to change, then click '**submit form**' at the bottom of the page.
- You can edit this information as many times as you want.

Step 9: So you've forgotten your password?

- If you can't remember your password it is really easy to get a new one.
- Go to '**ljy.quckenrol.com'**
- At the bottom of the page, under the login bars, is says '**Forgotten your password? Click here to get sent a new one…'**
- You need to click on the word '**here'** (see screen shot below).



- The next page will ask you for your email (See below).
- Just **enter in your email address** and it will email you a new password
- You can then use your new password to sign in to your quickenrol account.
- Once you have signed in, go to '**step 8'** to see how to change your new password to something you may remember.

