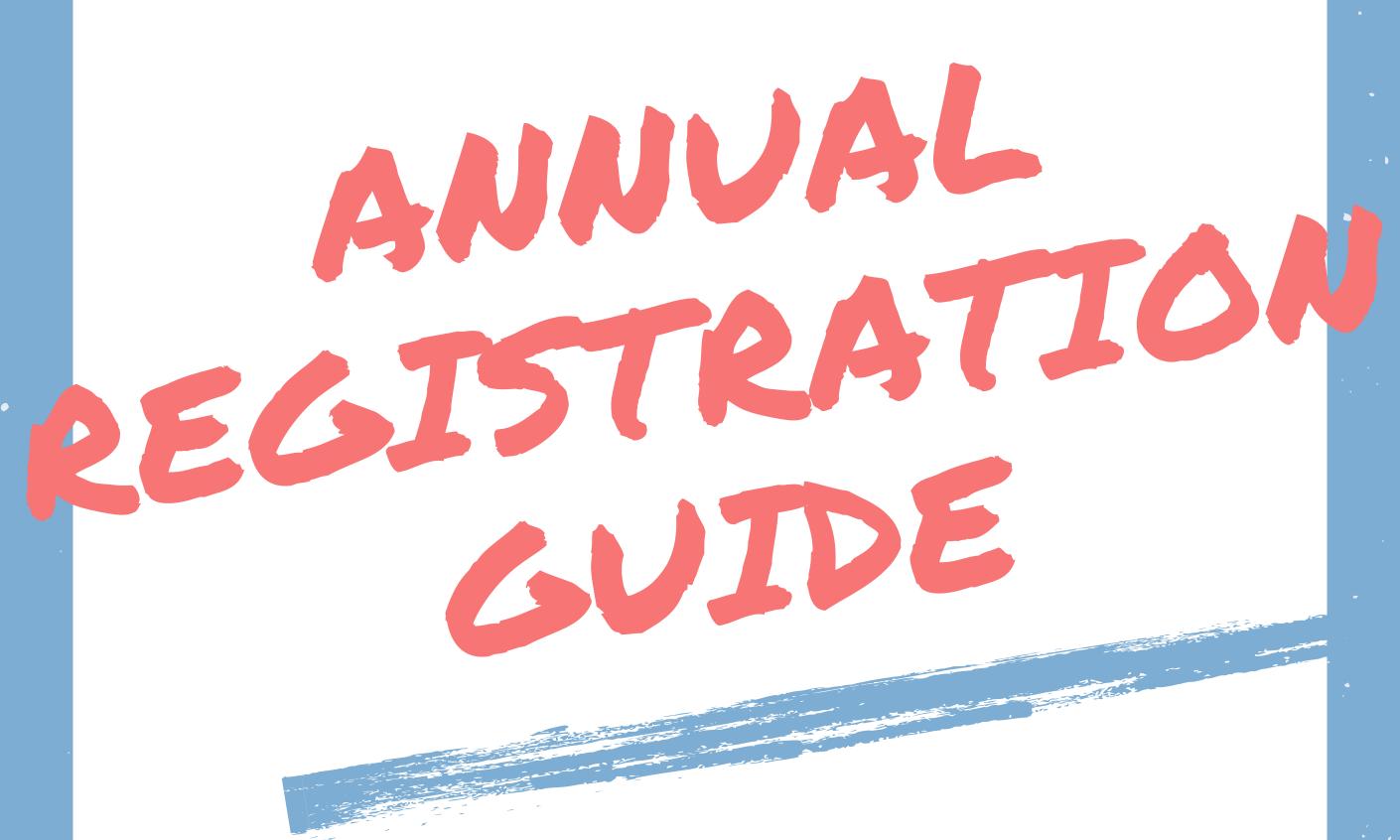
BRAZOS VALLEY CO-OP



PRE-REGISTRATION INFORMATION



READY TO REGISTER?

Are you ready to get your family registered for co-op classes for the upcoming academic year? The following instructions will walk you through the first steps to register your family for classes at BVC for the fall and spring semesters. Make sure you complete all the steps in order and in full!

57EP #1

Open a web browser and navigate to

brazosvalleyco-op.com/registration.

57EP #2

Locate and download the "Registration Worksheet" document and identify the classes in which you wish to register your children, as well as the deposits and fees for each class.

5TEP #3

Check your mobile banking app or sign-in to your online banking site and follow a few simple steps to enroll your Zelle® profile.

This application will allow you to securely pay your class deposits.

57EP #4

Access Zelle® via your bank's website or mobile banking app, and enter the BVC email address (co-opcommittee@brazosvalleyco-op.com) to pay the BVC Registration Fee. The cost of the BVC Registration Fee can be found on the BVC website.

During payment, be certain to include your student's full name in the "Notes" section of the payment process and email the Committee to notify them once payment is submitted.

If your bank does not offer Zelle, you may pay the registration fee within five days to:

Brazos Valley Co-op PO Box #9131 Waco, TX 76714-9131

Your registration will be forfeited if not received within five days. If you plan to pay via mail, please notify the committee via email.

57EP #5

In your web browser, navigate to <u>bvc.ivolunteer.com</u>

to register for your parent duty hours for the upcoming year.

5TEP #6

Carefully read the parent duty registration instructions

before proceeding with the signup process.

57EP #7

Sign up for one four-hour duty slot and two one-hour duty slots.

Remember, parent duty must be split as evenly as possible between the fall and spring semester, and you cannot sign up for two slots in one day. If all four-hour duty slots are full, you must sign up for six one-hour duty slots.

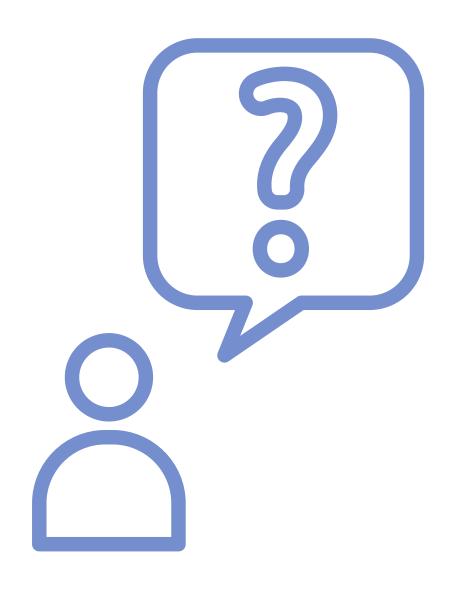
57EP #8

After you have completed the previous seven steps,

BVC representatives will review your profile to confirm that you have no outstanding balances or holds on your account.

57EP #9

After a BVC representative has reviewed your profile, you will receive an email including your approval to register, the link to your online registration portal, and further information regarding the online registration process.



FREQUENTLY ASKED AUESTIONS

We get it - technology is supposed to make our lives easier, but sometimes it seems to make them even harder! We want to make the class registration process as easy as possible for each of our BVC families. This FAQ will answer some common questions that have been posed, and clarify any confusion related to the online registration process.

WAIT...WHAT IS ZELLE®?

Zelle® is a peer-to-peer (P2P) money transfer app that allows users to move funds from one bank account to another. More than 1,700 banks include Zelle® on their website or within their mobile banking application. Unlike many money transfer apps such as Venmo, PayPal, and Cash App, Zelle does not charge an extra fee for an instant transfer.

You enroll in Zelle® through your bank's website or mobile banking application, if it offers Zelle® service. Then, you can find the person whom you want to pay by entering their email address or scanning their unique QR code. Finally, choose the amount of money you want to send, and the recipient will get instructions on how to receive the payment quickly.

Zelle is owned by Early Warning Services, a financial technology firm owned by seven major banks: Bank of America, Capital One, JPMorgan Chase, PNC Bank, Truist, U.S. Bank, and Wells Fargo.

DO I PAY TEACHERS WITH ZELLE®?

The preferred payment method for each teacher/class can be located in the class description.

WELL, DO I HAVE TO USE THEM?

While Zelle® is the preferred payment platform for paying the BVC Registration Fee and preferred by many teachers for monthly class payments, it is not required. Families are welcome to mail a check to the BVC Committee for registration fees, as well as to contact teachers to identify alternative methods of paying the class deposit fees. However, families not utilizing Zelle® will run the risk of classes filling up, as registration will be voided if a family's registration fee check is not received within five days of registration.

HOW LONG WILL IT TAKE TO RECEIVE MY REGISTRATION APPROVAL?

The BVC committee will be reviewing families' profiles and clearing those families for registration as quickly as possible. It is important to remember that the BVC committee is made up of volunteers, so please be patient and have confidence that they are working to provide you with your registration approval as quickly as possible.

CAN I SHARE THE REGISTRATION LINK?

The BVC committee asks that you please do not share the registration link with anyone. The registration link that you will be provided is meant for your family only. Anyone who provides the registration link to a family who has not yet been approved for registration will face repercussions including, but not limited to, increased fees, increased duty requirements, termination of registration and enrollment, and being blacklisted for registering for future semesters at BVC.

LET'S SAY, HYPOTHETICALLY, THAT SOMEONE SHARES THE REGISTRATION LINK WITH ME...CAN I USE IT?

The BVC committee asks that you please do not use any registration links that were not provided to you by the official BVC committee email. If an individual disregards these instructions, the individual and his or her family may face the same repercussions as the individual who shared the link.