



# REGISTRATION GUIDE FOR PARENTS

ICBC Weekend Islamic School

## BROWSE TO ICBC Weekend Islamic School WEBSITE

- Open a browser (Chrome, Safari, Explorer, Firefox etc.) and type: <https://wis.icbrushycreek.org>

Step

1



https://wis.icbrushycreek.org|



## ICBC Weekend School

Sign in to start your session

Email




Password



Remember Me

Sign In

- OR -

 Sign in with Google

[I forgot my password](#)

[Create a new Account](#)

Designed & Developed by IQRA-SmartSchool

Please send questions and issues  
to [education@icbrushycreek.org](mailto:education@icbrushycreek.org)

Step

2

## Create a new account or Login to Existing Account for Registration

- Click a button “Create a new Account”
- All New families will be required to create a new account and provide all the information.
- Returning families login with existing username and password

Existing families use username/password to login to start the registration

Click here for account creating

ISLAMIC CENTER OF BRUSHY CREEK

### ICBC Weekend School

Sign in to start your session

Email

Password

Remember Me

- OR -

[I forgot my password](#)  
[Create a new Account](#)

Designed & Developed by IQRA-SmartSchool

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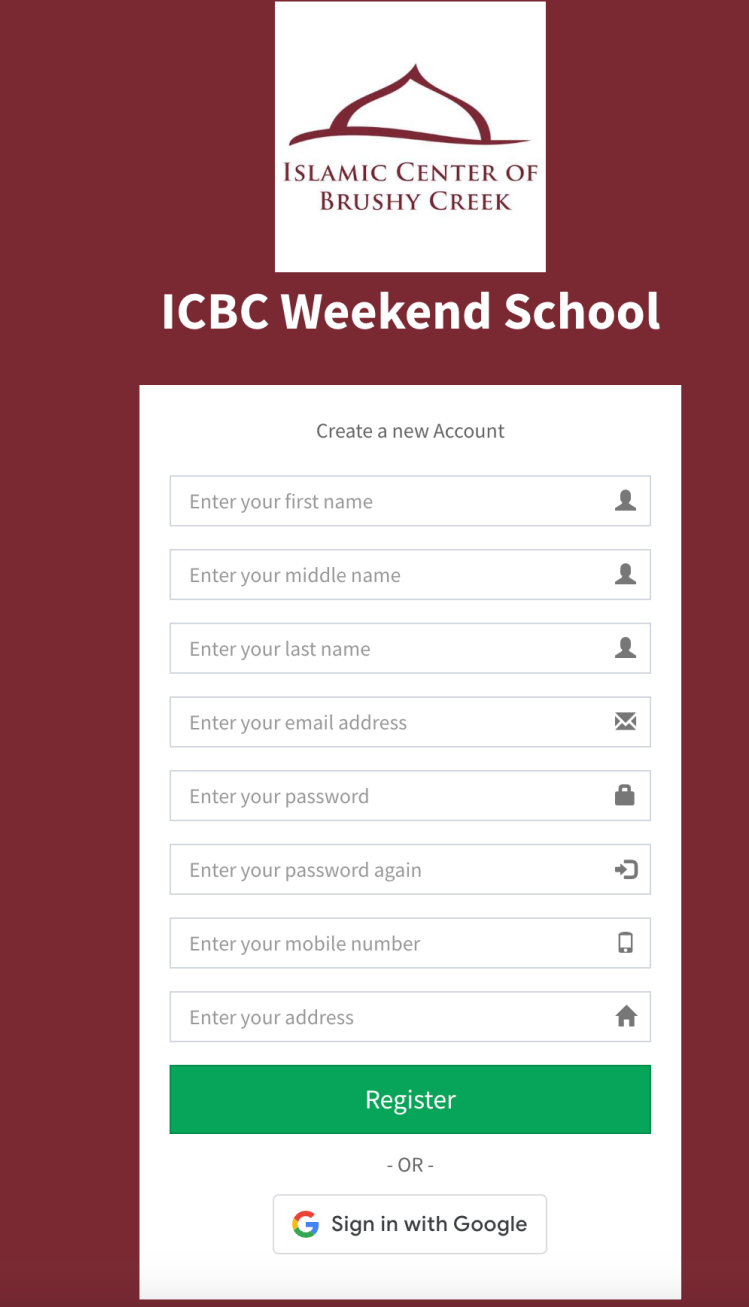
## Step 2

### Create a new account

- Fill out all the fields and create a new account for your family.

Please send questions and issues to [education@icbrushycreek.org](mailto:education@icbrushycreek.org)

This Step for New ICBC Weekend School Families





The screenshot shows the registration page for the Islamic Center of Brushy Creek (ICBC) Weekend School. At the top, there is a logo for the Islamic Center of Brushy Creek, featuring a stylized archway. Below the logo, the text "ICBC Weekend School" is displayed in a large, bold font. The main content area is titled "Create a new Account" and contains several input fields for user information, each with a corresponding icon: a person icon for first, middle, and last names; an envelope icon for email address; a padlock icon for password; a double arrow icon for password confirmation; a mobile phone icon for mobile number; and a house icon for address. A green "Register" button is positioned below the input fields. Below the button, the text "- OR -" is displayed, followed by a "Sign in with Google" button featuring the Google logo.


ISLAMIC CENTER OF BRUSHY CREEK


### ICBC Weekend School


Create a new Account


Enter your first name 


Enter your middle name 


Enter your last name 

Enter your email address 

Enter your password 


Enter your password again 

Enter your mobile number 

Enter your address 

Register

- OR -

 Sign in with Google

## Account Verification Email

- Once you filled out the information you will receive an email from

ICBC Weekend Islamic School Admin Team  
<no-reply@wis.icbrushycreek.org>

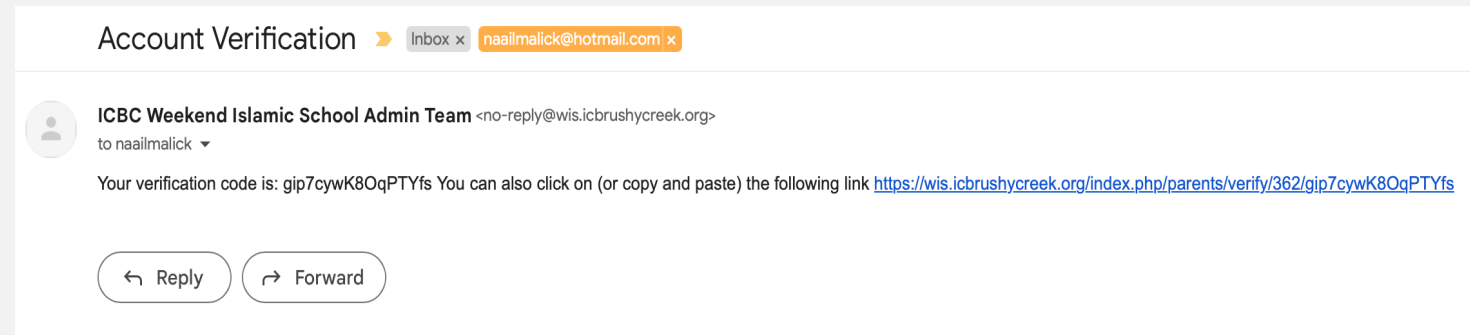
with a verification code.

Please check **JUNK/SPAM Folder** if you do not receive an email

Step

3

This Step for New ICBC Weekend School Families



Note: Please check Junk or Spam mailbox as well for Verification Code

Please send questions and issues  
to **education@icbrushycreek.org**

## Verifying your Account

Please enter the verification code to continue.

Step

3

This Step for New ICBC Weekend School Families

### ICBC Weekend School

#### Verify Your Account

Verification Email Send Successfully! Check your email and enter the verification code.

Verification Code \*

Note: Please also check your Junk or Spam mail box for verification code.

[Verify Account](#) [Resend Verification Email](#)

[← Back to Homepage](#)

Please send questions and issues to [education@icbrushycreek.org](mailto:education@icbrushycreek.org)

## LOGIN WITH YOUR EMAIL ADDRESS

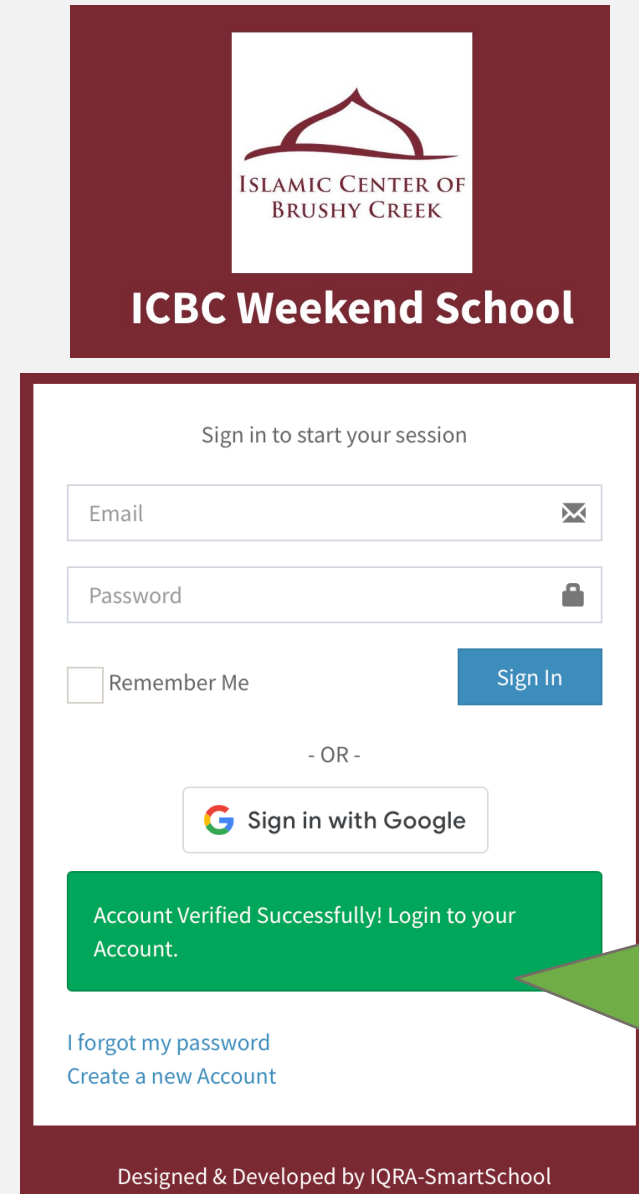
- Now enter your email address and password to login to the website.
- Click “ I forgot my password” if you need to reset your password

Please send questions and issues to [education@icbrushycreek.org](mailto:education@icbrushycreek.org)

Step

4

Important Step for New and Existing Family – Login to Parent Portal to start the registration



The screenshot displays the login interface for ICBC Weekend School. At the top, the school's logo and name are shown. Below this is a sign-in form with fields for 'Email' and 'Password', a 'Remember Me' checkbox, and a 'Sign In' button. A 'Sign in with Google' button is also present. A green message box at the bottom of the form reads: 'Account Verified Successfully! Login to your Account.' Below the message are links for 'I forgot my password' and 'Create a new Account'. The footer of the page states 'Designed & Developed by IQRA-SmartSchool'.

After your identity has been confirmed, you will be allowed to login to the website





**START REGISTRATION**





**CREATE Parent PROFILE**

# UPDATE PARENT PROFILE

- Please make sure to fill in all mandatory sections that are denoted with an Asterix (\*).
- Emergency contact needs to be someone not living in the same house as the child(ren).
- If all the mandatory fields are not filled in, you will get a pop-up box with an error reminding you to fill in missed fields

Please send questions and issues to [education@icbrushycreek.org](mailto:education@icbrushycreek.org)

ICBC Weekend School

Registration

PARENT PROFILE SELECT STUDENT PAYMENT REVIEW PAYMENT OPTIONS VOLUNTEER SIGNUP FINISHED

### Profile Information

Note: This page is for parent information and must be filled out by an adult.

**Primary Account Information**

First Name \* Ahmed Naail Middle Name Last Name \* Abeer Cell Phone Number \* (408) 572-9242

Home Phone Number Email Address \* naailmullick@gmail.com Occupation Relationship to Students \* Select an Option

**Secondary Information**

First Name Middle Name Last Name Cell Phone Number

Home Phone Number Email Occupation Relationship to Students \* Select an Option

**Home Address Information**

Street Address \* 1305 Sibley Way City \* State \* Zip \*

Student Lives With \* Select an Option

**Emergency Information**

Name \* Contact No. \* Relation with Student \*

**Medical Information**

Doctor's Name Contact No. Medical Plan.

Next

When done, click here

Emergency contact needs to be someone not living in the same house





**ADD STUDENT**

## ADDING STUDENT SECTION

- In this section add all the students/children in your family.

Registration

✓ PARENT PROFILE   ● SELECT STUDENT   PAYMENT REVIEW   PAYMENT OPTIONS   VOLUNTEER SIGNUP   FINISHED

### Select Student

+ Add Student

Returning Student

No Student Found!

New Student

No Student Found! [+ Click Here](#) to add Student

← Back   Next →

If a child(ren) in your family does not show up on the page, click this button to add the child to the IS CJ registration

Please send questions and issues to [education@icbrushycreek.org](mailto:education@icbrushycreek.org)

## ADD A CHILD

- Once you clicked on add a child button, please make sure to add all the details for your child in the window

Please send questions and issues to [education@icbrushycreek.org](mailto:education@icbrushycreek.org)

### Add New Student ✕

**First Name \***

**Middle Name**

**Last Name \***

**Gender \***

**Date of Birth format MM-DD-YYYY \***

**Student upto date with State Required Immunization**

**Student Food Allergies**

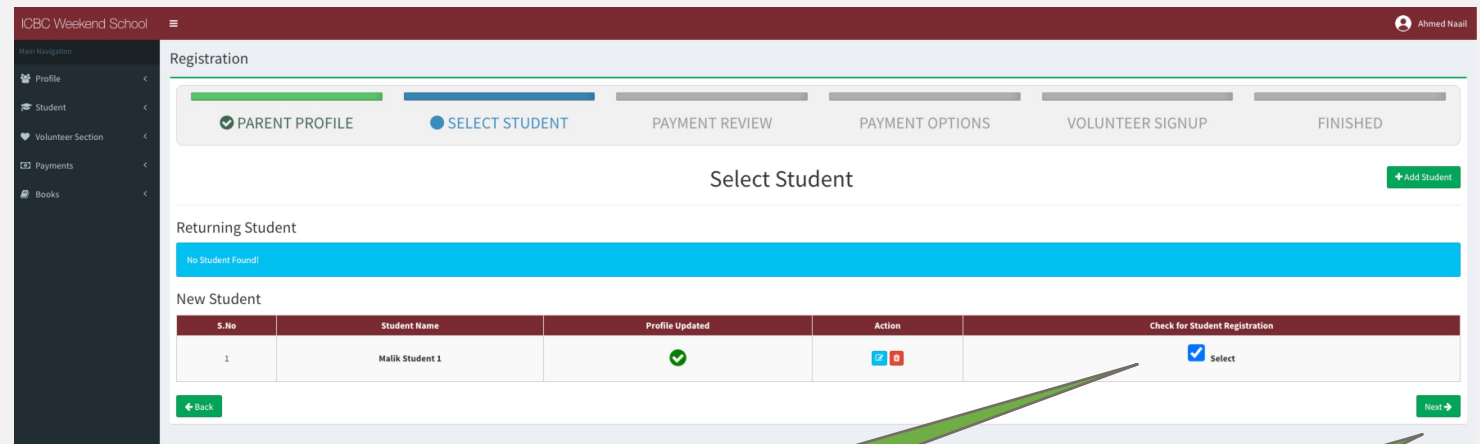
**Any Medical Condition**

Note: If Yes please provide details otherwise leave it blank.



# SELECT STUDENT SECTION

- Once you see all the children in your family are added, select the checkbox at the end of the child's name who will be attending ICBC Weekend School in the upcoming School year.
- Once ready to proceed, click the next button



Click this checkbox if you are registering your child in ICBC Weekend School

When all children are added, click the next button

Please send questions and issues to [education@icbrushycreek.org](mailto:education@icbrushycreek.org)

## TERMS AND CONDITIONS

- You MUST click the checkbox to accept the TERMS & Conditions for registering your child for the Weekend School
- Then click the “Continue” Button

Please send questions and issues to [education@icbrushycreek.org](mailto:education@icbrushycreek.org)

### Terms & Conditions

1. I, the undersigned, warrant that I am in good physical condition and have no disability, impairment or ailment that would be adversely affected by participating in an active or passive physical conditioning program, whether supervised or unsupervised, or by use of ICBC facilities, equipment or services.
2. Further, I agree to indemnify, hold harmless and defend the ICBC, its Executive Board, administration, and Shura Council, the program instructor(s), individual members & volunteers, and all of its officials, employees, members and agents, for any loss, cost, damage, claim or other expense suffered or incurred that may arise during or be caused in any way by program activities or use or occupancy of ICBC property, including any loss or injury of any kind alleged to be the result of any negligence by ICBC, ICBC administration, instructor(s), individual members and volunteers.
3. I acknowledge this is a service provided by ICBC to the community and as such I assume full responsibility for any injuries or damages which may occur in, on, or about the premises of ICBC, or arising out of its activities, wherever it may be, including transportation to and from ICBC and its activities. I further grant permission to ICBC administration, instructor(s) or individual members and volunteers to provide emergency first aid and/or hospitalization in case of injury or illness as deemed appropriate by ICBC. Any medical expenses incurred for medical treatment shall be my responsibility.

I have read and agree to the above Terms and Conditions.

Must be checked before proceeding

Close

Continue →

Click the continue button when ready to proceed

# REVIEW PAYMENT

- Review the payment being charged
- Click “Proceed to Payment” to continue

Registration

✓ PARENT PROFILE   ✓ SELECT STUDENT   ● PAYMENT REVIEW   PAYMENT OPTIONS   VOLUNTEER SIGNUP   FINISHED

Select Payment Option:

- Full Payment
- Monthly Subscription

Review Payment

Select Payment Options \*

✓ Full Payment  
Monthly

S.No	Type	Amount	Months	Total
1.	Tuition Fee 1 Child	\$ 65.00	9	\$ 617.50

If you have any questions or concerns please feel free to contact [education@icbrushycreek.org](mailto:education@icbrushycreek.org)

**Total Amount : 617.50**

← Back   Proceed to Payment →

Click this button  
when ready to pay

Please send questions and issues  
to [education@icbrushycreek.org](mailto:education@icbrushycreek.org)



**PAYMENT**

# Step

9

## SELECT PAYMENT METHOD

- Enrollment is only completed for Check or Cash option when ICBC Weekend School Admin confirm the receipt of the Cash or Check.
- If you select Cash or Check option and later you want to change it to Credit Card, please contact [education@icbrushycreek.org](mailto:education@icbrushycreek.org)
- Monthly subscription plans can only be paid via credit card or PayPal account.
- Once payment is made, you need to click "Next" to proceed.

Please send questions and issues to [education@icbrushycreek.org](mailto:education@icbrushycreek.org)

Registration

✓ PARENT PROFILE

✓ SELECT STUDENT

✓ PAYMENT REVIEW

● PAYMENT OPTIONS

VOLUNTEER SIGNUP

FINISHED

### Payment Options

For Paypal or Debit or Credit Card payment option, the amount will be deducted automatically on monthly basis.

Cash or Check

PayPal

Debit or Credit Card

Powered by PayPal

Refresh

← Back

Select an option and Pay

Registration

✓ UPDATE PROFILE

✓ SELECT STUDENT

✓ PAYMENT REVIEW

● PAYMENT OPTIONS

VOLUNTEER SIGNUP

FINISHED

### Payment Options



Payment successful

Your Payment was successful! You can now continue to Registration.

Your Order No. 03D06730L98228400

Your Payment Reference No. 479958932P133013Y

Next →

When payment completed, click here to proceed



# SIGN-UP FOR VOLUNTEER HOURS

- Every Family Need to Sign-up Volunteer for 12 Hours
- School Setup 1 HR is must required for each family
- "Finish" Button will Appear only when family sign-up for 12 hours and required duties

The screenshot shows a web interface for 'Registration' with a progress bar at the top: PARENT PROFILE (checked), STUDENT (checked), PAYMENT REVIEW (checked), PAYMENT OPTIONS (checked), VOLUNTEER SIGNUP (active), and FINISHED (disabled). The main heading is 'REGISTRATION PENDING School Volunteer Sign-up (Mandatory)'. A red banner contains the note: 'Note: "Finish" Button will appear when you sign up for required 2 volunteer hours and fulfill the individual duties required hrs.' Below this are dropdown menus for 'Select Duty', 'Select Date', and 'Assign to?'. A 'Sign Up' button is visible. On the left, three hour summary bars are shown: '2 hrs My Volunteer Hours - (required min 2 hrs)' in blue, '0 hrs Total Completed Hours' in green, and '0 hrs / 0 hrs Total Absent / Excused Hours' in red. On the right, a table lists duties: School Setup (09:00 - 10:50, 1 hrs / 1 hrs), Snack Distribution (12:00 - 01:00, 0 hrs / 0 hrs), Tear Down (01:30 - 02:30, 1 hrs / 0 hrs), and Security (12:00 - 01:00, 0 hrs / 0 hrs). Below the table is a list of entries with columns for S.No, Duty Name, Duty Date, Duty hrs, Assign to, Signin Time, Comment, and Reschedule. A 'Finish' button is at the bottom right. Three green callout boxes provide instructions: 'Select an option to Sign-up for Volunteer Hours' points to the duty dropdown; 'This Section Should be Green before you can Proceed' points to the green hour bar; and 'The "Finish" button will appear automatically when the required conditions are met.' points to the 'Finish' button.

Please send questions and issues to [education@icbrushycreek.org](mailto:education@icbrushycreek.org)

# REGISTRATION AND ENROLLMENT COMPLETE

- Jazakallah Khair and Thank you for Registering at ICBC Weekend Islamic School
- Students Classes will be assigned by School Admin after Registration is done.


Step

11

Registration

✓ UPDATE PROFILE   ✓ SELECT STUDENT   ✓ PAYMENT REVIEW   ✓ PAYMENT OPTIONS   ✓ VOLUNTEER SIGNUP   ● FINISHED

Finished



Registration Successful

← Go to Dashboard

Click on Dashboard to see Child(ren) on Dashboard

Please send questions and issues to [education@icbrushycreek.org](mailto:education@icbrushycreek.org)

# FAQs

- **Is there any Sibling Discount?**

Yes, 10% Sibling discount for 2 or more kids.

- **I signed up for 4 hours of volunteer, but it does not show the finish button.**

1-Hour School Setup minimum volunteer is mandatory, and Parents can pick up 3 hours from any duty. The finish Button (Big Green Bar) will appear automatically at the bottom once the conditions of the 4 Volunteers hours are met.

- **Volunteer School Setup is showing from 9 am to 10:50 am CST. Does it still count as one hour?**

Each Duty will be counted as 1 hour. There are different Sign-in Times for each Duty. 9 am to 10:50 am is the Sign-in time for School Setup duty which will be adjusted later

# FAQs

- **Can I sign-up for all volunteer duties in a single day?**

Yes, you can. 1-hour school setup duty is required, and the rest parents can pick up any duty any day, including all duties on the same day.

- **I registered my kids but am still getting an Incomplete Registration Email.**

Sunday School Registration requires each parent to complete all the steps, including the Volunteer Hours. Any Parent Sign-out before finishing all the steps will receive an incomplete registration email as a reminder to complete the registration.

- **System does not take me beyond terms and conditions agreement. ?**

Please click on the checkbox to agree at the bottom of terms and condition page and click “Next” to continue the registration.