



**Borehamwood
& Elstree Synagogue**
Our Community

Certificate of Religious Practice Online CRP System User Guide

This document applies from 2023. The BES CRP system, starting in 2023, is only used for in-person Shul attendances on Friday Night and Shabbat morning at Croxdale Road. If you are planning on attending services at Yavneh College, please contact the Yavneh team.

This does not affect the schools you apply to - you can still apply to Yavneh College / Yavneh Primary having attended services at Croxdale Road.

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This is a long document, as it explains in great detail how to use the Online CRP system. You may want to keep it open on screen while you use the system, or you may prefer to print it out.

Please note **the BES Online CRP System is only for recording and reporting on Shabbat morning in-person attendances.** If you are getting all your CRP points through other parts of the CRP form, you DO NOT need to register on this system.

1 – Introduction to CRP

Since 2009, most Jewish schools have required prospective parents to complete a “Certificate of Religious Practice” (CRP) as part of their admissions process. Points are obtained by:

- Attending Synagogue
- Going to a Jewish school or nursery, or other Jewish education program
- Volunteering for a Jewish charity

This document explains how to use the BES Online CRP System to register to have Shul attendances recorded as part of this process. If you are looking to obtain points in the other two sections, please contact BES on schooladmissions@borehamwoodshul.org.

When completing your applications, you will need to obtain the CRP forms(s) for the school(s) to which you are applying – they are usually available for download from their websites. You will then fill in the general information, but rather than signing the Synagogue Attendance section, BES Croxdale will instead provide a letter confirming the dates we have on record. This letter should then be attached to the CRP form and sent to the school. Please note it is your responsibility to ensure you meet the requirements (which may vary between schools), to print your letters from the BES Croxdale online system and to submit the forms to the schools in time for their deadlines.

To have attendances recorded, you will first need to register with the Online CRP system at www.onlinecrp.co.uk. This is a one-off process – more details are later in this document. It must be completed by 10.00am on Wednesday morning – if you register after this point, you may not be able to have attendances recorded until the following week.

We will endeavour to provide CRP attendance registration on both Friday night and Shabbat morning at BES Croxdale Road. However, we require someone to have booked to run the CRP desk for CRP to run at that service. If the desk isn't booked, CRP won't run.

Once you have registered you are able to attend on Friday night and Shabbat morning – however, in any one week, only one registration can be recorded (Friday night OR Shabbat morning). This is in line with the registration options available at many schools. If the school(s) to which you are applying permit separate attendances to be recorded on Friday night and Shabbat morning, we will still only be able to record one or the other on any one week. In addition some schools may only permit Shabbat morning attendances – it is your responsibility to check the requirements for the schools to which you are applying and ensure you comply with them.

Attendances also will not be recorded on Yom Tov evenings or days, whether they fall on Shabbat or during the week.

On Friday night the service typically starts at 7.15pm or the time of Shabbat if this is earlier – please check the BES Newsletter for the exact time. You will need to collect a registration card from the CRP desk (probably in the Shul foyer or just inside the Shul) before the end of Mincha

(about 10-15 minutes after the service starts), and post it in the CRP postbox which will be available at the very end of the service. The Friday night service typically takes 45-60 minutes from start to finish.

On Shabbat morning, the CRP desk will also be in the Shul foyer, or just outside if the weather is nice. The desk is open for card collections between 10.15am and 11.00am and you must retain the card and post it in the CRP postbox which will be placed near the Shul gate towards the end of the service. Special arrangements may also be in place if required for attendance recording at the Hashkama (8.00am) service.

This document goes into the details of how to use the online CRP system and how BES will be managing registration. For any more details on the actual CRP process, you will need to contact the school(s).

2 – Getting to the Online CRP system

The Online CRP system is available at:

- <http://www.onlinecrp.co.uk>

You will then see the front page of the Online CRP system.



Online CRP Registration

Welcome to the BES Online CRP system.

CRP Synagogue attendance recording for school admissions - updated 5th Mar 2022

The 2022 CRP system is now open for new registrations, with first attendances being recorded in May. Please note it is up to you to check the valid dates for in-person Shul attendances with the school(s) to which you are applying.

If you have done CRP in 2021 or earlier and require a copy of your letter, or have any other CRP enquiries please E-Mail schooladmissions@borehamwoodshul.org. We are not able to answer queries about specific CRP requirements - you will need to speak to the schools directly for this.

For information on the CRP process, please see the [CRP information document](#).

If you have already registered as a user [click here to login](#).

If you are not yet registered [click here to register](#).

To download instructions for using the BES online system click [Instructions.pdf](#).

Please note that although you can "pre-register" on this Online CRP system immediately, in line with the requirements of the majority of Jewish schools, we will not be recording Synagogue attendance on Shabbat morning until they have confirmed the start date (likely to be early May).

If you have any questions in relation to this process please EMail schooladmissions@borehamwoodshul.org. The office is not able to handle any queries related to CRP by telephone.

If you have already registered for the Online CRP system, go to the “click here to login” link.

If you have not yet registered for the Online CRP system, go to the “click here to register” link.

3 – Registering for the Online CRP system

Before you can have Shul attendance recorded, it is necessary to register online. This is a three-step process. However, you only need to complete it once.

- You register YOURSELF as a user by clicking the “not yet registered” link. This is in YOUR name, not the name of your child / children.
- You will be sent an authorisation E-Mail to the E-Mail address you specify, with a link to continue the process.
- You then add your child / children to your registration (see section 5).

Borehamwood & Elstree Synagogue
Our Community

BES Online CRP System

Online CRP Registration

CRP Synagogue attendance recording for school admissions - updated xxxxx 2023.

This is the 2023 CRP system, for those applying to school towards the end of 2023 to start in September 2024. Attendance recording will be starting in early May but you are able to register now.

If you have done CRP in previous years and require a copy of your letter, or have any other CRP enquiries please E-Mail schooladmissions@borehamwoodshul.org. We are not able to answer queries about specific CRP requirements - you will need to speak to the schools directly for this.

From here, you can register yourself as a new user of the Online CRP system. You need to register YOURSELF on this page, using YOUR name and E-Mail address. You will then be able to add the details of your child / children subsequently.

From 2023 this system is only used for attendances at BES (Crowdale Road). If you are planning to attend services at Yavneh, please contact the Yavneh team directly for more information.

Please fill in the details below (entries marked with a * are compulsory), and click "Register". You will shortly after receive an E-Mail at the address you have given, with further instructions. If you have not received this E-Mail within 30 minutes, please contact the Shul office.

The name and address details you enter here will be included on the letter that is generated for the schools to which you are applying, so please ensure they are correct and appropriately laid out.

Parent's First Name *	
Parent's Surname *	
Parent's Address 1 *	
Parent's Address 2	
Parent's Address 3	
Parent's Postcode *	
Parent's Telephone *	
Parent's E-Mail Address *	

By clicking the "Register" button to sign up for CRP attendance recording at BES, I consent to BES storing personal information about me and any children who I add to the system. I also consent to receiving E-Mails relating to the CRP process, such as updates on gaps in the desk booking rota and events suggested at parents and children during CRP. I understand that the information I enter will be present on my CRP registration cards and this information will be visible by whoever has booked the CRP desk each week. The CRP database will not be used for any purpose apart from CRP matters.

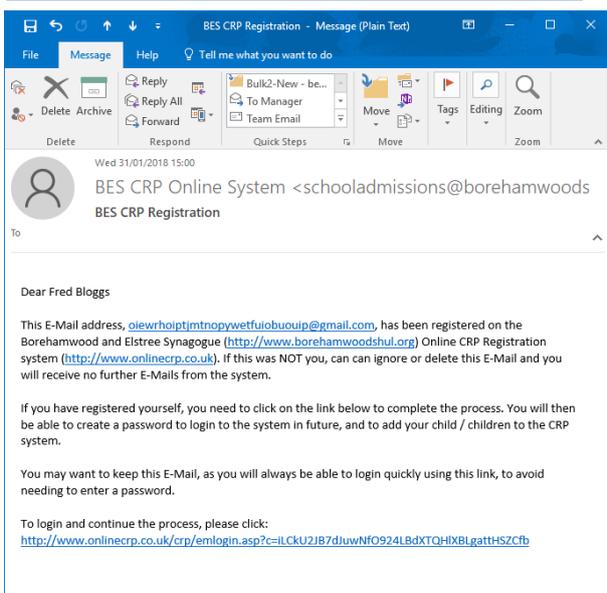
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When you click the “not yet registered” link, you will see the page shown here.

On this page, fill in all the requested information (all fields marked with a * are compulsory).

Please note that this is YOUR details, not those of your child / children.

Once all the details are filled in, press “Register”.



You will then be sent an “activation E-Mail” with a link to click – click this link to continue the registration process.

If you don’t receive this within half an hour, please check any spam/junk filters, but if you still haven’t received it, please contact the Shul office on schooladmissions@borehamwoodshul.org.

Borehamwood & Elstree Synagogue
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BES Online
CRP System

Online CRP Registration

Welcome, Fred Bloggs.

Before proceeding, please set a password. This will allow you to login to the website without having to locate the registration E-Mail. Please use a password that is easy for you to remember but hard for anybody else to guess. Enter this password in both boxes below, and then click "Set Password".

Password	<input type="text"/>
Password (again)	<input type="text"/>

When you click on the link, you will be taken back into the CRP system and will be able to set a password.

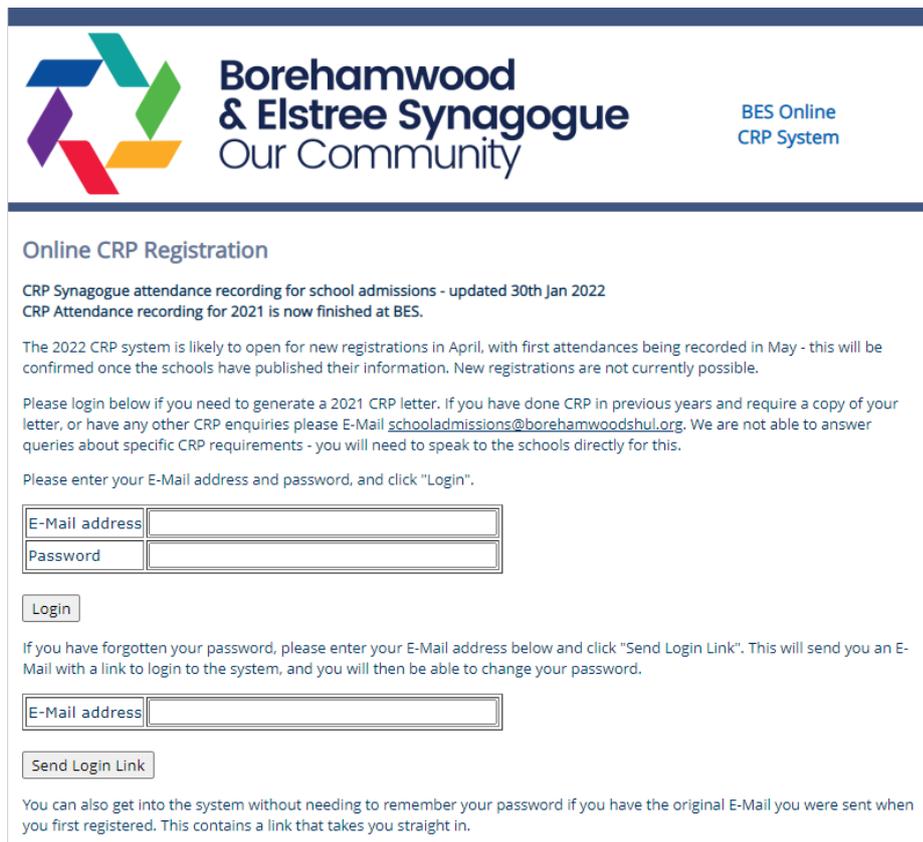
The password should be easy for you to remember, but hard for other people to guess. It is also good practice not to use the same password for different systems. Simply enter it in both boxes and press "Set Password".

Once you have done this, you will be taken into the main page of the Online CRP system.

4 – Logging on to the Online CRP system

Once you have done your initial registration (detailed in section 3), you can log into the Online CRP system using one of two methods.

If you still have the E-Mail from when you registered, you can click on the link again. Once you have set your password, this will take you straight into the Online CRP system.



The screenshot shows the login page for the BES Online CRP System. At the top left is the logo for Borehamwood & Elstree Synagogue, featuring a colorful geometric design. To the right of the logo is the text "Borehamwood & Elstree Synagogue Our Community" and "BES Online CRP System". Below the header is the title "Online CRP Registration" and a sub-header "CRP Synagogue attendance recording for school admissions - updated 30th Jan 2022". The main content area contains several paragraphs of text providing information about the 2022 CRP system, including a note that 2021 attendance recording is finished and that the 2022 system is likely to open in April. There are two main login sections. The first section asks the user to enter their E-Mail address and password, with a "Login" button below. The second section is for users who have forgotten their password, asking for their E-Mail address and a "Send Login Link" button. At the bottom, there is a note about using the original E-Mail from the first registration to get into the system.

Alternatively, if you go to the top page of the Online CRP system, and click the “already registered” link, you will see the following login page:

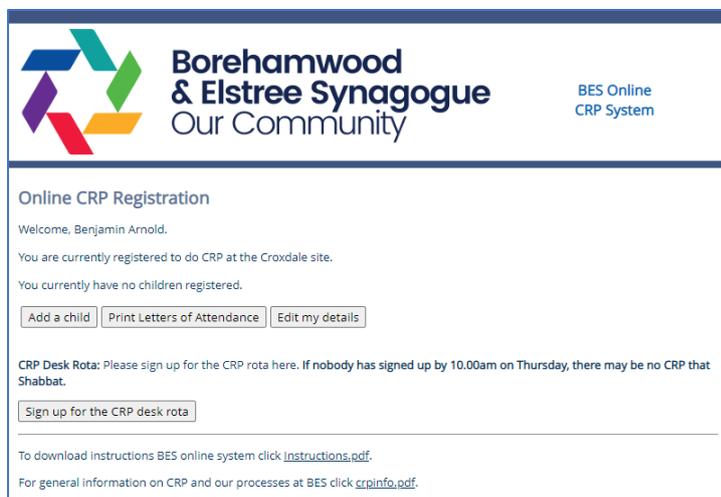
Simply enter the E-Mail address which you used when you registered, and the password you supplied, in the top two boxes, and press “Login”.

If you have forgotten your password, enter

the E-Mail address in the bottom box and press “Send Login Link”. A password reset link will be sent to you by E-Mail.

5 – Using the Online CRP system

When you first log into the Online CRP system, after setting your password, you will see the following screen.



The screenshot shows the 'Online CRP Registration' page for Benjamin Arnold. It includes a welcome message, a note that he is registered at the Croxdale site and has no children registered. There are buttons for 'Add a child', 'Print Letters of Attendance', and 'Edit my details'. A section for 'CRP Desk Rota' has a 'Sign up for the CRP desk rota' button. At the bottom, there are links for 'instructions.pdf' and 'crpinfo.pdf'.

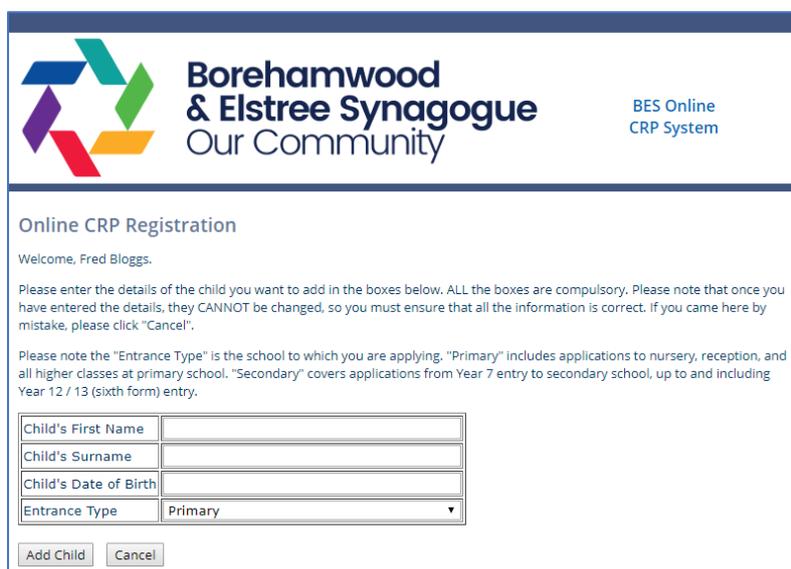
As you haven't yet added any children, they are not shown on this page – once you have started adding in your children, they will appear here.

To add a child, press the “Add a child” button.

Also note the “Sign up for the CRP desk rota” button – this is covered in section 8.

5.1 – Adding a child

After pressing “Add a child”, you will see the following page.



The screenshot shows the 'Add a child' form for Fred Bloggs. It includes a welcome message and instructions: 'Please enter the details of the child you want to add in the boxes below. ALL the boxes are compulsory. Please note that once you have entered the details, they CANNOT be changed, so you must ensure that all the information is correct. If you came here by mistake, please click "Cancel".' It also notes that 'Entrance Type' is the school to which you are applying. The form has four input fields: 'Child's First Name', 'Child's Surname', 'Child's Date of Birth', and 'Entrance Type' (a dropdown menu currently set to 'Primary'). There are 'Add Child' and 'Cancel' buttons at the bottom.

You need to fill in all four fields on this page – the child's first name, surname, date of birth and entrance type, Primary (including nursery) or Secondary (including sixth form).

Please note that these details CANNOT be changed (although they can be deleted if necessary) once they have been entered, so it is essential they are correct.

If you make a mistake, press “Cancel” to go back to the main page.

Once all the details are entered correctly, press “Add Child”.

Once each child is added, they will have a card available each week, and there is no need to go through this process again.



Borehamwood & Elstree Synagogue
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BES Online
CRP System

Online CRP Registration

Welcome, Fred Bloggs.

You are currently registered to do CRP at the Croxdale site.

You have the following children registered with the Online CRP system. Click the "View" button on any line above to view the attendances recorded so far for that child. For children who have no attendances recorded so far, you can also delete them from the system.

First Name	Surname	Date of Birth	Type	View	Delete
John	Bloggs	01/01/2015	Primary	View	Delete
Jane	Bloggs	01/01/2007	Secondary	View	

CRP Desk Rota: Please sign up for the CRP rota here. If nobody has signed up by 10.00am on Thursday, there may be no CRP that Shabbat.

You will then be returned to the main page of the system, with your child showing. The process can be repeated as many times as necessary for all of the children who will be going through the CRP process.

Note that only the top child has the "Delete" option available – see section 5.3 for more details.

5.2 – Checking attendance records



Borehamwood & Elstree Synagogue
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BES Online
CRP System

Online CRP Registration

Welcome, Fred Bloggs.

Attendances for the following child:

First Name	Jane
Surname	Bloggs
Date of Birth	01/01/2007
Type	Secondary

Please note that attendances may not be recorded into this system until Wednesday or Thursday of the week following the Shabbat.

Date	Shul (if not BES)
27/01/2018	

[Go back to the list of your registered children](#)

The system allows you to check that your child's attendance has been correctly recorded. To view the current record for each child, press the "View" button on the appropriate line. You will see a page like the following:

Note that it may take a few days after any specific Shabbat for the attendances to actually

be recorded in the Online system, depending on how busy the Shul office is.

All attendances at BES, together with other attendance information received from other United Synagogue Shuls will be shown here. For more information on attendance at other Shuls, please see section 7.

5.3 – Deleting your child from the system

As mentioned above, although it is not possible to change the details of a child you have registered, you can delete a child for whom you have entered incorrect information and start again. Please note that this is only available for children who have no attendances recorded – children who have attendances already recorded will not have the “Delete” button available.

To delete a child, simply press “Delete”. You will be shown a confirmation page to check that you really mean to do this – if you do, press “Confirm Deletion”. Otherwise, click on the “Go back to the list of your registered children” to go back to the main page.

5.4 – Editing your own details

Although, as mentioned above, you cannot change the details of your children once they are registered, you can change your own contact details if necessary. To do this, simply press the “Edit my details” button on the main Online CRP page.

Borehamwood & Elstree Synagogue
Our Community

BES Online CRP System

Online CRP Registration

Welcome, Benjamin Arnold.

You can edit your details below. Please note that if you change your contact E-Mail address, you will need to use the new address in future to login. To change your password, you must enter the same password in both boxes (leave them blank to leave your password unchanged). Fields marked with a * are compulsory.

The name and address details you enter here will be included on the letter that is generated for the schools to which you are applying, so please ensure they are correct and appropriately laid out.

Parent's First Name *	Fred
Parent's Surname *	Bloggs
Parent's E-Mail Address *	fred.bloggs@gmail.com
Parent's Password (1)	
Parent's Password (2)	
Parent's Address Line 1 *	1 Shenley Road
Parent's Address Line 2	
Parent's Address Line 3	
Parent's Postcode *	WD6 1AA
Parent's Phone number *	020 8953 1234

Please note that changes will be stored in the system but will not show on your attendance registration card(s) until they are next printed. If you have changed your site after 10.00am on Wednesday morning, your registration card(s) may not be available at the new site until next Shabbat as this week's cards may have already been printed.

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You will then see this page:

Simply edit any of the details you need to change and press “Save Changes”.

Note that your password isn’t shown, but to change your password, enter a new password in both boxes and press “Save Changes”.

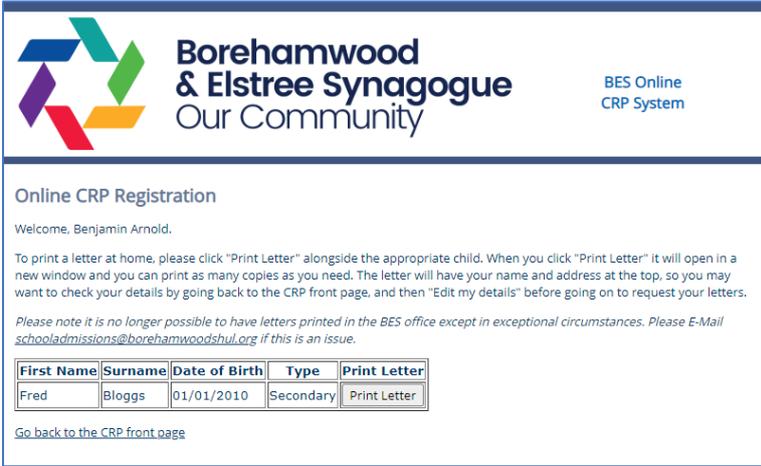
Please note if you change this after 10.00am on Wednesday morning, the change may not take effect until the following week as this is when the registration cards are printed.

Or, you can press “Cancel” to return to the front page without making any changes.

5.5 – Printing Letters

Once you have attained enough attendances to satisfy the requirements of the CRP for the school(s) your child(ren) are applying to, we will issue letters confirming the dates on which you have attended. These letters need to be printed by you at home - it is no longer possible to have letters printed in the BES office except in exceptional circumstances. Please E-Mail schooladmissions@borehamwoodshul.org if this is an issue.

To request your letter(s), simply press the “Print Letters of Attendance” button on the main page. You will then see this page.



Borehamwood & Elstree Synagogue
Our Community

BES Online CRP System

Online CRP Registration

Welcome, Benjamin Arnold.

To print a letter at home, please click "Print Letter" alongside the appropriate child. When you click "Print Letter" it will open in a new window and you can print as many copies as you need. The letter will have your name and address at the top, so you may want to check your details by going back to the CRP front page, and then "Edit my details" before going on to request your letters.

Please note it is no longer possible to have letters printed in the BES office except in exceptional circumstances. Please E-Mail schooladmissions@borehamwoodshul.org if this is an issue.

First Name	Surname	Date of Birth	Type	Print Letter
Fred	Bloggs	01/01/2010	Secondary	Print Letter

[Go back to the CRP front page](#)

Simply click “Print Letter” for whom you want to print letters.

The letter will open in a new window – print it out as many times as necessary and attach them to your CRP forms.

6 – The Registration Cards

You will need to arrive at BES between 10.15am and 11.00am to collect a registration card, which will be generated uniquely every week and contain a barcode. The card will look like this.

	Bloggs, Fred (S)
Fred Bloggs Secondary entrance Registered by: Robert Bloggs	
To see your attendances recorded so far, please go to the online CRP system.	
Borehamwood & Elstree Synagogue CRP Registration Card (Single Card Print)	 ODJIYOSNVW
YOU MUST HAND THIS CARD IN WHEN YOU LEAVE THE PREMISES FOR YOUR ATTENDANCE TO BE RECORDED	
If you forget to hand your card in, you may not have a card in subsequent weeks so won't be able to record further attendances. If you have forgotten to do so, please contact schooladmissions@borehamwoodshul.org ASAP after Shabbat so that a new card can be printed for you.	
We need volunteers to run the CRP desk for 40 weeks on both sites. If nobody signs up to run the desk, then CRP cannot run that week. Please sign up using the online CRP system.	

The barcodes are randomly generated to identify you, and are identical. They are there to speed up and improve the accuracy of the entering of attendances in the Shul office. The large “S” after the name indicates “Secondary School” (Primary school entrance children will have “P” instead.)

You will the need to “post” your card in the postbox which will open at 12.00pm or when Shul finishes, whichever is earlier.

As set by the schools, registrations for primary schools can be done by the child or their parent, but registrations for secondary schools must be done by the child in person.

7 – Registration at other Synagogues

We are no longer able to record attendances from other Synagogues in our system.

If you are planning on having an attendance recorded from another Synagogue, you need to:

- Find out the other Synagogue's attendance recording process. You will need to follow their registration processes.
- After attending, ask them to issue a letter confirming your attendance.
- Attach their letter alongside our letter to your CRP form.
- You may want to check with the school(s) to which you are applying that they are happy to accept information from more than one Synagogue. It is your responsibility to ensure that you comply with the requirements.

If you generally attend elsewhere and are attending BES for one week, you need to register on our system as shown above in this document. Once you have attended, you can then generate a letter directly from our system.

8 – CRP Desk Rota

Running CRP for about 40 weeks of the year requires a large number of volunteers to run the CRP desks. We need people to sign up to run the desk via the CRP system – if nobody signs up then there will be no CRP that week.

This booking is only to run the CRP desk – there is no need to book specific weeks just to have your attendances recorded.

Borehamwood & Elstree Synagogue
Our Community

BES Online CRP System

Online CRP Registration

Welcome, Fred Bloggs.

You can see below the dates on which we expect to run CRP. Please note that a date being shown below does not guarantee that the school(s) to which you are applying will accept it - for example, Secondary schools usually have a deadline much earlier than primary schools.

Dates shown in red are already booked or not available. Dates in green are available. Dates in blue you have booked. To book an available slot, simply click a "Book this date" button. You will receive an E-Mail confirmation that your booking has gone through, and a further reminder a few days before your date.

If you have already booked a date and need to cancel, please E-Mail schooladmissions@borehamwoodshul.org. Please note that a very late cancellation may result in nobody being able to do CRP that week.

There are some notes on running the CRP desk which you [can see here](#).

Please note this is NOT booking the dates on which you will attend - once registered you are able to attend for CRP purposes on any date before the end date without prior notification. This is for booking slots to run the CRP desk on the given dates.

Date	Croxdale
05/05/2018	Book this date
12/05/2018	Date already booked
19/05/2018	Book this date
26/05/2018	Book this date
02/06/2018	Book this date
09/06/2018	Book this date
16/06/2018	Book this date

To sign up, click on the “Sign up for the CRP desk rota” on the main CRP page once you have logged in. You will see this page. All the dates available for CRP this year will be showing, although some may show as blocked out. Dates in green with “Book this date” are available for booking, dates in red are either blocked out or already booked.

Click on “Book this date” to book to run the CRP desk rota. You will receive a confirmation E-Mail and this will now show up in blue on the rota page.

Date	Croxdale
05/05/2018	You have booked this date
12/05/2018	Date already booked
19/05/2018	Book this date
26/05/2018	Book this date
02/06/2018	Book this date
09/06/2018	Book this date

If you are subsequently not available to cover the desk, please E-Mail schooladmissions@borehamwoodshul.org to let us know. However, please note if this is at the last minute there may be no possibility of finding someone else to cover

the slot, so there may be no CRP that week.

You will receive a reminder E-Mail on the Wednesday morning preceding the Shabbat you have booked.