

JIS ACADEMY & COMMUNITY SPORTS REGISTRATION GUIDE

Login to JISNet.

Click on **SCHOOL-WIDE** then **JIS Academy & Community Sports**.

The screenshot shows the JISNet website header with navigation tabs: ELEMENTARY SCHOOL, MIDDLE SCHOOL, HIGH SCHOOL, LEARNING, OPERATIONS, and SCHOOL-WIDE. A red arrow points to the 'SCHOOL-WIDE' tab. Below it, a dropdown menu is open, listing various services. A red arrow points to the 'JIS Academy & Community Sports' option.

Governance	Nurse's Office
Admissions	Parent Volunteer Organizations
Safety & Security	Food Services
Campus Projects	Transportation
IT	JIS Academy & Community Sports
Library	Service

You will then be directed to JIS Academy & Community Sports Registration page. Click on **JIS FAMILIES**.

Register here!

Two buttons are shown: 'JIS FAMILIES' and 'NON-JIS FAMILIES'. A red arrow points to the 'JIS FAMILIES' button.

Registration Guide

Step 1: Click on the campus your child is enrolled in. A list of activities will then appear.

The screenshot shows the JIS Academy & Community Sports registration page. The 'CLASSES' sidebar on the left has '1 - Pondok Indah Elementary (PIE)' selected. The main content area shows registration starting and ending dates, and important information.

Registration starting dates:
Friday, August 16 at 10:00 AM (EY1 - Grade 2)
Friday, August 16 at 1:00 PM (Grades 3 - 5)

Registration ending date:
Thursday, August 22 at 12:00 PM (JIS Academy and Teacher - Led Q1-Q2)

IMPORTANT INFORMATION

- JIS Academy, Community Sports, and Teacher - Led Activities registration is first come first serve.
- JIS Academy and Community Sports are paid activities. Teacher - Led activities are free.
- Students are not limited to take any JIS Academy and/or Community Sports activities subject to space availability.
- Students are limited to 3 teacher - led activities ONLY within 1 semester . You can take them in either Quarter 1 (Q1) or Quarter 2 (Q2) or both.
- Teacher-led ASAs (denoted by Q1 and Q2) run during Quarter 1 (Sep 2 - Oct 25) or Quarter 2 (Oct 28 - Dec 19).
- JIS Academy ASAs run for the entire semester (Sep 2 - Dec 19).
- Please ensure that your child signs up in his/her appropriate grade level (EY3 - Gr 2 ASAs or Gr 3 - 5 ASAs).

Step 2: Click on the activity your child wishes to enroll in, then click “Register”.

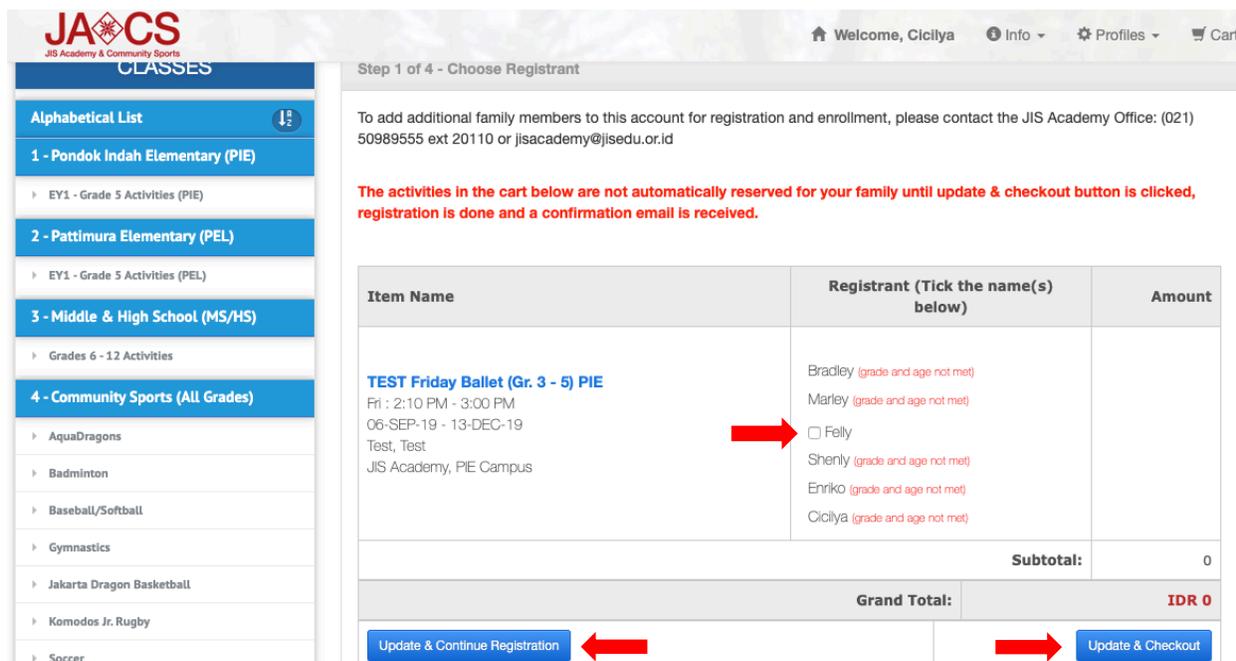
Friday - Q2 - Origami & Ayatori (Gr. 3 - 5)
Friday - Q2 - Recycled Materials (Gr. EY3 - 2)
Friday - Rock Band (Grades 3 - 5)
Friday - Saudacao Capoeira (EY3-Grade 2)
Friday - Saudacao Capoeira NEW Participants (Grades 3 - 5)
Friday - Saudacao Capoeira Returning Participants (Grades 3 - 5)
Friday - Upcycled Art (Grades 3 - 5)
[TEST Friday Ballet \(Gr. 3 - 5\) PIE](#)

Test Paid Class

Add	Dates	Times	Fees	Details
 Register	06-SEP-19 - 13-DEC-19	Fri : 2:10 PM - 3:00 PM	IDR 5,000	View

[TEST Monday - Arts \(EY3 - Gr. 2\) PIE](#)

Step 3: Click on your family member that wishes to take the activity. Then click on “Update & Continue Registration” should you wish to register for more activities for your family members or simply hit “Update & Checkout” button if you want to continue your registration.



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Step 1 of 4 - Choose Registrant

To add additional family members to this account for registration and enrollment, please contact the JIS Academy Office: (021) 50989555 ext 20110 or jisacademy@jisedu.or.id

The activities in the cart below are not automatically reserved for your family until update & checkout button is clicked, registration is done and a confirmation email is received.

Item Name	Registrant (Tick the name(s) below)	Amount
TEST Friday Ballet (Gr. 3 - 5) PIE Fri : 2:10 PM - 3:00 PM 06-SEP-19 - 13-DEC-19 Test, Test JIS Academy, PIE Campus	<input type="checkbox"/> Bradley (grade and age not met) <input type="checkbox"/> Marley (grade and age not met) <input type="checkbox"/> Felly <input type="checkbox"/> Shenly (grade and age not met) <input type="checkbox"/> Enriko (grade and age not met) <input type="checkbox"/> Cicilya (grade and age not met)	
Subtotal:		0
Grand Total:		IDR 0

[Update & Continue Registration](#)  [Update & Checkout](#) 

Step 4: Choose your payment method. You can choose online payment by credit card or pay cash at the JIS Business Office. Then click **“Go To Next Step”**.

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CLASSES

Alphabetical List

1 - Pondok Indah Elementary (PIE)

‣ EY1 - Grade 5 Activities (PIE)

2 - Pattimura Elementary (PEL)

‣ EY1 - Grade 5 Activities (PEL)

3 - Middle & High School (MS/HS)

‣ Grades 6 - 12 Activities

4 - Community Sports (All Grades)

‣ AquaDragons

‣ Badminton

‣ Baseball/Softball

‣ Gymnastics

‣ Jakarta Dragon Basketball

Step 2 of 6 - Payment Options (Please read Payment Options below)

Choose Your Payment Method

Pay by Credit Card
Pay at the Business Office (CIL) as soon as possible as the system will automatically drop your enrollment on day 6
Due to bank credit card restrictions, please consider keeping the transaction amount to 25,000,000 or less. For amounts greater than 25,000,000 create an additional invoice. Please check with your credit card company for more details.

Back to Cart

GO TO NEXT STEP

Payment Options

All activities will be priced in Indonesian rupiah. Currently we accept VISA, Mastercard and JCB. Here are our recommendations for a smooth experience:

Indonesian credit card - this is the fastest and most reliable method you can use.

Foreign 3D secure credit card (like "Verified by Visa" and "MasterCard SecureCode") - be sure your bank has up-to-date contact information and/or that you know your password.

Foreign credit card (Non 3D secure credit card), please call your bank in advance and tell them you will be making a charge from Indonesia.

Six - Day Cash Payments - payments must be made at the JIS Business Office on Cilandak Campus within six days of registration,

Step 5: Thicken **“I accept the above terms of service”** after reading it, then click **“Accept”**.

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‣ Badminton

‣ Baseball/Softball

Step 3 of 6 - Agreement Acceptance

Waivers

" Please ensure that you have read and agree to all information as described in these Waivers. "

Document Name	Read And Approved
JIS Academy Terms of Service	<input checked="" type="checkbox"/> I accept the above terms of service

You have chosen 'Credit Card' as payment method, change the below selection box if you want to use another payment method or do nothing

Pay by Credit Card

ACCEPT

(Please do not refresh the page and or hit the back button)

Step 6: Your invoice will appear. Then click **“Process Payment”** if you choose to pay by credit card.

The screenshot shows the JIS Academy & Community Sports website interface. On the left is a navigation menu with categories: 3 - Middle & High School (MS/HS), 4 - Community Sports (All Grades), and 5 - Parents & Adults. The main content area displays a payment summary table:

Payment Date	Amount	Payment Type	Card No	Transaction Status
Item Name		Registrant	Amount	
TEST Friday Ballet (Gr. 3 - 5) PIE Fri : 2:10 PM - 3:00 PM 06-SEP-19 - 13-DEC-19 TestTest JIS Academy, PIE Campus		Felly Sasmito	IDR 5,000	
Subtotal:				IDR 5,000
Grand Total:				IDR 5,000
Amount Paid:				IDR 0
Amount Due:				IDR 5,000

Below the table is a red arrow pointing to a button labeled **PROCESS PAYMENT**. Underneath the button, it says "We Accept" followed by logos for MasterCard, VISA, JCB, AMERICAN EXPRESS, and SafeKey.

Step 7: You will be directed to payment gateway page. Fill out your credit card information then click **“Pay Now”**.

The screenshot shows a payment gateway page. On the left is a green box titled **Your Order Summary** with the following details:

Merchant Name	: Yayasan Jakarta International School (JIS)
Transaction No	: 00029316-113014
Description	: Transaction #00029316-113014
Amount	: IDR 5.000

On the right is a form for entering credit card information:

- Card Number (with a card icon)
- Month and Year (with a calendar icon)
- CVC (with a question mark icon)
- Name on card / Billing Name

Below the form is a blue button labeled **Pay Now** with a red arrow pointing to it. At the bottom, there are logos for various payment methods: VISA Verified by VISA, MasterCard SecureCode, JCB, and SafeKey, along with the **bayarind** logo.

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Step 8: Your registration is now complete. Invoice confirmation will appear. The confirmation will also be emailed to you.



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› EY1 - Grade 5 Activities (PIE)

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3 - Middle & High School (MS/HS)

› Grades 6 - 12 Activities

4 - Community Sports (All Grades)

› AquaDragons

› Badminton

› Baseball/Softball

› Gymnastics

› Jakarta Dragon Basketball

› Komodos Jr. Rugby

› Soccer

› Tennis

5 - Parents & Adults

› Adults Activities

Email sent to cdamayanti@jisedu.or.id

Invoice No	00029316
Invoice Status	PAID
Invoice Date	13-NOV-19
Amount	IDR 5,000

PAYMENT HISTORY

Payment Date	Amount	Payment Type	Card No	Transaction Status
13-NOV-19	IDR 5,000	Credit Card	4665*****27	APPROVED

Item Name	Registrant	Amount
TEST Friday Ballet (Gr. 3 - 5) PIE Fri : 2:10 PM - 3:00 PM 06-SEP-19 - 13-DEC-19 Test, Test JIS Academy, PIE Campus	Felly Sasmito	IDR 5,000
Subtotal:		IDR 5,000

Grand Total:	IDR 5,000
Amount Paid:	IDR 5,000
Amount Due:	IDR 0