

## ccaStep-by-step Guide to PA Website and Due Payment


**Step 1:** Go to our PA website: [Cedar Crest Academy Bellewood Parent Association](#)

### **New Members:**

A user account has already been set up for you. Click "Sign in" in the upper right corner and click "Don't have a password" and enter the email address that is registered with the school then follow the instructions. Once logged on, proceed to Step 2.

**Existing Members:** please sign into your account.

**Step 2:** When signed in, please click on the "Membership Enrollment" tile on the left panel, read instructions and click "Next".



**2024-2025 Membership Enrollment**

**WELCOME TO THE CEDAR CREST ACADEMY BELLEWOOD PARENT ASSOCIATION!**

*Pay dues by August 30 to win a raffle of \$50 gift card of your choice!*

**NEW FAMILIES** - Please enroll and pay your 2024-2025 dues by **September 30, 2024**. A user account has already been set up for you. Click "Sign in" in the upper right corner and click "Don't have a password" and enter the email address that is registered with the school then follow the instructions. Once logged into your account, return to this page and click "Next" to begin your enrollment and to pay your dues.

**EXISTING FAMILIES** - Please enroll and pay your dues by **September 30, 2024**. BEFORE proceeding, you must sign into your account. Once logged in, click "Next" on this page to complete your enrollment and to pay your dues.

See [step by step instruction](#)

**\*\*\*BEFORE PROCEEDING, PLEASE READ THE FOLLOWING INSTRUCTIONS.\*\*\***

On the **Family info** page, please make sure to review and if necessary, update your family information and [classroom teacher](#). **Please be sure to update your child(ren)'s name(s) as you would like them to appear in the yearbook.**

On the **Vote Now!** page, please cast your proxy vote online now for the 2024-2025 board members and budget proposal. This will help save time and ensure that we meet quorum.

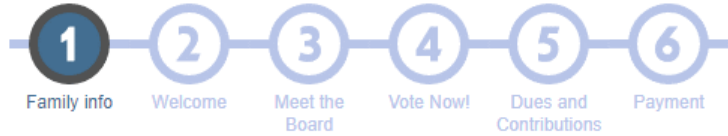
Finally on the **Payment Page**, please submit your membership dues. Please note that we accept payment by **credit card only via this website**. We will not be able to make any exceptions to this policy. Thank you for your understanding.

**Questions?** Please email us at [ccabellewoodpa@cedarcrestacademy.org](mailto:ccabellewoodpa@cedarcrestacademy.org).

**next**

**Step 3:** Check your family information and select the teacher for your child(ren), then click “Next”.

## Membership Enrollment



Families, please verify and update current contact information, including student grade level. If the teacher is unknown, click "edit" and select "not known or not listed" in the teacher drop down menu. Then, click "next" to continue.

### Parents

[+ new parent](#)

[Redacted Name]

Address (no address)  
Home phone  
Cell phone  
Employer

[delete](#) [edit](#)

[Redacted Name]

Address (no address)  
Home phone  
Cell phone  
Employer

[delete](#) [edit](#)

### Students

[+ new student](#)

[Redacted Name]

Grade 2  
Teacher (no teacher)

[delete](#) [edit](#)

[next](#)

**Step 4:** Click on “Next”, read through the welcome message and board info. Once you see the proxy page, please vote and type your name, then click “Next”

**Vote Now!**

**VOTE NOW TO APPROVE THE FOLLOWING:** \$0.00 **\$0.00**

\*2023-2024 proposed budget

\*2023-2024 board members and officers:

- Justine Thompson for President
- Michelle Wang for Vice-President
- Heather Wang for Secretary/Director
- Mingxin (Mimi) Li for Treasurer/Director
- Dhivya Vijaya Kannan for Director of Library
- Jun Yuan for Director of Communications
- Jessie Zheng for Director of Programs and Grants

remove  By typing MY NAME HERE, I confirm my proxy vote.

**add one to my cart**

This Page Item Count: 1  
This Page Total Amount: **\$0.00**

**previous** **next**

**Step 5:** On the Dues and Contributions page, please click “add one to my cart” on the appropriate product and select your child(ren), and click on “Next”

Dues and Contributions	
Membership dues for first student	\$100.00
<b>add one to my cart</b>	
Membership dues for each additional student	\$100.00
<b>add one to my cart</b>	

If you would like to make extra donations, enter an amount here. We appreciation any extra contribution you may make!

**Your Charitable Donation** **\$0.00**

Yes, I would like to contribute to the high quality programs that enrich the student's educational and social experience at Cedar Crest Academy.

Cedar Crest Academy Bellewood Parent Association is a registered 501(c)(3) non-profit organization. EIN ID #81-4079977. All contributions are tax-deductible to the extent allowed by law.

remove

\$25.00  
  \$50.00  
  \$75.00  
  \$100.00  
 Other: \$

**add one to my cart**

**Step 6:** Make your payment for the PA dues following instructions. Once you click “Next”, it will take you directly to the PayPal page for the payment.

*Do you know you can double the impact on donations to PA by initiating matching at employers? Check out our [Corporate Matching](#) page.*