

# Online Registration Instructions

Welcome to our new online registration system! A lot of work has gone into this over the summer to eliminate paper registration forms, streamline enrollment, and to allow us to get you your books on the first day of class. We hope you like it!

Begin by navigating to the login screen using the link provided. We have included step-by-step instructions. Please read these and follow them.

## German Language School of Marin

415.897.9771  
germanschoolmarin.com

[Home](#) | [Select Membership](#) | [Help](#)

### Welcome to online registration!

**Get started:**

1. Create an account by clicking on "Start Here" in the login box to the right.?
2. Follow the instructions to create your account.
3. Be sure to add family members to your account. (Go to [My Account](#) and scroll down to Add New Adult or Add New Child)

**Become a Member:**

1. Click select "Select Membership Fee" from the menu above. The annual Membership Fee of \$25 per family must be paid to register for classes. *Be sure to select family members to add to your membership.* Without it, you won't be able to register them.
2. After paying the Membership Fee, continue with registration.

**Register for Classes:**

1. Search for classes from the drop-down menus below.
2. Choose the class(es) you would like to register yourself or your students for.
3. When you select a class, please note the campus (Novato or Santa Rosa)

**Questions? Need help?**

If you have questions or need help, [email us](#) or call us at 415.897.9771. We look forward to seeing you in class!

\* = required field

**\* Semester**      **Class Type**

--Select Semester--      Any

**Search**      Show:  **Classes**     **Bundles**

#### LOGIN

Username:  Password:

**Login**


[Forgot your password?](#)

[New User? Start Here](#)

#### PENDING REGISTRATIONS

Items in pending registrations:

**0**



**Donate Now!**

As you see in the instructions, the first step is to create a new user account. Click "Start Here" on the right to begin.

Complete the required fields and click "Submit" at the bottom.

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[Home](#) | [Search](#) | [Select Membership](#)

*Required fields are denoted by \**

**Main Contact Info**

\* **Account Type:**  Select "Family"

\* **First Name:**

\* **Last Name:**

\* **Username:**

\* **Password:**

\* **Confirm Password:**

\* **Relation to the Student:**

**Are you the Emergency Contact?**

\* **E-mail:**

\* **Home Phone:**

**Mobile Phone:**

**Mobile Carrier:**  This implies consent to receiving texts from us.

**I would prefer that photos of me or my child(ren) not to be used on the GLSM web site/mktg materials:**

**Main Contact Address**

\* **Country:**

\* **Address Line One:**

**Address Line Two:**

\* **City:**

\* **State:**

\* **ZIP:**

Congratulations! You now have an account.

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**Welcome!**  
Your new account has been successfully created and you have been automatically logged into the website.

[Continue Registration](#)

**WELCOME**  
Hello, Johann Wolfgang von Goethe

**PENDING REGISTRATIONS**  
Items in pending registrations:  
0

  
[Donate Now!](#)

Click on “My Account” and scroll down to add a new adult or child. Repeat to add all family members that you want to register.

Account Contacts<sup>1</sup> | Memberships

Type	First Name	Last Name	Adult	Active	Emergency	Billing
Add new adult...   Add new child...						
						1

Complete all of the required fields to add a new adult or child to your account:

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Required fields are denoted by \*

### Add Adult

* Type:	<input type="text" value="Adult (self)"/>	
* First Name:	<input type="text" value="Christiane"/>	
* Last Name:	<input type="text" value="Vulpius"/>	
* Username:	<input type="text" value="CVulpius"/>	
* Password:	<input type="password" value="•••••"/>	
* Confirm Password:	<input type="password" value="•••••"/>	
E-mail:	<input type="text" value="CVulpius@GermainSchoolMarin.com"/>	<i>If different from main</i>
Home Phone:	<input type="text"/>	<i>If different</i>
Mobile:	<input type="text"/>	<i>If different</i>
Mobile Carrier:	<input type="text"/>	<i>This implies consent to receiving texts from us.</i>
German Language Ability:	<input type="text" value="Beginner"/>	

As in past years, we require an annual membership for each family. The \$25 fee covers one family for the school year. Before registering for classes, you must add the 2016/2017 membership to your account. Click on "Select Membership" at the top.

Click "Select."

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## Available membership types:

### 2016/2017 Membership

Registration Fee  
Registration fee: \$25 per family per year

**Discount:** This membership does not give a discount  
**Number of Members Allowed:** Unlimited  
**Duration:** Fixed Dates  
**Membership Dates:** 8/18/2016 - 6/30/2017  
**Cost:** \$25.00

[Select](#)

### WELCOME

Hello, Johann Wolfgang von Goethe

### PENDING REGISTRATIONS

Items in pending registrations:  
0



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Enter your payment information and click "Submit" to process the payment for your membership. You won't have to do this again until next school year.

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## 2016/2017 Membership

**Registration Fee**  
Registration fee: \$25 per family per year

**Discount:** This membership does not give a discount  
**Number of Members Allowed:** Unlimited  
**Duration:** Fixed Dates  
**Membership Dates:** 8/18/2016 - 6/30/2017  
**Cost:** \$25.00

---

Amount Due: \$25.00

Please select your credit card for payment:

Card Type	Last 4 Digits	Cardholder Name	Expiration Date
<input type="radio"/> New Credit Card			

You may now register for classes. Click on "Search for classes" to continue.

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Thank you for joining our community!

 [Search for classes](#)

## WELCOME

Hello, Johann Wolfgang von  
Goethe

## PENDING REGISTRATIONS

Items in pending registrations:  
0



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Use the Semester and Class Type filters to search for classes. Be sure to note the location of the class in the description.

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**Questions? Need help?**

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\* = required field

**\* Semester**      **Class Type**

Fall Semester      Adults

[Search](#)      Show:  **Classes**     **Bundles**


**WELCOME**

Hello, Johann Wolfgang von Göthe

**PENDING REGISTRATIONS**

Items in pending registrations:

0



[Donate Now!](#)



Click on the class title to see details (or simply click on "Register" under the class and skip the next screenshot).

**Showing 1-6 of 6**

[Adult Advanced Conversation](#) Adults

Location: Santa Rosa Room: 7

9/10/2016-1/14/2017

Meets 9:30 AM-12:00 PM on Sat

Instructor: Ockenfuss, Chrystal Level: A5

Tuition: \$330.00 Additional Fees: \$27.00

Status: **Available (Membership Required)**

 [Register](#)

[Adult High Intermediate](#) Adults

Location: Novato Room: 305

9/10/2016-1/14/2017

Meets 9:30 AM-12:00 PM on Sat

Instructor: Mackwitz, Astrid Level: B1

Tuition: \$330.00 Additional Fees: \$6.00

Status: **Available (Membership Required)**

 [Register](#)

[Adult Low Intermediate](#) Adults

Location: Santa Rosa Room: 5

9/10/2016-1/14/2017

Meets 9:30 AM-12:00 PM on Sat

Instructor: Bartz, Carola Level: A1/A2

Tuition: \$330.00 Additional Fees: \$6.00

Status: **Available (Membership Required)**

 [Register](#)

Review the course details and click "Register."

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## BEGINNING ADULT

Location: Novato  
Room: 303  
9/10/2016-1/14/2017  
Meets 9:30 AM-12:00 PM  
on Sat  
Tuition: \$330.00  
Processing Fee: \$6.00  
Level: A1  
Status: **Available (Membership Required)**  
[Register](#)



**WELCOME**  
Hello, Johann Wolfgang von Goethe

**PENDING REGISTRATIONS**  
Items in pending registrations:  
**0**



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This class is geared toward adult learners with no prior knowledge of the German language. The class incorporates listening comprehension, speaking, reading comprehension, writing, vocabulary, and grammar. With completion of this level, students will understand and carry out basic communication such as introducing themselves, asking and answering questions, and more. Students will build and use basic vocabulary that refers to their immediate surroundings and everyday activities. Additionally, students will gain basic knowledge and insight into the culture of German-speaking countries such as travel, everyday life, food and drink, history, and holidays as well as gain insight into the culture of the German-speaking countries. By the end of the school year students in this class will be able to move up to the next course level.

**Instructor -- Hamid Emami**

**Required supplies for this class:**

- Learning materials for this class include a textbook (TBA) and supplemental material and media. To further learning throughout the week, recommended homework can include exercises from the course book as well as listening or reading assignments from other sources such as easy readers and language learning websites.

Select the student for the selected class and click "Register."

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Please select a student for this class or add a new student with the links below.

**Class:** [Beginning Adult](#)  
**Dates:** 9/10/2016-1/14/2017  
**Tuition:** \$330.00  
**Status:** **Available (Membership Required)**

**Select Students**

von Göthe, Johann Wolfgang  
 Vulpius, Christiane

**I would like to...**

- ▶ [Add a new child](#)
- ▶ [Add a new adult](#)
- ▶ [Search for more classes](#)
- ▶ [Select a membership](#)


[Register](#)

**WELCOME**


Hello, Johann Wolfgang von Göthe

**PENDING REGISTRATIONS**

Items in pending registrations:  
**0**

  
[Donate Now!](#)

If your class requires a book you may purchase it now. If you do, it will be available for pickup on the first day of classes. If you already have the book, wish to buy it elsewhere, or may change classes, do not purchase a book.

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Select Additional Items for Vulpius, Christiane

Please select additional items below for this registration by entering a quantity.  
If you cannot change the quantity the amount shown is required for this registration.

---

**"Berliner Platz 1 NEU" #3-12-606025-7**


Books ordered by September 1 will be available on the first day of class. If you are unsure about the right class for the student, please do not order a book until placement has been finalized. 8.75% sales tax and \$2 for shipping is included.

Price: \$34.00 ea. Quantity:  (can be up to 1)

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[Continue](#) [Cancel](#)

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If you have additional students, click on "Search" and return to the previous steps.

Review your shopping cart, agree to the policies and procedures, and click "Continue" to pay.

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**To complete your registration:**

Please check the items in your pending registrations below. You may remove classes or edit the additional options selected here for each registration.

Once you have confirmed that your selections are correct please click continue to make your payment through our secure payment processing. The total amount you will be charged today is shown below.

**Items in your pending registrations:**

	Student	Type	Description	Action	Price	Add'l Fees	Additional Items	Deposit Options	Amount Due Today
<a href="#">Remove</a>	Vulpus, Christiane	Adults	Fall Semester Beginning Adult	<a href="#">Register</a>	\$330.00	\$6.00	\$0.00 <a href="#">[edit]</a>	<input checked="" type="radio"/> Full (\$336.00) <input type="radio"/> Deposit (\$330.00)	\$336.00

Total for items:           \$336.00 *Tuition + Additional Fees + Additional Items*

Coupon Discount:       - \$0.00  [Apply Coupon Code](#)

**Total Due:                \$336.00**

Amount Due Today:      - \$336.00 *Deposit + Registration Fee (if applicable)*

**Remaining Balance:     \$0.00**

**Your credit card will be charged \$336.00 today.**

I have read and agree with the policies and procedures set forth [here](#)

[Continue >>](#)

***We look forward to seeing you on September 10<sup>th</sup>. Please come early to sign in, fill out medical release forms for any minor students you are enrolling, and to pick up your books.***