

**Borehamwood and Elstree Synagogue
Certificate of Religious Practice 2010
For School Admissions Autumn 2011
Online Quick Reference Sheet**



**Borehamwood and Elstree
Synagogue**

This sheet gives you very brief instructions on using the system. You can also download much more detailed instructions with screenshots etc from the website.

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”.

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 can return to the “Request Letters” page to see if they have been processed yet, so you know when to go to the Shul office to pick them up.

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”.