

# 2014

Almadina Language Charter  
Academy

Family Zone Reference

**[ SECURE ZONE WWW.ESLALMADINA.COM ]**

The Family Zone was launched on March 17, 2014 to all families of Westmount Charter School. This reference is mainly to help new users quickly see the steps to perform simple tasks. It is meant as a quick reference and is not a complete authority on the functionality of the Family Zone Area.

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## Security

The Family Zone of the Almadina Language Charter Academy website is designed to allow for administrative functions required by parents. The site holds information we need to work with students. The information is in a highly secure building and governed by our privacy policy which can be read online at:

<http://www.eslalmadina.com/privacy.asp>

## Registering

The following screen shots explain the registration process:

ALMADINA LANGUAGE CHARTER ACADEMY  
*Read and Write, Reach the Height*

Almadina Board Office  
#210 - 1329 54 Street SE  
Calgary, AB Canada T2B 1N5

Main Almadina Site Print Login

**Welcome**  
Login

Please choose a login option:

- FAMILY
  - ◊ [Login as a FAMILY](#)
  - ◊ [NO USERNAME/PASSWORD? CLICK HERE!](#)
- Not sure what to do?
  - ◊ Not yet registered to use this site?  
Click [here](#) to register, or click [here](#) for full instructions.
- WAITLIST
  - ◊ [Login as WAITLIST family](#)
  - ◊ [NO USERNAME/PASSWORD? CLICK HERE!](#)
- Not sure what to do?
  - ◊ Not yet registered to use this site?  
Click [here](#) to register
- ADMINISTRATOR
  - ◊ [Login as STAFF](#)

Choose "Click here to register"

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# ALMADINA LANGUAGE CHARTER ACADEMY

Read and Write, Reach the Height

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Main Almadina Site | Print | Login



## Waitlist Registration

Step 1 of 2

Let's make sure that you aren't already in the system! Please provide the following:

Student Last Name:  \*2

Family Email Address:  \*2

Family Postal Code:  \*2

Family Home Phone:  \*2

If you have any questions, please contact your [desired school](#).

Enter the requested information. You only need to do this for one of your children if you have more than one student.

Click "Proceed to Step 2 >" when done.

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## Waitlist Registration

Step 2 of 2

You are able to proceed with creating a username and password.

Your username will be your email address. You must now create a password.

Passwords must:

- Be a minimum of 6 characters long
- Contain 1 lower case letter
- Contain 1 UPPER case letter
- Contain 1 number
- Contain 1 special letter like \$%^&#@!\*()+-
- NOT contain a sequence of number longer than 3

Student Last Name:  2

Family Email Address:  2

Family Postal Code:  2

Family Home Phone:  2

Family Password:  \*

Confirm Family Password:  \*

If you have any questions, please contact your [desired school](#).

Enter an email address where we can send your password if you forget it! Then enter the password you will use as a family (you can change it later).

Click "Create Account" when done.



## Password Retrieval

The following screen shot explains how to retrieve your password:

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Almadina Board Office  
#210 - 1525 54 Street SE  
Calgary, AB Canada T2B 1N5

Main Almadina Site Print Login

### Family Login

**NOTE: WAIT LIST LOGON** [CLICK HERE](#)

Please provide your login details.

Username:  
(usually your email address)

Password:

Login

[Forgot your password?](#)

[Not registered? Register NOW!](#)

Choose "Forgot your password"

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Calgary, AB Canada T2B 1N6

[Main Almadina Site](#) [Print](#) [Login](#)



## Password Retrieval

Please provide your email address below - you must provide the email address you registered with.

Email:

Login Type:

Enter the email you registered with and click "Request".

An email will be sent with your password

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## Password Change

The following screen shot explains how to change your password:

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*Read and Write, Reach the Height*

Almadina Board Office  
 #210 - 1629 54 Street SE  
 Calgary, AB Canada T2B 1N5

Main Almadina Site | Print | Logout

Enter your existing password and then enter your new password twice.  
 Click "Change"

### Password Change

Passwords must:

- Be a minimum of 6 characters long
- Contain 1 lower case letter
- Contain 1 UPPER case letter
- Contain 1 number
- Contain 1 special letter like \$%^&#@!\*()\*+-
- NOT contain a sequence of number longer than 3

Existing Family Password:

Family Password:

Confirm Family Password:

[Advice on choosing a password](#)

**Your 2014-2015 registration is complete!**

**Family Zone**

[Home](#)

[Password Change](#)

[Family Information](#)

[Student Information](#)

[Contact Information](#)

[Waitlist Student](#)

[Terms of Use](#)

Last Accepted: 3/10/2014

[Logout](#)

[Privacy Policy](#)

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## Information Review and Update

The following screen shots explains a basic information update (area marked with a \* must be completed before you are considered “registered”). On each of the Family, Student and Contact pages you will need to verify the accuracy of the information we have on file each year at registration time.

You will be shown the page where you must accept the Terms of Use. Click on the “Accept” button at the bottom of the page after reading through it

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Main Almadina Site Print Logout

**Terms of Use**  
Terms of Reference

Welcome to the ALCA Family Zone (the "FZ") of the ALCA website (the "Site"). Using the FZ is subject to your acceptance of this Terms of Service agreement (the "Agreement"). If you do not accept this Agreement, please do not use the FZ. Throughout the Agreement the terms "we", "our", or "us" refers to the Almadina Language Charter Academy, and "you" or "your" refers to you, the visitor to our FZ.

**Changes to this Agreement**

From time to time we may change the terms of this Agreement without prior notice. The current Agreement can be found at <http://fz.eslalmadina.com/termsfuse.asp> (you must log in to see this). By using the FZ after we have posted any revisions to this Agreement, you accept the Agreement as revised.

**Privacy**

We respect your privacy. Please review our [Privacy Policy](#) for a description of the information we collect and how we use it.

**Errors and Downtime**

Errors may appear from time to time on the Site and some information on the Site may be out of date. Before relying on information you've found on the Site, please confirm any facts that are important to your decision. You can contact us by accessing the [contact](#) page on our site. From time to time the Site may be inaccessible or inoperable for any reason, including, without limitation:

**STOP** Areas marked with "\*" (below) are required in order for registration to be completed for the coming year. YOU ARE NOT REGISTERED AT THIS POINT FOR THE COMING YEAR. Not intending to register student(s)? Click [here](#).

**Family Zone**

[Home](#)  
[Password Change](#)  
[Family Information](#) \*  
[Student Information](#) \*  
[Contact Information](#) \*  
[Waitlist Student](#)

[Logout](#)  
[Privacy Policy](#)

## Entering Family Information

Next you will be shown the family information we have on file. Make any changes required and click "Update". You will need to specify primary spoken language and specify at least one email address. You will also have to verify your address. You can enter address details in the textboxes and then click "Verify Address", once you find your address on the map, click on "Accept This Address":

### Family Information

It is your responsibility to ensure information is always up-to-date

Student Surname:

Apartment #:

House #:

Street Address:

City:

Postal Code:   
Format: T1T 1T1

Address Verified? ✗ Not Verified  
Not on map? Enter address manually and click here:

You must choose an address from box on the left that matches your home address. Then click on the "Accept this Address" link that appear in the "bubble" above where the address is marked on the map.

Map responded with: OK (The request did not encounter any errors)  
 Matches returned: 1

Apartment:

House: 160

Street: Castleridge Boulevard Northeast

City: Calgary

Postal:

Partial match: Yes

Address: 160 Castleridge Boulevard Northeast, Calgary, AB  
(Postal Codes don't match - you will be asked to verify which to use)

Accept this Address

Primary Language Spoken:

The addresses listed below are used to send email correspondence to your family from the school. You may leave one blank but you MUST provide at least one email address.

**"Annual Verification" of the above information is required.**

STOP Areas marked with "X" (below) are required in order for registration to be completed for the coming year. YOU ARE NOT REGISTERED AT THIS POINT FOR THE COMING YEAR! Not intending to register student(s)? Click [here](#).

Family Zone

[Home](#)

[Password Change](#)

[Family Information \\*](#)

[Student Information \\*](#)

[Contact Information \\*](#)

[Waitlist Student](#)

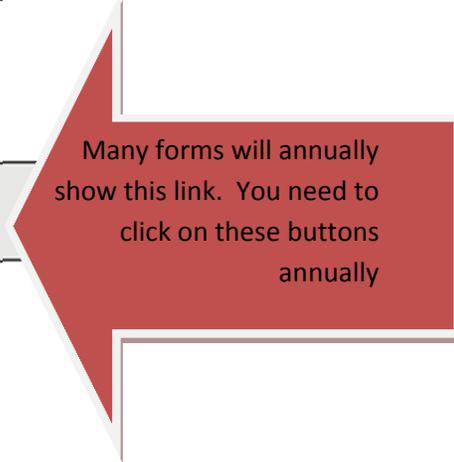
[Terms of Use](#)  
Last Accepted: 3/10/2014

[Logout](#)

[Privacy Policy](#)

3 Accept

Many forms will annually show this link. You need to click on these buttons annually



## Adding and Editing Students

Add student details and click “Create”. Later you can return to this page to make changes. You may add additional students by clicking on Add a Student. You will be moved to the contacts screen after entering your first student. You can return to this screen after you have added contacts to add additional Waitlist students.



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#### Waitlist Student(s) Detail

You have no students on the waitlist... add at least one student below.

Add a student

Last Name:

\* 2

First Name:

\* 2

Birthdate (YYYY-MM-DD):

\* 2

Student Gender:
 Male  Female
 \* 2

Student Currently in Grade:

\* 2

Expected Entry Grade:

\* 2

School year child will enter ALCA:

\* 2

Birth Country:

\* 2

Birth City:

\* 2

Date of Arrival In Canada:

\* 2

Does your child require transportation:
 Yes  No
 \* 2

May we access current school student records:
 Yes  No
 \* 2

Current School:

\* 2



Your 2014-2015 registration is complete!

Family Zone

- [Home](#)
- [Password Change](#)
- [Family Information](#)
- [Student Information](#)
- [Contact Information](#)
- [Waitlist Student](#)
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## Editing Contact Details

Add and then make any changes to any contacts in your family and click "Update" for each before making changes to other contacts.

### Contacts Details

It is your responsibility to ensure information is always up-to-date!

It is always a good idea to leave us with more than just parent contact information in the event of an emergency. We suggest you provide details for any parent(s) or guardian(s) and 1 emergency contact. If you have not already provided these, please [add](#) them below.

[Riad Abeid](#) | [Dua's AlRamahi](#) | [Muhammad Mazhar](#) | [Humaira Naz](#)

**Contact 1 - Riad Abeid** [ [DELETE THIS CONTACT](#) ]

First Name:  \*

Last Name:  \*

Resides with Student(s):  Yes  No

Contact Order:  1 ▼

What order should we call contacts in the event of an emergency (start with 1):

Relationship to Student(s):  Father ▼

Set Contact Address to the same as Family Address  
[5 Taralake View NE Calgary T3J0A5]

Business Phone:    
Format: (###) ###-####: If you are having trouble changing phone # - delete existing number and follow format exactly when re-entering example: (403) 111-1111\*

Home (Main) Phone:    
Format: (###) ###-####: If you are having trouble changing phone # - delete existing number and follow format exactly when re-entering example: (403) 111-1111

Cell Phone:    
Format: (###) ###-####: If you are having trouble changing phone # - delete existing number and follow format exactly when re-entering example: (403) 111-1111

Email:

Address Apartment Number:

Address House Number:  \*

Address Street:  \*

City:  \*

Postal Code:    
Format: T1T 1T1:

**STOP**

Areas marked with "\*" (below) are required in order for registration to be completed for the coming year. YOU ARE NOT REGISTERED AT THIS POINT FOR THE COMING YEAR! Not intending to register student(s)? Click [here](#)

**Family Zone**

[Home](#)

[Password Change](#)

[Family Information](#)

[Student Information](#)

[Contact Information](#) \*

[Waitlist Student](#)

[Terms of Use](#)

Last Accepted: 3/10/2014

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## Viewing Student Waitlist Status

You can view the status of all Waitlist Students in your family by clicking on the “Waitlist Family Summary” link (this link only shows once you have added waitlist students).



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Print
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#### Waitlist Overview

All children from your family that are currently on our waiting list are listed below.

**PLEASE NOTE: IF ANY OF THE DOCUMENT COLUMNS ARE MARKED WITH A RED "X" THEN YOU MUST STILL PROVIDE THIS DOCUMENTATION BEFORE YOUR CHILD WILL BE OFFERED A SPOT SHOULD A SPOT BECOME AVAILABLE.**

- Documents can be added by clicking on the "Edit" button.
- Each document type requires a separate upload... you can not combine documents into one file.

**Siblings have priority after registration, if there is space.  
Your wait list number may go up or down depending on spa**

Student	Enter Grade	Enter Year	Documents						Siblings at School	Priority Status	Rank
			Alberta Health Card	Birth Certificate	Canada Immigration Documents	Current Report Card	Immunization Record				
John Smith	1	2014/15	X <a href="#">Edit</a>	X <a href="#">Edit</a>	X <a href="#">Edit</a>	X <a href="#">Edit</a>	X <a href="#">Edit</a>	X <a href="#">Edit</a>	✓	X	1



Your 2014-2015 registration is complete!

Family Zone

[Home](#)  
[Password Change](#)  
[Family Information](#)  
[Student Information](#)  
[Contact Information](#)  
[Waitlist Student](#)  
[Waitlist Family Summary](#)

[Terms of Use](#)  
 Last Accessed: 3/10/2014  
[Logout](#)  
[Privacy Policy](#)

You can login and update information anytime by accessing this site (with the exception of student information which is locked).

If you have any questions, please contact your [desired school](#).

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## Adding Documents

You are responsible for adding all documentation required for your child to be considered for a position at the school. You can click on the “Edit” button beside each document type to upload a document to the system. Click on “Choose File” to locate the file you want to upload from your computer and then click on “Upload”.

**Upload Files**  
documents. You may be passed over if a spot becomes available but we have not received a copy of your Alberta health card, child's birth certificate, Canadian immigration documents, immunization record or report card. Please ensure that documents are uploaded in an image format (such as jpg, png, gif, bmp) format or a universal document format (such as pdf, doc, docx).

Choose Your File To Upload  
Choose File | No file chosen

Document Type:  
 Alberta Health Card  
 Birth Certificate  
 Canada Immigration Documents  
 Immunization Record  
 Report Card

Upload

## Removing or Uploading Additional Documents

You can add or remove documents for your student by clicking on the “Edit” button beside your child’s name. You are able to View and Remove documents from this same window.

Upload

Your File Uploaded Successfully at server as: auction8.png

File Name	File Type	Download	Remove
auction8.png	BIRTH CERTIFICATE	<a href="#">View</a>	