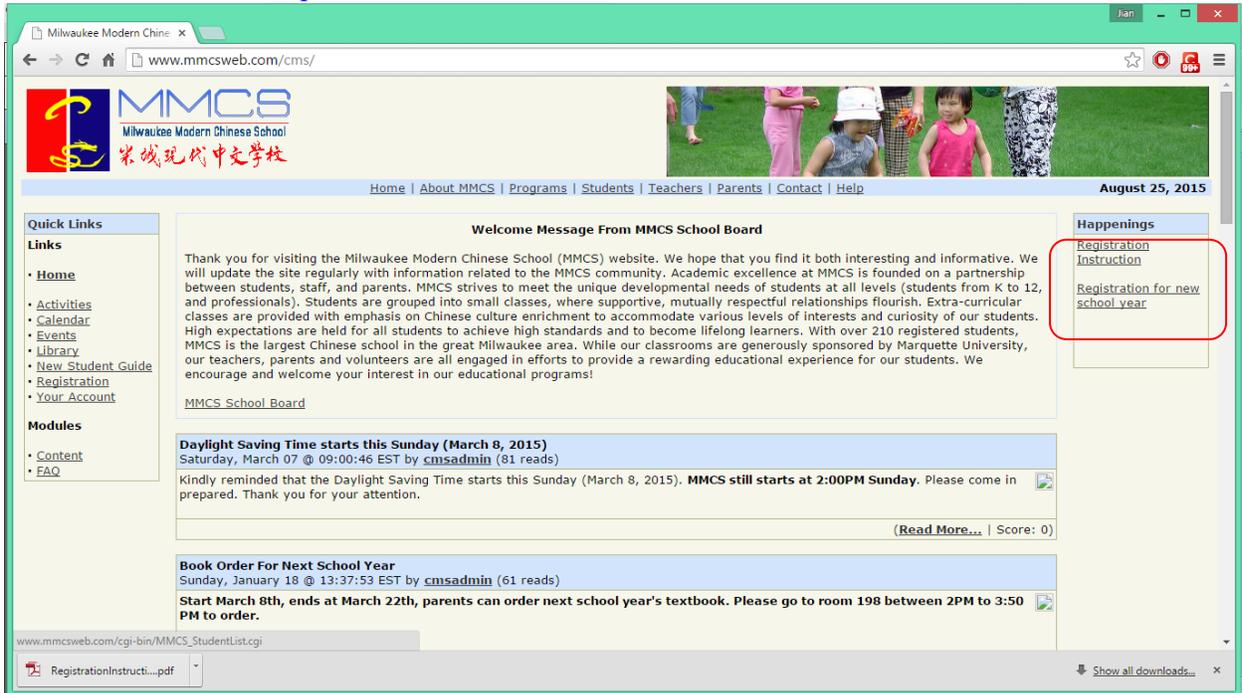


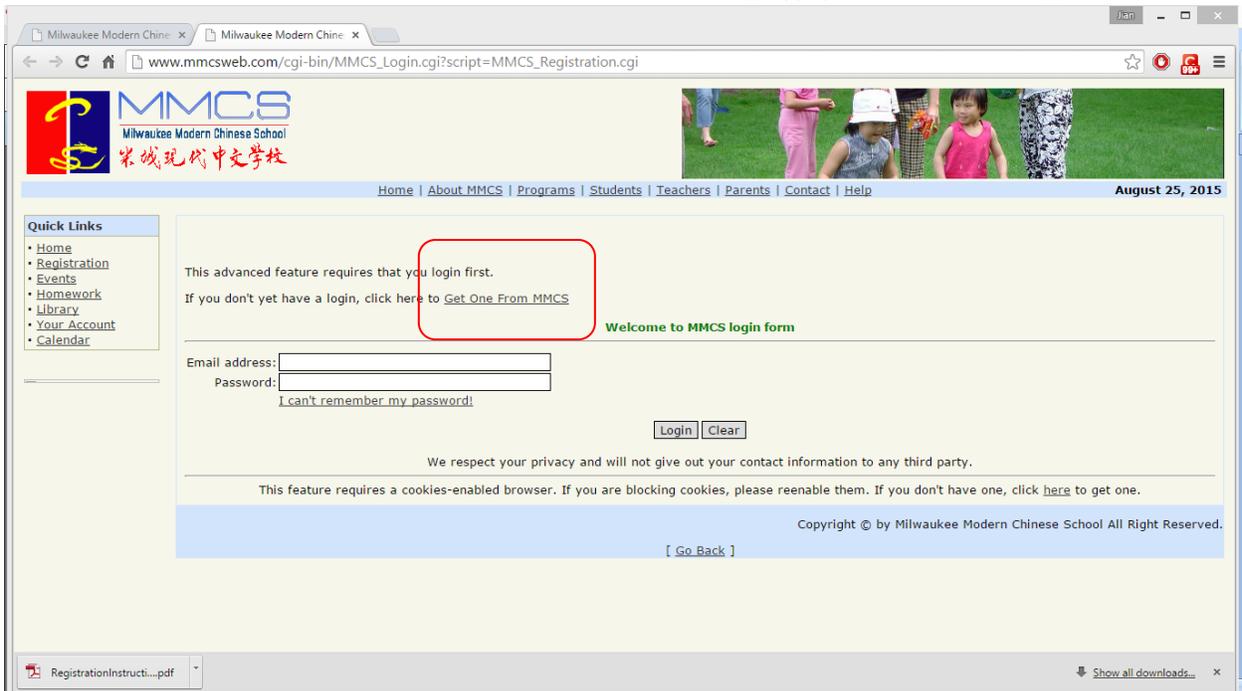
1. Open a web browser and type the web address <http://www.mmcsweb.com>. Registration link is at the upper right corner.

登录网站：<http://www.mmcsweb.com>，学生注册链接在屏幕右上角。



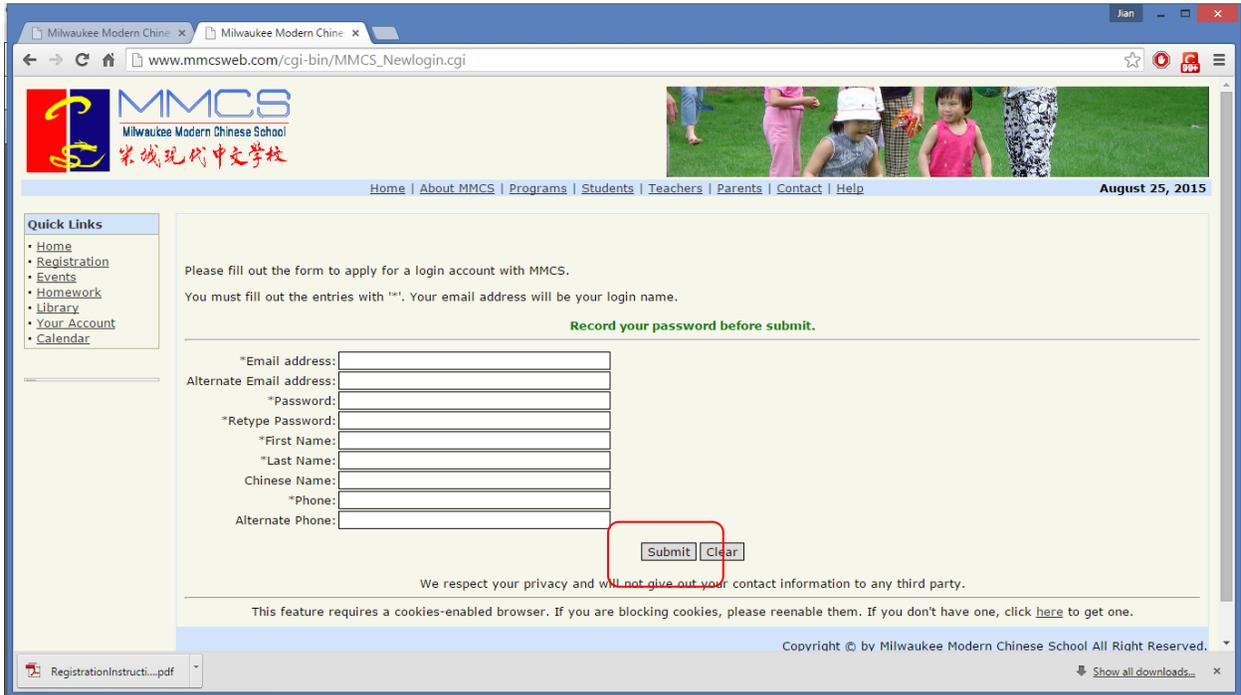
2. Click the registration link at the upper right corner to get to the welcome page. We have redesigned our database, hence **all families** are required to create a login. Click the link in the red circle.

点击屏幕右上角学生注册链接进入以下页面。所有家长均需要重新登记。



3. Please fill in **all spaces** before you proceed to the next step. Click submit to proceed to the next step

请输入所有栏目。点击 submit 提交你的信息。



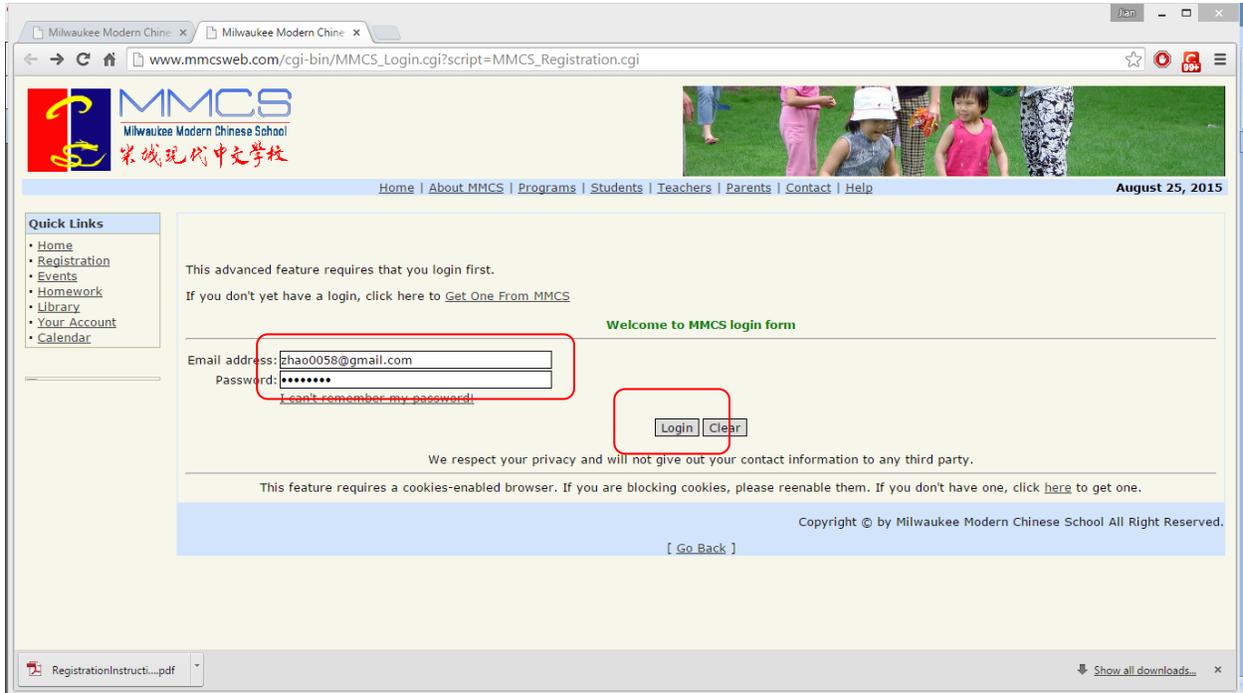
*Email address:	<input type="text"/>	用户名
Alternate Email address:	<input type="text"/>	配偶的邮件地址
*Password:	<input type="text"/>	密码, 保存好
*Retype Password:	<input type="text"/>	再输入一次密码
*First Name:	<input type="text"/>	名
*Last Name:	<input type="text"/>	姓
Chinese Name:	<input type="text"/>	中文名字
*Phone:	<input type="text"/>	电话号码
Alternate Phone:	<input type="text"/>	配偶的电话号码

MMCS asks for a second contact for your family to make sure someone in your family gets the regular email communications, including school closing announcements.

We respect your privacy and will not give out your contact information to any third party.
中文学校绝不会将你的信息提供给任何除中文社区以外的人。

4. Use your login email and password to login the registration system. The same login will be needed throughout the entire website. For example, you will need to login to see your class information, teachers' contacts, and parent duty arrangements.

使用你刚输入的用户名及密码登录中文学校注册系统。新建的用户名及密码将使用在本网站的各个页面。



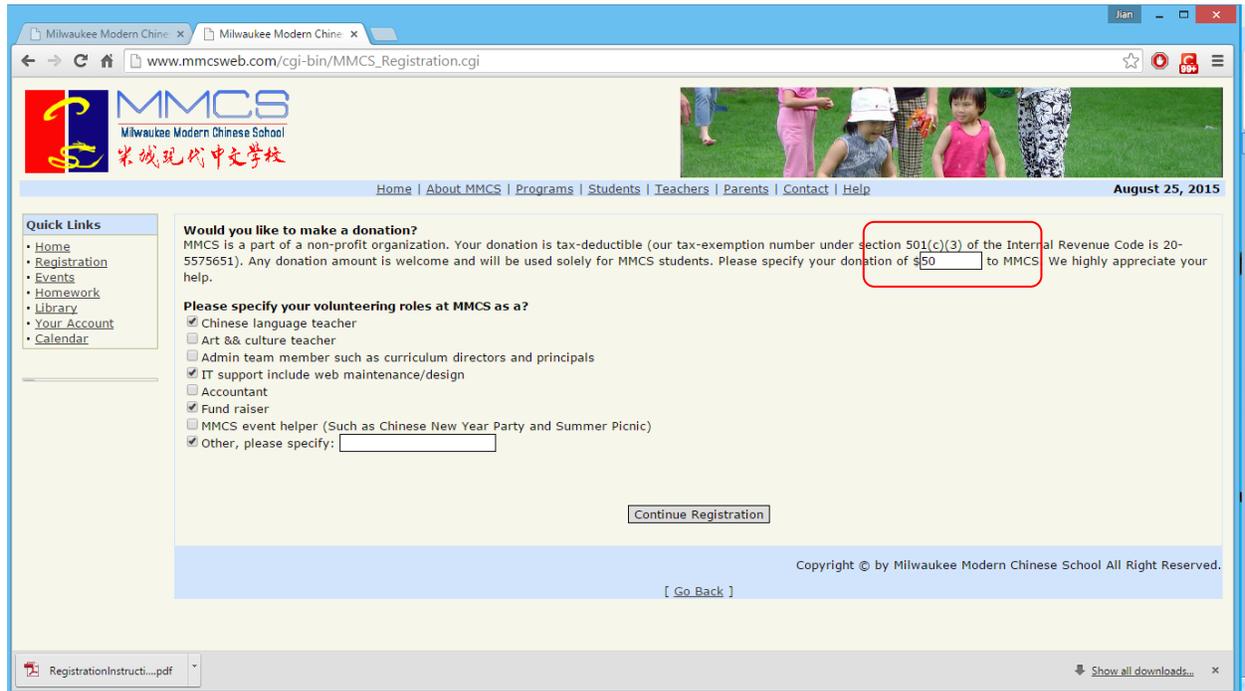
5. Read through the release form and click Agree and Continue Registration button. This page also show all students in your family, who have registered using this system.

通读并同意中文学校的条件。页面底部有你家今年已注册的学生。



6. On next page MMCS would like to know if you are willing to help out. You can select several items in the list. We may contact you when a position opens. You do not always have to say yes when that happens. Thank you. If you would like to donate to MMCS, please also specify the amount in the red circle. Thanks.

在注册前中文学校希望能得到您的帮助，请在下列选项中选择多个可能。届时校委会将与您沟通。若当时没空，您不会被强行征用。如果您有意愿捐款，请在红圈处填上数目。



7. On next page, you can input your child(ren)'s names, their language classes and extra-curricular classes. Please provide all information, including a Chinese name (your kids' teacher will ask them for their Chinese names, it is convenient to store one in the database). Please pick your classes at your best knowledge. We will ask you to come back on this page if you decide to switch classes. We do this because the teacher's pay and reimbursement cap are closely related to the number of students in the class. Please help the teachers. Thanks.

在下一页注册。所有学生都是新学生（重新设计数据库的不良后果）。请提供所有学生信息包括学生的中文名字。请尽量准确地选择课程。如若改动请回到此页更新。每个班级的学生数目与教师薪资及报销额度挂钩。



Tuition summary for school year 2015 - 2016

Item	Fees
Language class: K(A) (Ma Liping)	\$ 280
Language class: K(B) (Jinan)	\$ 280
Language class: 1(A) (Ma Liping)	\$ 280
Language class: 1(B) (Jinan)	\$ 280
Language class: 2A (Ma Liping)	\$ 280
Language class: 2B (Jinan)	\$ 280
Language class: 3A (Ma Liping)	\$ 280
Language class: 3B (Jinan)	\$ 280
Language class: 4A (Ma Liping)	\$ 280
Language class: 4C (Ma Liping)	\$ 280
Language class: 5A (Jinan)	\$ 280
Language class: 5B (Ma Liping)	\$ 280
Language class: 6A (Ma Liping)	\$ 280
Language class: 6B (Jinan)	\$ 280
Language class: 7A (Jinan)	\$ 280
Language class: 8A (Ma Liping)	\$ 280
Language class: 9 (Ma Liping)	\$ 280
Language class: 10 (Jinan)	\$ 280
Language class: 10-12 (AP)	\$ 100
Extra class: Advanced Art	\$ 100
Extra class: Basic Art	\$ 80
Extra class: Drawing class	\$ 80
Extra class: Dance I	\$ 80
Extra class: Dance II	\$ 100
Extra class: Basic Chess	\$ 80
Extra class: Er Hu I	\$ 50
Extra class: Go	\$ 80
Extra class: Kids Martial Arts	\$ 80
Extra class: Adult Taiji	\$ 80
Extra class: Aerobics	\$ 80
Extra class: Kids Zumba	\$ 80
Family security deposit	\$ 40
Additional student discount	\$ 20
Late fee if register later than 20150928	\$ 20
New student registration fee	\$ 0

陈颖
于灵
周良红
郭薇
顾熙亮
刘惠芳
刘俊丽
徐平
马玫
高玮
彭燕
杨显庆
冯黔华
雷云
姚平
杨芳
吴蕊
蒋楠
卢姗
Erik Johnson
Christian Sis
黄瑞萱
曹凯帝
周良红
H. Ercan Ornek
洪文洲
赵惠民
赵惠民
王平
Lydia Tai

This table is near final. Please see MMCS website for the correct information.

8. Click **invoice** button to generate your due payment summary. In the meantime the website will attempt to send you an email copy of the invoice. Please note that our web host allows only 150 emails sent from mmcsweb.com; hence the website will rigorously control the number of emails going out. Please also make sure to check your spam folder for the invoice.

点击 Invoice 查看您该缴纳的费用（中文学校一学年只收一次学费）。同时系统会发一封邮件到您的注册邮箱。如果您没有收到这封邮件请检查你的垃圾邮件文件夹。

You can enroll register new student or enroll classes. Please return to [Registration page](#) or click **invoice** button for the amount due.

Student ID	First Name	Last Name	Chinese Name	Class	Extra Class	Action
Student ID				none	none	Enroll New
00295	Helena	Zhao	赵文蓉	6A (Ma Liping)	Kids Zumba	
00296	Ariana	Zhao	赵文远	3A (Ma Liping)	Drawing class	
00297	Jian	Zhao	赵健	none	Adult Taiji	

Show and e-mail me the invoice

Tuition summary for school year 2015 - 2016

Item	Fees
Language class: K(A) (Ma Liping)	\$ 280
Language class: K(B) (Jinan)	\$ 280
Language class: 1(A) (Ma Liping)	\$ 280
Language class: 1(B) (Jinan)	\$ 280

9. The invoice looks like the following image. Please let us know if you have questions on the fees and tuitions. You may also print this screen and bring it with your payment.

您该缴纳的费用（中文学校一学年只收一次学费）在下面图片中演示。若有疑问，请向校委会查询。打印着页并将打印页带到缴费处。

Thank you for selecting MMCS for your kids' Chinese language/culture education.

Our record shows that you have following registration items. Click [Go Back](#) to modify your registration. Click [Print](#) to save the record for your reference.

Name	Description	Fees
Zhao Helena	6A (Ma Liping)	\$280
Zhao Helena	Kids Zumba	\$80
Zhao Helena	New registration	\$0
Zhao Ariana	3A (Ma Liping)	\$280
Zhao Ariana	Additional student discount	-\$20
Zhao Ariana	Drawing class	\$80
Zhao Ariana	New registration	\$0
Zhao Jian	Adult Taiji	\$80
Zhao Jian	New registration	\$0
Security deposit	Will be returned after parent duties	\$40
Donation		\$0
Total due	Make a check payable to MCCC	\$870

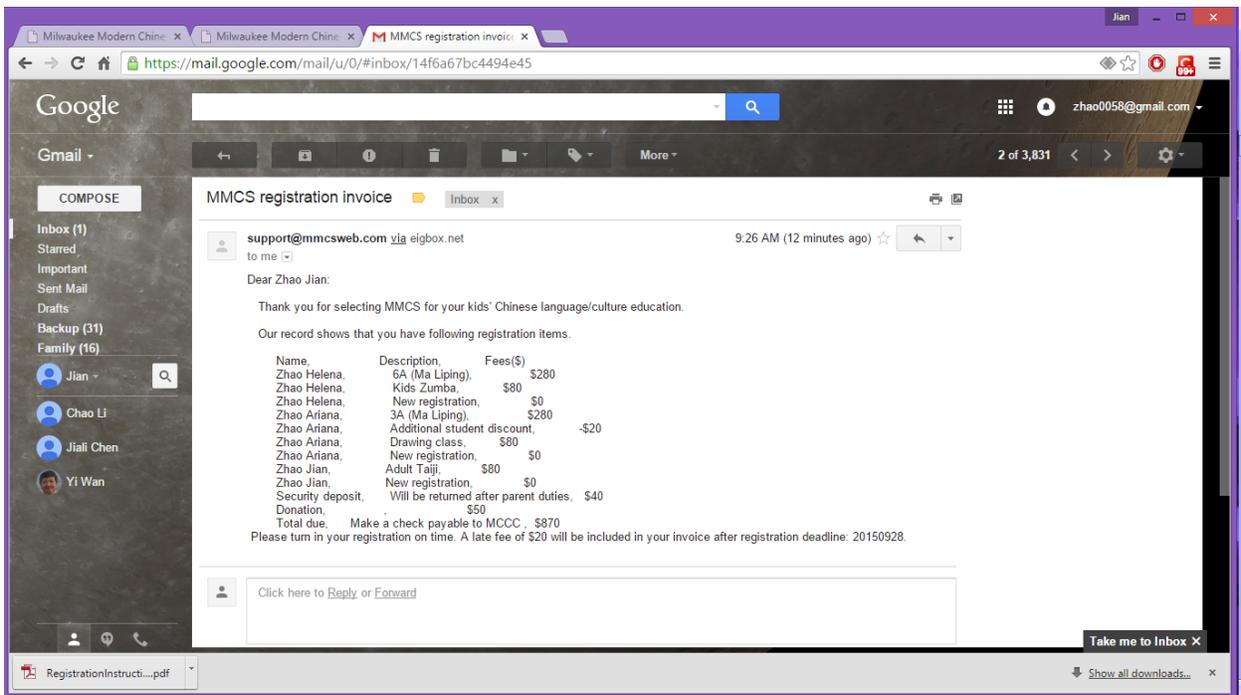
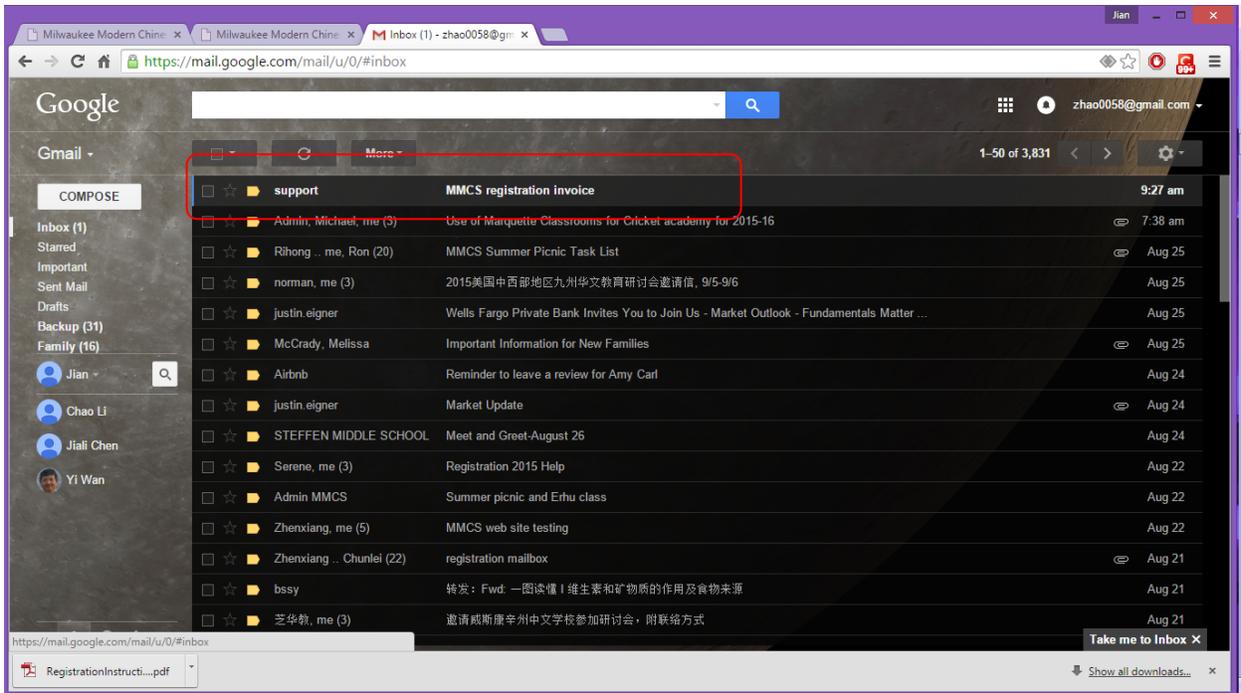
Please turn in your registration on time. A late fee of \$20 will be included in your invoice after registration deadline: 20150928.

If you have not already done so, please use following link [Emergency Contact Form](#) to update the information.

Please also review the [New MMCS Student Guide](#) for MMCS parents/students.

Copyright © by Milwaukee Modern Chinese School All Right Reserved.

[Go Back]



10. Fill in the Emergency Contact form by clicking the link. All students need one on file.
填写应急联系信息。点击 Emergency Contact form. 所有学生均需一份在册。

The screenshot shows the MMCS Registration page. A table lists registration items and fees. A red box highlights the link to the Emergency Contact Form.

Name	Description	Fees
Zhao Helena	6A (Ma Liping)	\$280
Zhao Helena	Kids Zumba	\$80
Zhao Helena	New registration	\$0
Zhao Ariana	3A (Ma Liping)	\$280
Zhao Ariana	Additional student discount	-\$20
Zhao Ariana	Drawing class	\$80
Zhao Ariana	New registration	\$0
Zhao Jian	Adult Taiji	\$80
Zhao Jian	New registration	\$0
Security deposit	Will be returned after parent duties	\$40
Donation		\$0
Total due	Make a check payable to MCCC	\$870

Please turn in your registration on time. A late fee of \$20 will be included in your invoice after registration deadline: 20150928.

If you have not already done so, please use following link [Emergency Contact Form](#) to update the information.

Please also review the [New MMCS Student Guide](#) for MMCS parents/students.

11. This page shows the emergency form on file. Click the link to open the form in a .pdf. You can save the pdf file and fill in using any pdf editing tools. Make sure to sign the document.
应急联系信息如下图演示。

The screenshot shows the MMCS Upload page. A table lists students and links to view their emergency contact forms. A red box highlights the text 'Please review and fill in Emergency Contact form for each student and submit it to MMCS via link below.' and the 'View' links in the table.

Student ID	Student Name	Emergency Contact Form
00295	Helena Zhao	View
00296	Ariana Zhao	View
00297	Jian Zhao	

Choose student: 00296:Ariana Zhao

Upload Filled in Emergency Contact Form: No file chosen

12. Close your browser to exit the registration system.
关闭浏览器退出注册。