Instructions for using Chaverweb for school registration

1. First make sure that you are a member in good standing (required for families who's eldest child is entering grade 3). If you require financial assistance, please make those arrangements first, then return to the registration process...deadlines DO still apply
2. Go to login page, always found on the BOTTOM of TBM's website or here: https://www.chaverweb.net/COALogin.aspx?key=B2139771205
3. Log in. If you do not succeed logging in the first time, try again **once**. If you *still* cannot get in, then request a ==new password, **not** a new username==:

<div align="center">

OR

Enter your username to reset your password.

Username: [   ]

Submit

</div>

   If you still have no success, you may have been locked out, so call the office and ask to have your account unlocked
4. Confirm or edit adult 1's information
5. Confirm or edit adult 2's information
6. Choose child's grade from drop down menu
7. Choose child from drop down menu
8. Confirm child's personal info. ***Check each tab*** to add or edit any info. **Only emergency info is required** (DO NOT put any parent info as emergency contacts, as we would obviously contact you first. But in case we cannot reach you, then we would contact those you have indicated. Other fields may remain blank or you may choose to fill them
9. Fill additional background info for child as needed
10. Indicate payment method. Registration is not valid unless payment is made or until check is received.
11. Confirm Page STOP. If you have additional children to register, continue by selecting a grade for that child by using the drop down menu entitle *register for more,* until each child in your family has been registered. When each child is registered, hit SUBMIT.
12. If you receive a confirmation email, then MAZAL TOV you did it right! It should be pretty instantaneous...if, after a few minutes, you do not receive a confirmation email, then something has gone wrong; start over or call the office for additional assistance