

## Re-enrollment in Blackbaud

It is an exciting new day at Westminster Christian Academy. We are thrilled to be implementing a robust system that will streamline all communication and processes between parents and the school. Our new system is called Blackbaud. Re-enrollment is the first step, but we will be adding features and processes all summer long and will keep you up to date with the new opportunities.

Below are the simple steps to re-enroll your children. Of course, with any new system you might run into errors or snags. Our Admissions staff is ready to answer your questions, but please be patient as we are learning, too! Don't fret! You will not be penalized if the system is not working correctly, or if we cannot resolve issues in a timely fashion.

All of your feedback is appreciated as we continue to make this process as smooth as possible for our current and incoming families!

### 1 Add these address to your contacts (safe senders)

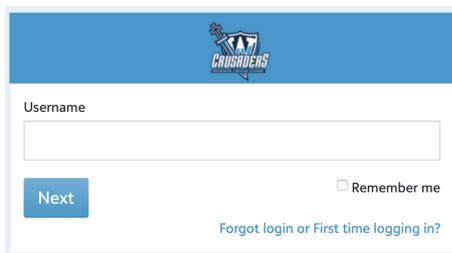
Please add these email addresses to your contacts, or follow your procedures to add them as safe senders. This way none of the emails we send through Blackbaud will go in spam or junk or get rejected.

- wcala@myschoolnotifications.com
- wcala@myschoolemails.com
- wcala@myschoolapp.com

### 2 Log into Blackbaud

[wcala.myschoolapp.com/app/](http://wcala.myschoolapp.com/app/)

If this is your first time logging in, select "Forgot login or First time logging in"



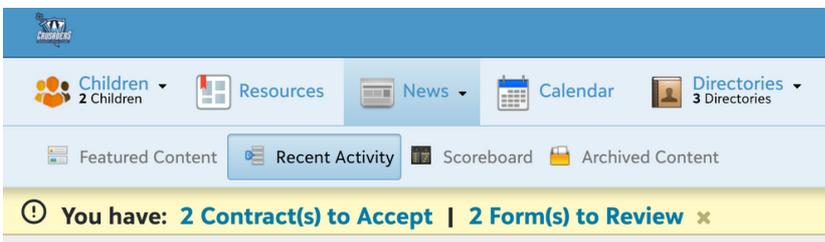
Then enter your email address and select "Username" and "Password". You will receive two separate emails to set your username and your password. Save these passwords as you will be using them often!

**If you do not receive the email in a timely fashion, chances are we have a different email in the database than the one you are trying to use. Please contact [cmcgee@wcala.org](mailto:cmcgee@wcala.org) and she can check that and update to your email of choice.**

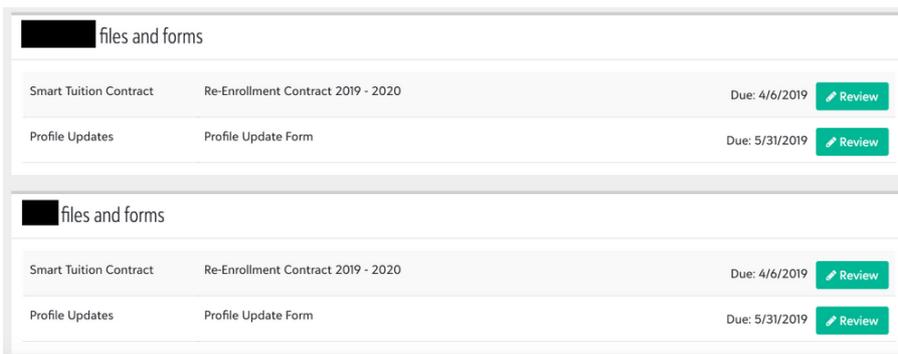
### 3 Complete your contract and pending forms



As soon as you log in you should see a yellow banner with your pending contract(s) and form(s). Click on that banner.



It will open up to your files and forms area and display everything you need to complete for the family.



Click on the review button and complete each file/form for each child.

### 4 Setting up your Smart Tuition Account



You set up your Smart Tuition Account by completing the contract. The first time you set up a contract you select, "no" I don't have an account.

Westminster Christian Academy - LA uses Smart Tuition to handle deposits and tuition payment. **Do you have an existing Smart Tuition Account with Westminster Christian Academy - LA?**

Yes, I already have a Smart Tuition Account with Westminster Christian Academy - LA

No, I do not already have a Smart Tuition Account with Westminster Christian Academy - LA

**i** A Smart Family Account will be automatically created when you submit this Contract. Please click continue below to proceed.

Continue to contract

## 5 Complete each tab and click "NEXT"

8. This contract shall be construed under the laws of the State of Louisiana. The remaining provisions shall remain in full force and effect. The delay or failure to execute this Contract shall not be considered a waiver or impairment of such provisions.

9. You agree to reimburse and indemnify WCA for any legal cost it, or any of its affiliates, employees, trustees, agents or representatives, incur in connection with this contract, not limited to attorneys fees, expert witness costs, filing fees, court reports, etc. If any person(s) or entity(ies) which legally encumbers or involves Westminster Christian Academy or any of its affiliates, employees, trustees, agents or representatives, of example but not limitation, this includes subpoenas and the giving of

Next

## 6 Connecting Smart Tuition Accounts for more than one student

When you have submitted your first contract and move to another student, you will be given the option to connect your Smart Tuition accounts or create another one.

We have detected that you have already created a Smart Tuition Family Account for another child at Westminster Christian Academy - LA. Click continue below to add your children to the same Smart Tuition account on the same payment plan and payment method. Or, you can choose to [create a second Smart Tuition account.](#)

Continue to contract

**When would you create a separate account? When you need to set children up with different payment plans.**

## 7 It's that easy!

Once you complete each tab of the contract, you will land on the confirmation page! It's that easy!

✓ Re-Enrollment Introduction

✓ Withdrawal Policy

✓ Tuition and Fee Schedule

✓ Tuition Payment Plans and Policies

✓ Signature

✓ Parent/Student/School Policy Agreement

Review

Tuition Assistance

Confirmation

We are so excited to have you as a member of our Westminster family! We are honored to assist you in educating your children by imparting God's truth to transform present and future generations. Our vision is students equipped for lives of significance and we know they can't have a life of significance apart from Christ. 2019-2020 is going to be a great year!

Thank You

## 8 Frequently Asked Questions



### **I can't get rid of the red error!**

If you fail to complete a required field the system will alert you and direct you the area to correct in red. Once you have corrected your error you need to click through the tabs again and it will clear the error and allow you to proceed.

### **Are both parents required to sign the contract?**

No. Only one responsible signer is required to sign the contract. You should see your spouse's name available, but grayed out.

### **I only see a blank screen on the profile update form.**

We have had reports of a delay in the profile update form. If you give it just a moment, the form will appear and will include all of the information we have in the system. You may notice that fields are blank when you know you've given us that information in the past. We are wanting to start with the cleanest, most accurate data, and so we ask you to fill in the blanks for us. It will store it from now on and will be available for you to update every time we publish this Profile Update form.

### **What if I know I want to change campuses?**

If you know your student will be changing campuses or repeating a grade, please let the Admissions Office know and we will update that information and regenerate a new contract for you. Please do this PRIOR to submitting the contract for the wrong campus/grade.

### **Why aren't my discounts reflected in the contract?**

All discounts will be applied to your Smart Tuition Account after the submission of the re-enrollment contract.

### **I'm noticing I don't have to answer any medical questions.**

The medical form in Blackbaud will automatically feed the information into the student's record. However, this is a form that cannot be completed in the re-enrollment process. Therefore, we have decided to issue this form, the media release form, and the emergency contacts form on August 1st. You will be asked to log in prior to the start of school and give us the most recent information at that time.

### **How can I access my Smart Tuition account to make changes?**

There will be a link available in the Resource Center. We are still working on these details and will communicate them soon!

### **I can't see all of my children on the account when I log in.**

Please contact [cmcgee@wcala.org](mailto:cmcgee@wcala.org) or 337.948.4623 and she will check the settings in your account.

**How do I pay my re-enrollment and tuition protection plan fees?**

We are not requiring these fees be paid up front this year. They will be rolled into your tuition account and you will pay according to your payment plan choices in the contract.