

Lilburn Tamil School On-line Registration Instruction

Returning Parents Adding a New Student

1. Go to CTA website (www.catamilacademy.org) and click "Members Login", in the top right. Use your existing "User Email" and "Password" that you have registered with CTA to Login.

The screenshot shows a login form titled "CTA - Login (Existing users/Students)". It has two input fields: "User Email" and "Password", both with red asterisks indicating they are required. Below the fields is a "Login" button.

2. Go to Parent Access → Child Registration

Select "New Student Registration"

The screenshot shows a form titled "Existing Student Details". It has a "Student Detail" field with a dropdown menu labeled "Select Student". Below this field is an "Or" label and a "New Student Registration" link. At the bottom of the form is a "Cancel" button.

All your parent information should have been auto filled. But you need to add info for the new child that you are trying to add. There are some optional fields, but you must at least add the mandatory fields (marked with an *), which are: a) First name of child b) Last name c) Which Branch d) Gender of child e) Date of birth (Click on the calendar next to it - select month, year & date) f) Birth place g) Doctor's name h) Doctor's phone number i) EC1 (Emergency Contact 1) name j) EC1 phone number and k) Grade.

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When selecting "Grade", you can click the "?" to know what skill levels are needed for each grade. Using this as a reference and the age of the child, select a 'Grade' that you think will be appropriate for your child. All new kids who are not assigned to either "Preschool" or "Basic-1" will be evaluated by CTA, before being placed in that "Grade" recommended

Fill in/Update the required details. Choose the **School Site** as "GATS - Lilburn Tamil School".

School Site	Select School <input type="text" value="Select School"/> *
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For "TVU Grade ", DO NOT select anything.

TVU Grade	Select Grade <input type="text" value="Select Grade"/>
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Note: Not Tamil School (State, Type, City & School Name) .

For Public School State → USA - GA - Georgia

For **Public School Type** → Choose accordingly.

For **Public School City** → Choose accordingly, if not listed then Choose "Other"

For **others (city)** → Type in your child public school city.

For **Public School Name** → Choose the Public School that your child Attends

For **Others (school)** → Enter your child's school name (not Tamil School name). Those who **DO NOT** see their Public School City and Name, Select "Others" and enter the City and Name in Others (City) and Others (School).

Public School Details			
Public School State	USA - GA - Georgia *	Public School Type	Select School Type *
Public School City	Select City *	Others (City)	<input type="text"/>
Public School Name	Select School *	Others (School)	<input type="text"/>

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3. Verify all information (contact information in particular), and Click "Submit".
4. In "Volunteer Help" page, fill in appropriately and click "Submit".
5. In "Rules & Regulation" page

Scroll down to the end

Enter "parent/guardian" full **name as in the registration** main page.
6. In "Payment Details" page, select "pay in-person" and Choose "Submit" button.
7. Congratulations, you have completed your registration process. You will receive an e-mail about on-line registration

Print this document and bring it to Open House.

8. If you want register another child. Please select "Yes" otherwise close your browser.