

This sheet gives you brief instructions on using the BES Online CRP system. If you have any queries, please E-Mail schooladmissions@borehamwoodshul.org. Please note the Shul office cannot deal with enquiries by phone or on any other E-Mail address.

Registering for the system – a one-off process

- Go to <http://www.borehamwoodshul.org/crp>.
- Click on “click here to register”.
- Enter YOUR name, E-Mail, contact details etc and press “Register”.
- Wait for the E-Mail to arrive.
- When the E-Mail arrives, click on the link in it to go back to the CRP website.
- Enter a password twice and click “Set Password”.
- You will be taken into the online CRP system.

Logging into the system

- Go to <http://www.borehamwoodshul.org/crp>.
- Click on “click here to login”.
- Enter your E-Mail address and password (as set above) and click “Login”.
- Or, click on the link in the E-Mail you received originally again.

Forgotten password?

- Go to <http://www.borehamwoodshul.org/crp>.
- Click on “click here to login”.
- Enter your E-Mail address in the lower box and click “Send Password”.
- An E-Mail will be sent to you with your password.

Adding Children

- Log in as above.
- Click “Add a child”.
- Enter all the requested information (which can't be changed once saved) and press “Add Child”.

Remember the deadline for adding children is normally 10.00am on the Wednesday before the first Shabbat you want to attend. If you miss this, you may not have a card the next Shabbat but will do for subsequent weeks. In rare cases (eg midweek Yom Tov) the deadline will be brought forward – information on this will be on the website.

Viewing Attendance Records

- Log in as above.
- Click on the “View” button corresponding to the child whose record you want to see.

Deleting a child from the system

- Only available before any attendances are recorded.
- Log in as above.
- Click on the “Delete” button corresponding to the child whose record you want to delete.
- Click on “Confirm Deletion”.

Requesting Letters

- Log in as above.
- Click on “Request Letters”.
- For each child, enter the number of letters you want.
- Click “Request Letters”.
- You can request up to 9 letters per child. You cannot request letters for children with no attendances recorded.
- You will receive an E-Mail when the letters are printed. You can also return to the “Request Letters” page to check.
- Letters need to be collected from the Shul office during its normal opening hours.

Editing your contact details

- Log in as above.
- Click on “Edit my details”.
- Make any changes you want. If you want to change your password, enter your new password in both boxes.
- Click on “Save Changes”.

CRP at Yavneh

- Everybody will always have a card at Croxdale Road.
- If you want a card at Yavneh, you must log in to the system and click “CRP at Yavneh” and change the option “I would like cards at Yavneh” to “Yes”.
- Again this change must be made by the weekly deadline, but it only needs to be made once.

CRP Desk Rota

- We need a large number of people to volunteer to run the CRP desk on both sites and appreciate your co-operation.
- Please log in to the system and select “Sign up for the CRP desk rota”.
- Decide on the week and site you want to do and select “Book this date”.
- You will be sent a confirmation E-Mail with instructions on running the CRP desk.
- You will be sent a further reminder a few days before your date.
- If you then cannot do your date, please E-Mail schooladmissions@borehamwoodshul.org as early as possible to let us know.
- **If nobody has signed up for the CRP desk by Shabbat, then there will be no CRP.**