

Online Registration Instruction for Elite Learning Center Parent:

1. Click green button "Spring 2014"

The screenshot shows the ptboard website interface. At the top, there is a navigation bar with the ptboard logo and three menu items: Dashboard, Activity, and Calendar. Below this is a section titled "My Current Schools". On the right side of this section, there is a "Find School:" label followed by a text input field containing "Enter Keyword(s)" and a "Search" button. Below the search field, there is a link that says "Can't find your school? No problem! [Create a New School.](#)". Underneath, the school name "Elite Learning Center" is displayed, followed by its address: "Elite Learning Center, Great Falls, VA 22066". At the bottom of this section, under the heading "Open Registration:", there is a green button labeled "Spring 2014" which is circled in red.

2. Click "View/Edit Student Information"

The screenshot shows the ptboard website interface. At the top, there is a navigation bar with the ptboard logo and three menu items: Dashboard, Activity, and Calendar. Below this is a section titled "Student Information". In this section, there is a link labeled "+ View/Edit Student Information" which is circled in red. To the right of this link, there is a note that says "<= Please add student(s) before registering a course.". Below this section, there is a heading "Open Registration(s) of Elite Learning Center:" followed by a green button labeled "Spring 2014".

3. Fill in blank and Click green "Save" button

ptboard

Dashboard Activity Calendar

Student Information: - [View/Edit Student Information](#) <= Please add student(s) before registering a course.

Father's Name:	<input type="text"/>	Mother's Name:	<input type="text"/>
Home Phone:	<input type="text"/>	Cell Phone:	<input type="text"/>
Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		zip:	<input type="text"/>
Insurance Information:	<input type="text" value="Health insurance company, Policy#"/>		
Emergence Contact:	<input type="text" value="name, phone number"/>		

Student Name	Date of Birth	Gender
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	- <input type="button" value="v"/>
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	- <input type="button" value="v"/>

4. Click green button "Spring 2014"

ptboard

Dashboard Activity Calendar

Student Information: + [View/Edit Student Information](#) <= Please add student(s) before registering a course.

Open Registration(s) of [Elite Learning Center](#)

5. Check course you would like to register for the student and click "Sign Up"

Class Registration

Class Name	Description	Room	Day & Time	Teacher	Tuition	Notes	Seats	Open Seats	
5th grade Math Contest Training	Pre-qualification required	103	Saturday: 5:00 - 7:00 pm	Mr. Lee	700.00	20 sessions (2 hours per session)	12	open	<input type="checkbox"/> John Smith <input type="checkbox"/> Amy Smith
6th grade Math Contest Training	Pre-qualification required	103	Saturday: 7:00 pm	Mr. Lee	700.00	20 session (2hours per session)	12	open	<input checked="" type="checkbox"/> John Smith <input type="checkbox"/> Amy Smith
7th Grade SAT	7th Grade	102	Sunday: 9:15am-11:15am	Mr. McCabe	900.00	20 sessions (2 hours per session)	10	open	<input type="checkbox"/> John Smith <input type="checkbox"/> Amy Smith
SAT Prep - Math	9th & 10 Grade	104	Sunday: 9:00am -10:30am 12	Mr. Lee	660.00	22 sessions (2 hours per session)	10	open	<input type="checkbox"/> John Smith <input type="checkbox"/> Amy Smith
SAT Prep - Verbal	9th & 10 Grade	102	Sunday: 10:30 am - 12:30 pm	Mr. Ginley	990.00	22 sessions (2 hours per session)	10	open	<input type="checkbox"/> John Smith <input type="checkbox"/> Amy Smith
Geometry Class	7th grade above	102	Saturday: 5:00 - 7:00 pm	Dr. Osborne	800.00	20 sessions (2 hours per session)	14	open	<input checked="" type="checkbox"/> John Smith <input type="checkbox"/> Amy Smith
MS Math Contest Training	Pre-qualification required	102	Saturday: 7:00 - 9:00 pm	Dr. Osborne	800.00	20 sessions (2 hours per session)	12	open	<input type="checkbox"/> John Smith <input type="checkbox"/> Amy Smith
5th&6th grade Reading &	5th grade	103	Sunday: 8:30 am -	Mrs.	800.00	20 sessions (2 hours per	10	open	<input type="checkbox"/> John Smith

Sign Up
Cancel

6. Check your registration and click "Print"

ptboard ELC Elite Learning Center John Sn

Dashboard Activity Announcement Form School Directory Calendar

Student Information: [+ View/Edit Student Information](#) <= Please add student(s) before registering a course.

Open Registration(s) of Elite Learning Center: Spring 2014

My Current Registration(s):

Spring 2014 (Elite Learning Center) +

Class Name	Description	Room	Day & Time	Teacher	Tuition(\$)	Notes	Status ?	Signed up For	
MS Geometry Class	7th grade above	102	Saturday: 5:00 - 7:00 pm	Dr. Osborne	800.00	20 sessions (2 hours per session)	Pending	Amy Smith	✘
7th Grade SAT	7th Grade	102	Sunday: 9:15am-11:15am	Mr. McCabe	900.00	20 sessions (2 hours per session)	Pending	Amy Smith	✘

Do not forget Print your registration form and send it with full payment to Elite Learning Center.

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7. Sign registration and send to "Elite Learning Center" with a check.

[PRINT](#)

Spring 2014
ELC Academic Enrichment Programs - Spring 2014

CONTACT'S INFORMATION

Parent Name: father	Parent2's Name: mother
Home Phone:	Cell Phone:
Email: parent7@ptboard.com	Alt Email:
Home Address:	
Insurance Information:	
Emergence Contact:	

MY REGISTRATION

Student Name	Class Name	Room	Day & Time	Teacher	Tuition	Sta
John Smith	Geometry Class	102	Saturday: 5:00 - 7:00 pm	Dr. Osborne	800.00	PENDING
John Smith	6th grade Math Contest Training	103	Saturday: 7:00 pm	Mr. Lee	700.00	PENDING

Registration Name	Registration Fee	Tuition	Balance
Spring 2014	10.00	1500.00	1510.00

PARENTAL RELEASE AND CONSENT TO MEDICAL TREATMENT

My child is enrolled in Elite Learning Center. I hereby release Elite Learning Center, its employees, representatives, members of Board of Directors, from any and all liabilities for injuries to my child or damage to any property and property of my child when enrolled at Elite Learning Center. I accept the full risk and responsibility for any damage or injury. In any legal proceeding brought in regard to this release, Elite Learning Center shall be entitled to recover all costs and expenses of such actions, including but not limited to all attorney's fee authorize (e Elite Learning Center personnel to take my child to a physician or hospital and to consent to emergency medical treatment required for my child if I cannot be contacted.

Please list an emergency contact other than parent or guardian:

Name: _____ Phone: _____

Health Insurance Company: _____ Insurance Policy# or HMO: _____

Medications (list) Yes No: _____ Allergies (list): YES NO _____

Signature of parent(s)/guardian(s): _____ Date: _____

How do I use ptboard?

Dashboard - Everything newly updated will be shown up on dashboard.

Activity – Manage School, Class, Private Activity and Projects.

Announcement – School Announcement and Teacher’s classroom note.

Form – School and Classroom Form


Directory – School directory.

Calendar – Integrated view of Personal Events, Group Events and School Events, Click on the left side icon to view only one type of events.

My Calendar

-  Personal Events
-  Group Events
-  School Events

If you have any questions, please send email to info@ptboard.com or click “Contact Us” on the footer.



Contact Us

Feel free to contact us anytime by sending an e-mail to feedback@ptboard.com, or by filling the form below.

*Your Name:

*Your Email:

Message: What would you like to tell us?

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Thank you for using ptboard!