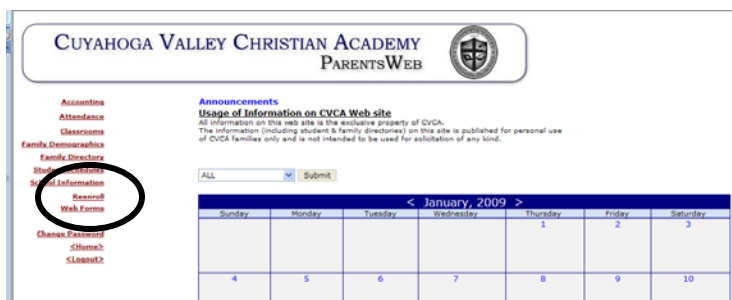


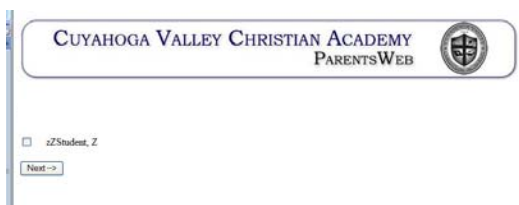
# On-Line Re-registration Instructions

(Please note that if you have outstanding fees or tuition, your access to ParentsWeb may have been turned off. If that is the case, please contact the business office at 330-929-0575 x 233.)

To begin re-registration, go to CVCA's website at [www.cvcroyals.org](http://www.cvcroyals.org) and click on the ParentsWeb link in the upper right corner. Log in to ParentsWeb as you normally would. You will see a link on the left-hand side of the screen called "Reenroll."



Click on the "Reenroll" link. This will take you to the first re-registration page:



Check the check-box next to your student's name. If you have more than one student, check on the box next to the first student. Once you have completed that re-registration, follow the same process again for each additional student. Once you have selected a student, click "Next." This will take you to the first form:

The screenshot shows a detailed re-registration form with fields for 'First Name', 'Middle Name', 'Last Name', 'Street Address', 'City', 'State', 'Zip', 'Home Phone', 'Email', 'Birthdate', 'Gender', 'Religiosity', 'Dues/Donations', 'Check Name', 'Automobile Make', 'Automobile Model', 'Auto License #', and 'Driver's License #'. A 'Next-->' button is at the top left.

Please note

- fields marked with an asterisk are required fields.
- **scroll down** to see the entire form.
- Once you have checked the data and made any corrections, click the "Next" button
- If you get a message about missing information, click on the "back" button of your browser (usually a left arrow at the top of the screen) and fill in the required information.
- Proceed through each form until you reach the end. You will see a reminder that your re-registration is not complete until the re-registration fee is paid (see accounting instructions below). Once you finish with the re-registration forms, remember to repeat the process for each student you have at CVCA.

Once you are back on the main screen, please click on the “Accounting” link. This will take you to the accounting screen where you can pay your re-registration fee. **Important: your re-registration is not complete until the re-registration fee has been received by CVCA.** Charges on your statements will show up as charged to “Tadley, INC.” which is the processing company (charges will not show up from “CVCA”).

You may pay your re-registration fee online. You can have the money electronically withdrawn from a checking account, or you may use a credit card. There is an 85 cent fee for electronic withdrawal, and a 3% fee for credit card (\$3.75). To pay the re-registration fee, click on the “Pay Now” button.



That will take you to this screen (in a pop-up window). Enter the amount for the re-registration fee (\$125 for early re-registration). Click on the “Pay Now” button. The system will verify the amount to be paid. If it is correct, click on the “Pay Now” button again. This will take you to a screen like this:



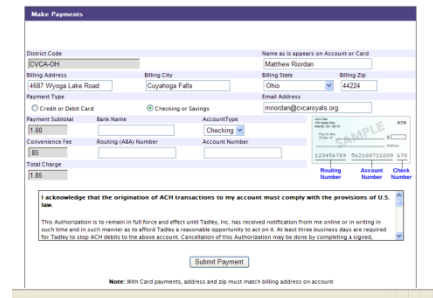
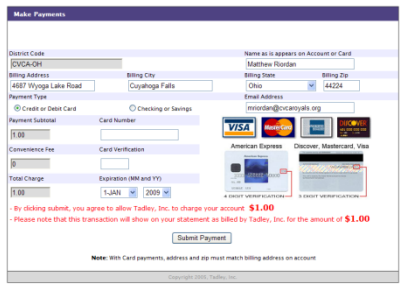
Click on the “Credit or Debit Card” button or click on the “Checking or Savings” button (depending on which you wish to use).

**The credit card screen looks like this.**

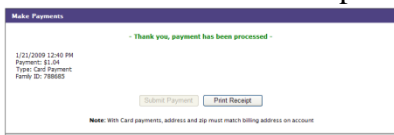
Fill out the info and click “Submit Payment.” Please note that the convenience fee for using a credit card is added to the re-registration fee.

**The checking account screen looks like this.**

Fill out the information and click “Submit Payment.” Please note that the convenience fee for the funds transfer is added to the re-registration fee.



Once the transaction is completed, you will see a receipt screen, which you may print for your records:



To get back to RenWeb, close the receipt window (the red “X” in the upper-right corner).

If you wish to check on your last transaction, or to see the history of your changes and payments, click on the “Details” button. This will take you to a summary page.

Thank you for your re-registration. If you have questions concerning re-registration, please contact Mindy Fullerton at 330-929-0575 x216 or at mfullerton@cvcaroyals.org . If you have any technical problems, please contact Matt Riordan at 330-929-0575 x646 or at mriordan@cvcaroyals.org.