

User Guide

Simple step-by-step help for signing in, registering for seats, updating household information, changing seat requests, and understanding pricing.

BEFORE YOU START

- Use your member email address to sign in.
- The first-time password is usually your ID number unless you already changed it.
- Household information and seat reservations are updated in different places.
- If you change family members, update the seat request too if that changes who needs seats.
- Membership includes 2 seats. Each additional person who needs a seat is ₪250.

1. First-time login

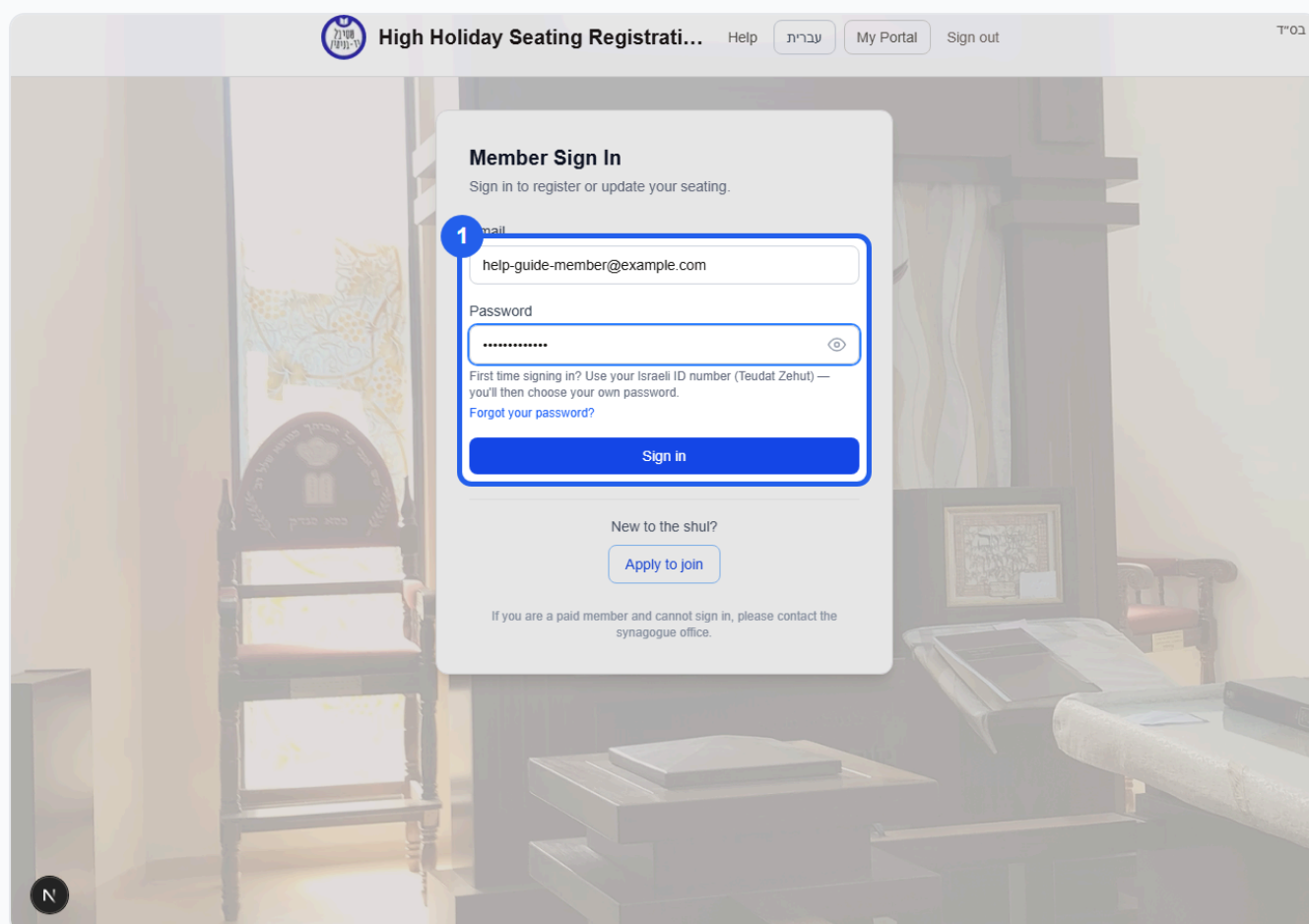
Start here if this is your first time using the seating website, or if you are not sure how to get into your account.

1

Open the sign-in page

Go to the seating website and open the member sign-in page. Enter the email address registered with the shul.

[Email field on the sign-in page](#)



The screenshot shows a web browser window with the title "High Holiday Seating Registrati...". The browser's address bar shows "http://www.example.com". The page has a header with a logo, the title, and links for "Help", "עברית", "My Portal", and "Sign out". The main content area features a "Member Sign In" form. The form has a title "Member Sign In" and a subtitle "Sign in to register or update your seating." Below this, there are two input fields: "Email" and "Password". The "Email" field is highlighted with a blue border and a blue circle with the number 1 next to it. The "Email" field contains the text "help-guide-member@example.com". The "Password" field contains a series of dots. Below the password field, there is a link "Forgot your password?". At the bottom of the form, there is a blue "Sign in" button. Below the form, there is a section for "New to the shul?" with an "Apply to join" button. At the very bottom, there is a note: "If you are a paid member and cannot sign in, please contact the synagogue office." The background of the page is a blurred image of a synagogue interior.

High Holiday Seating Registrati... Help עברית My Portal Sign out

Member Sign In
Sign in to register or update your seating.

1 Email
help-guide-member@example.com

Password
.....

First time signing in? Use your Israeli ID number (Teudat Zehut) — you'll then choose your own password.
[Forgot your password?](#)

Sign in

New to the shul?
[Apply to join](#)

If you are a paid member and cannot sign in, please contact the synagogue office.

2

Enter your password

For first-time sign-in, use your ID number as the password unless the office gave you different instructions. If you already chose a password, use that password.

[Password / ID number field](#)


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1

mail

help-guide-member@example.com

Password

.....

👁

First time signing in? Use your Israeli ID number (Teudat Zehut) — you'll then choose your own password.

[Forgot your password?](#)

Sign in

New to the shul?

Apply to join

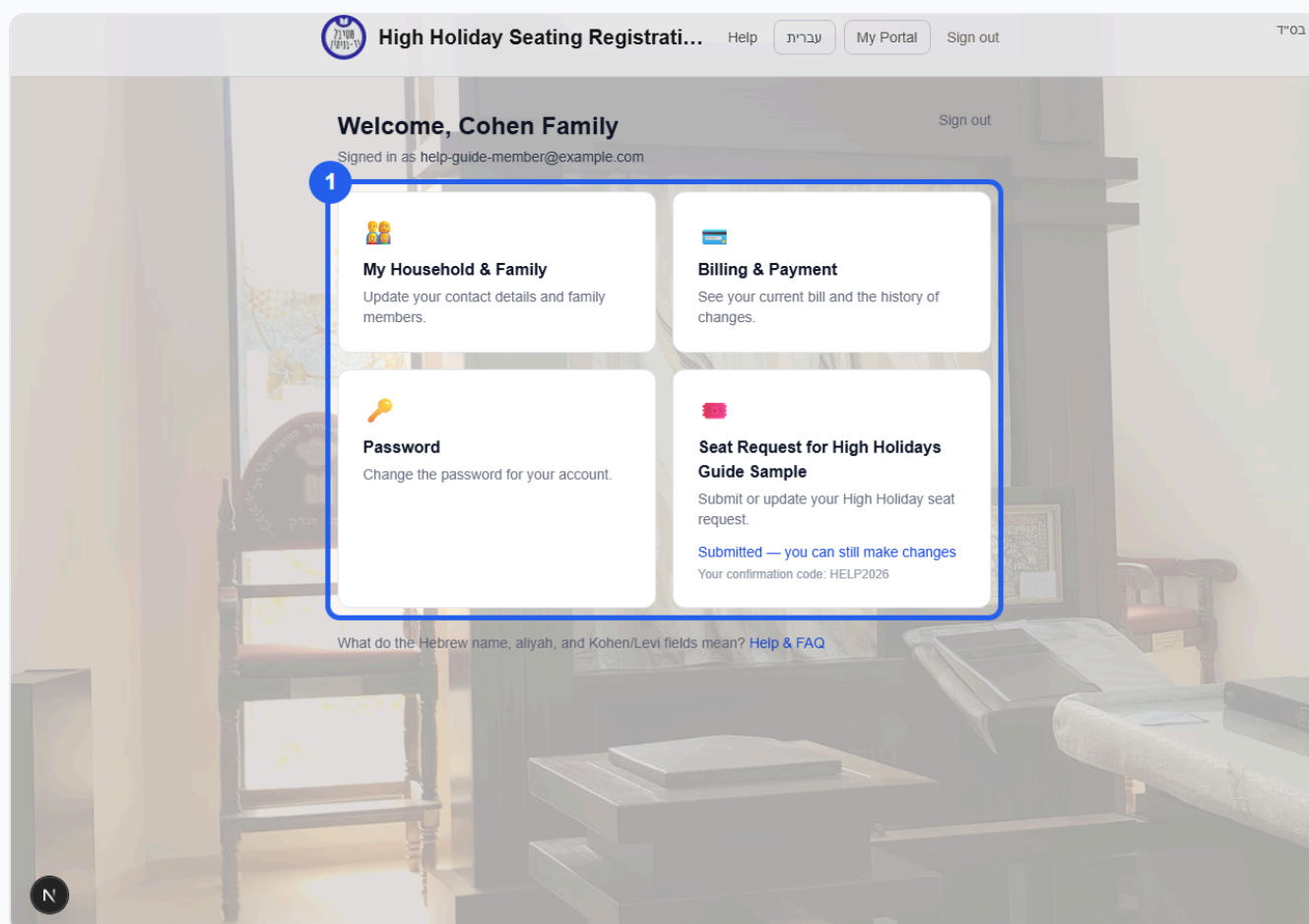
If you are a paid member and cannot sign in, please contact the synagogue office.

3

Click Sign in

After signing in, you will arrive at My Portal. This is the main page where you choose what you want to do.

[My Portal main menu](#)



2. Registering for seats

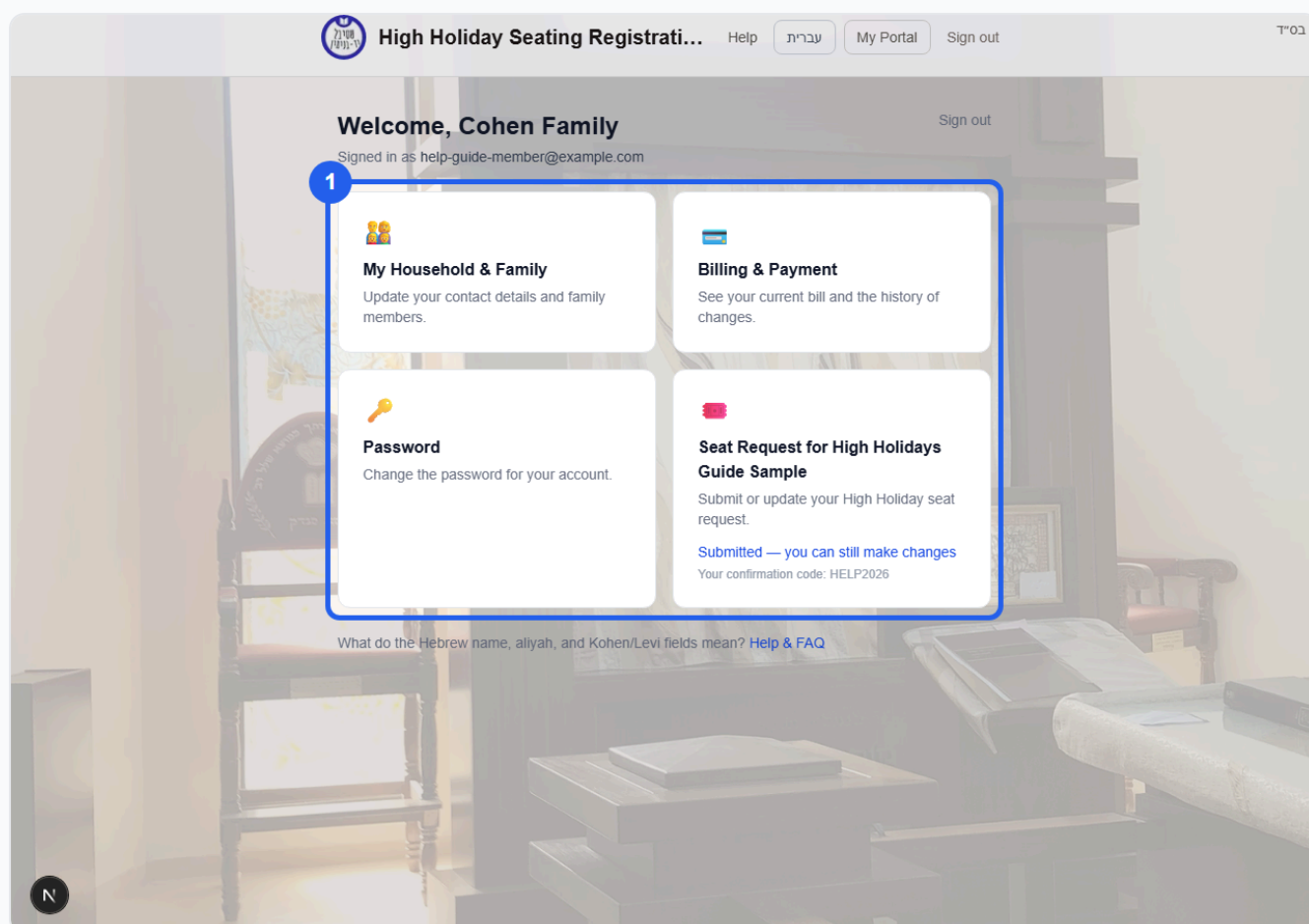
Use this section when you are submitting your High Holiday seat request for the first time.

1

From My Portal, click Seat Request

After signing in, find the Seat Request card on My Portal. Click it to open the seat registration form.

[Seat Request card](#)



2

Check household information

Review the household name, ID number, phone, address, and email. The email is locked because it is used for signing in.

[Household information fields](#)

The screenshot shows a web application interface for 'High Holiday Seating Registration'. The user is signed in as 'help-guide-member@example.com'. The form is titled 'Update Your Registration' and has four steps: 1. Household, 2. Attendees, 3. Preferences, and 4. Review. The current step is 'Household Information', which is highlighted with a blue circle and the number '1'. The form fields are as follows:

- First Name:** David
- Last Name:** Cohen
- Family / Household Name:** Cohen Family
- ID Number (Teudat Zehut):** 123456789
- Email:** help-guide-member@example.com (locked)
- Phone:** 050-123-4567
- Address (optional):** 12 HaGefen Street

A 'Next' button is located at the bottom right of the form. The background of the page shows a blurred image of a synagogue interior.

3

Choose who is coming

For each person, mark whether they are attending Rosh Hashanah and/or Yom Kippur. Also mark whether they need a physical seat. A small child can attend without needing their own seat.

[Attending and Needs a seat checkboxes](#)

Signed in as help-guide-member@example.com [Sign out](#)

[Update Your Registration](#)

[Household](#) — **[Attendees](#)** — [Preferences](#) — [Review](#)

Attendees [+ Add attendee](#)

Attendee 1

First Name Last Name

Gender [?](#) Date of Birth (optional)

ID Number (Teudat Zehut) (optional)

Above bar/bat mitzvah age? [?](#)

1 ☒ Attending ☒ Needs a seat [?](#) ☒ Attending ☒ Needs a seat [?](#)

☒ Requires an accessible seat [?](#)

Individual notes (optional)

4

Choose membership and preferences

Choose Married Couple or Family membership. Then choose any seating preferences, such as same area, back, near entrance, or neighborhood. Preferences are requests, not guarantees.

[Membership and seating preferences](#)

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גליל / Galil

גולן / Golan

שרון / Sharon

נגב / Negev

ערבה / Arava

ארון קודש

בימה

עמק / Emek

ערבה / Arava

☐ Keep last year's exact seat if possible
 ☒ Keep the same general area as last year
 ☐ Back of synagogue
 ☒ Near entrance

General notes / additional preferences

Sample guide registration. Please seat us near the entrance if possible.

Back

Next

5

Review and submit

Read the final review page, check the privacy box, and click Submit Registration. Save the confirmation code shown after submission.

[Privacy checkbox and Submit Registration button](#)

Signed in as help-guide-member@example.com [Sign out](#)

[Update Your Registration](#)

☒ Household —
 ☒ Attendees —
 ☒ Preferences —
 ☒ **Review**

Review & Submit

Household: Cohen Family
 Email: help-guide-member@example.com
 Attendees: 3

Privacy Notice
 Your contact information will be used only for seating coordination and confirmation. It will not be shared with third parties. Seating assignments are not publicly visible.

1 ☐ I have read the privacy notice and consent to having my information used for seating coordination.

Privacy consent required

[Back](#) [Submit Registration](#)

3. Updating household information

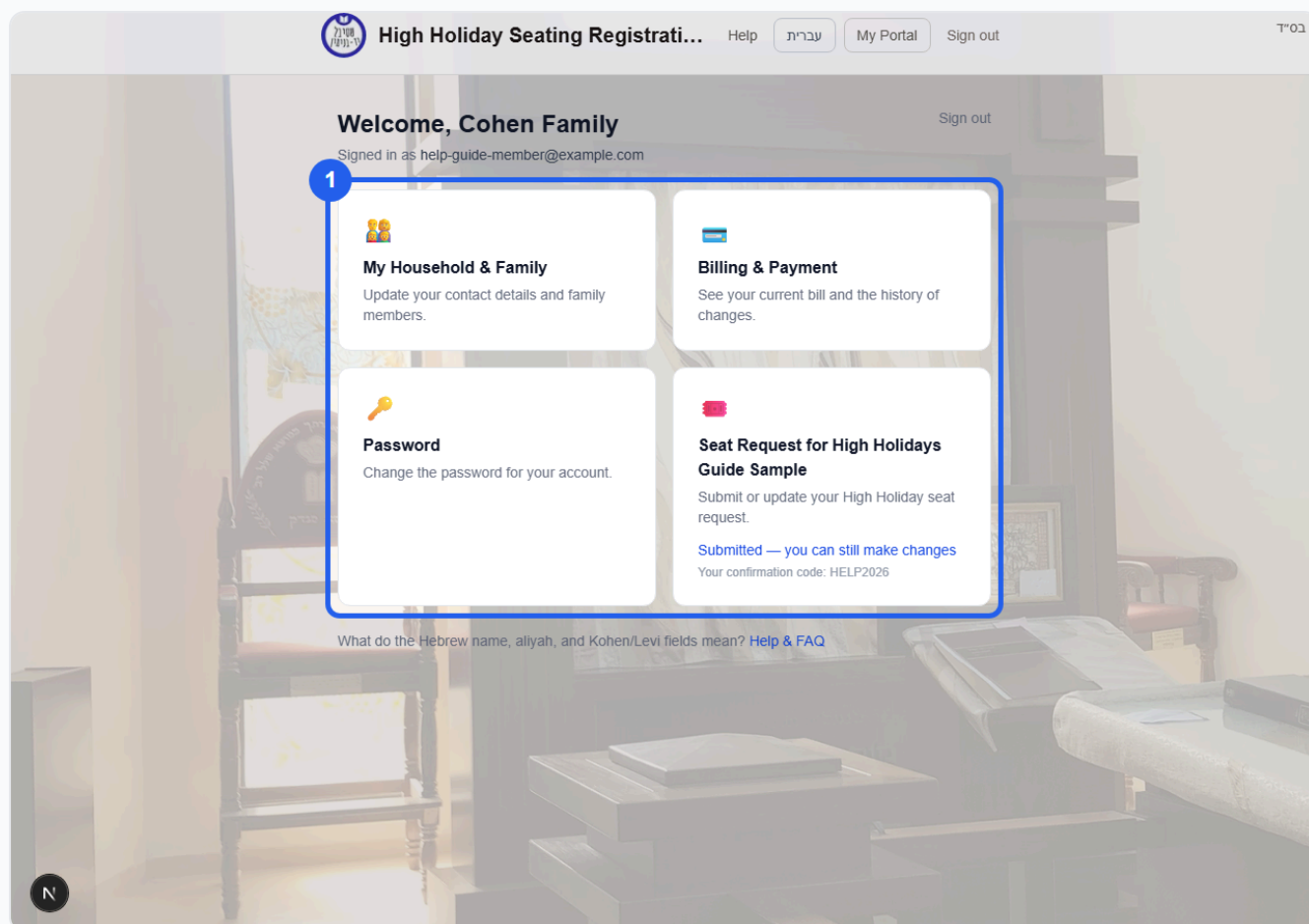
Use My Household & Family when you need to update contact information, family members, Hebrew names, aliyah details, or yahrzeits.

1

Sign in and click My Household & Family

Go back to the website, sign in, and click the My Household & Family card on My Portal.

[My Household & Family card](#)



2

Update contact details

Change the household display name, phone, or address. Then click Save. Your email stays locked because it is your sign-in email.

[Contact Details form and Save button](#)



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ד"ר

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My Household & Family

Changes here update your family details. To request seats for Rosh Hashanah / Yom Kippur, use the Seat Request form.

1

Family / Household Name

Cohen Family

Phone

050-123-4567

Address (optional)

12 HaGefen Street

Email

help-guide-member@example.com

Your email is your sign-in and can't be changed here.

Save

Family Members (3)

Ari Cohenארי כהן

Child

+

David Cohenדוד כהן

Head of household

+

Sarah Cohenשרה כהן

Spouse

+

Open a person card to edit names, relation, men's/women's section, birthdays, aliyah name, Kohen/Levi status, or accessibility needs.

[← Back to my portal](#)

Changes here update your family details. To request seats for Rosh Hashanah / Yom Kippur, use the Seat Request form.

Contact Details

Family / Household Name

Cohen Family

Phone

050-123-4567

Address (optional)

12 HaGefen Street

Email

help-guide-member@example.com

Your email is your sign-in and can't be changed here.

Save

Family Members (3)

Ari Cohenארי כהן

Child

+

David Cohenדוד כהן

Head of household

—

First Name

David

Last Name

Cohen

4

Add a family member

Use Add family member for a spouse, child, or other household member. After adding someone, update the seat request separately if they need a seat this year.

[Add family member form](#)


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בס"ד

12 HaGefen Street

Email
help-guide-member@example.com

Your email is your sign-in and can't be changed here.

Save

Family Members (3)

Ari Cohenארי כהן

Child

+

David Cohenדוד כהן

Head of household

+

Sarah Cohenשרה כהן

Spouse

+

Add a family member (spouse, child...)

1

First Name

Last Name

Hebrew first name ?

Hebrew last name ?

Relation

Gender ?

Child

Male (men's section)

5

Add yahrzeit information

Use the Memorial / Yahrzeit section to record the name, relationship, and Hebrew date for a parent or loved one.

[Memorial / Yahrzeit section](#)

High Holiday Seating Registrati... Help עברית My Portal Sign out

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My Household & Family

Changes here update your family details. To request seats for Rosh Hashanah / Yom Kippur, use the Seat Request form.

Contact Details

1 Family / Household Name Phone

Cohen Family 050-123-4567

Address (optional)

12 HaGefen Street

Email

help-guide-member@example.com

Your email is your sign-in and can't be changed here.

Save

Family Members (3)

Ari Cohen ארי כהן

Child

+

David Cohen דוד כהן

Head of household

+

Sarah Cohen שרה כהן

Spouse

+

4. Updating an existing seat reservation

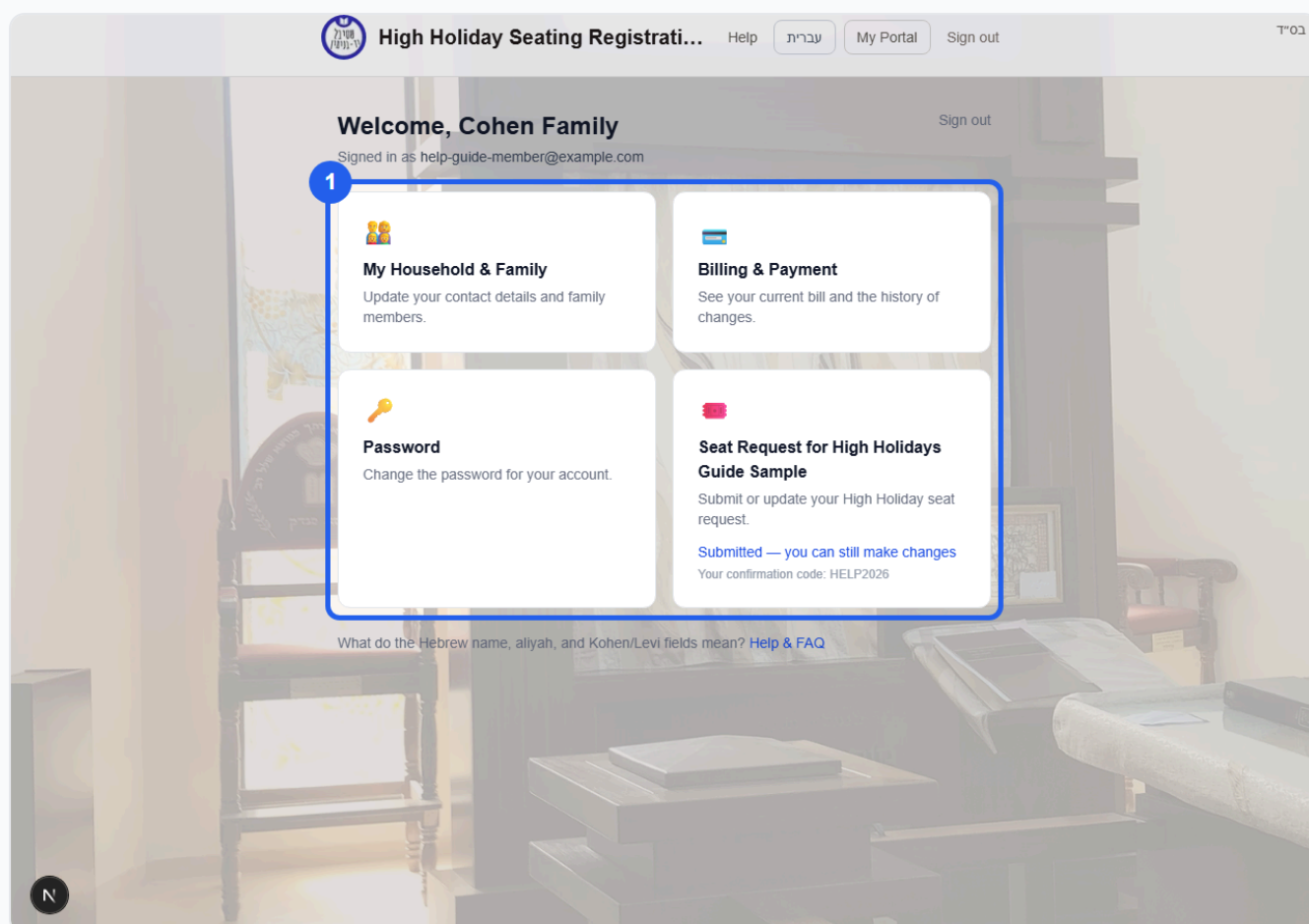
Use this section if you already submitted a seat request and need to change who is coming, who needs a seat, your preferences, or your notes.

1

Sign in and click Seat Request again

Go to My Portal and click the Seat Request card again. If it says Submitted, you can still open it while registration is open.

[Submitted Seat Request card](#)



2

Make your changes

Use Next to go through the same form again. Change attendees, holiday attendance, Needs a seat checkboxes, membership type, preferences, or notes.

[Attendee and seat-needed choices](#)

Signed in as help-guide-member@example.com [Sign out](#)

[Update Your Registration](#)

1 Household — 2 Attendees — 3 Preferences — 4 Review

Attendees [+ Add attendee](#)

Attendee 1

First Name Last Name

Gender Date of Birth (optional)

ID Number (Teudat Zehut) (optional)

Above bar/bat mitzvah age?

☒ Attending ☒ Attending

☒ Needs a seat ☒ Needs a seat

☒ Requires an accessible seat

Individual notes (optional)

3

Go all the way to Review

Even if you changed only one thing, continue through the form until you reach Review & Submit.

[Review & Submit step](#)

Signed in as help-guide-member@example.com [Sign out](#)

[Update Your Registration](#)

✓ Household — ✓ Attendees — ✓ Preferences — **4 Review**

Review & Submit

Household: Cohen Family
Email: help-guide-member@example.com
Attendees: 3

Privacy Notice
Your contact information will be used only for seating coordination and confirmation. It will not be shared with third parties. Seating assignments are not publicly visible.

1 ☐ I have read the privacy notice and consent to having my information used for seating coordination.

Privacy consent required

[Back](#) [Submit Registration](#)

4

Submit again

Check the privacy box and click Submit Registration. This updates the existing request; it does not create a second request.

[Submit Registration saves the update](#)

The screenshot displays the 'High Holiday Seating Registration' web application. At the top, the user is signed in as 'help-guide-member@example.com'. The navigation bar includes 'Help', 'עברית', 'My Portal', and 'Sign out'. The main content area shows a progress bar with four steps: 'Household' (checked), 'Attendees' (checked), 'Preferences' (checked), and 'Review' (active, indicated by a blue circle with the number 4). Below the progress bar, the 'Review & Submit' section displays the following information:

- Household: Cohen Family
- Email: help-guide-member@example.com
- Attendees: 3

A 'Privacy Notice' box states: 'Your contact information will be used only for seating coordination and confirmation. It will not be shared with third parties. Seating assignments are not publicly visible.' Below this, a checkbox labeled '1' is highlighted with a blue box. The text next to the checkbox reads: 'I have read the privacy notice and consent to having my information used for seating coordination.' Below the checkbox, the text 'Privacy consent required' is displayed in red. At the bottom of the form, there are two buttons: 'Back' and 'Submit Registration'.

5. Understanding membership and seat pricing

Use this section to understand what the registration and billing pages are showing.

1

Membership fees

Married Couple membership is ₪2,150. Family membership is ₪2,700. Both include 2 seats at no additional charge.

[Membership type and included seats](#)


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גליל / Galil

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ארון קודש

בימה

עמק / Emek

ערבה / Arava

☐ Keep last year's exact seat if possible
 ☒ Keep the same general area as last year
 ☐ Back of synagogue
 ☒ Near entrance

General notes / additional preferences

Sample guide registration. Please seat us near the entrance if possible.

Back

Next

2

Additional seats

Each additional person who needs a seat costs ₪250. A person attending both Rosh Hashanah and Yom Kippur counts once for additional-seat pricing.

[Additional seats line and holiday seat counts](#)


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Billing & Payment

See your current bill and the history of changes.

Current bill

1

Family (Membership — already paid)	2,700₪
Additional seats	250₪
Rosh Hashanah: 3 • Yom Kippur: 2	
Membership includes 2 seats; ₪250 per additional seat.	
Total on file	2,950₪

Change history

Date	seats	Total on file	What changed
10/07/2026 Registration	3	2,950₪	+ 250₪



3

Current bill

Open Billing & Payment from My Portal to see membership fee, additional-seat charge, Rosh Hashanah and Yom Kippur seat counts, total on file, and pricing history.

[Current bill and pricing history](#)

High Holiday Seating Registrati... Help עברית My Portal Sign out

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Billing & Payment

See your current bill and the history of changes.

Current bill

family (Membership — already paid)	2,700₪
Additional seats	250₪
Rosh Hashanah: 3 • Yom Kippur: 2	Membership includes 2 seats; ₪250 per additional seat.
Total on file	2,950₪

Change history

Date	seats	Total on file	What changed
10/07/2026 Registration	3	2,950₪	+ 250₪

Help & FAQ

Answers to common questions about registering and managing your seats.

How do I sign in?

+

What can I do in my portal?

+

How do I update my family?

+

How do I request seats?

+

Are my seating preferences guaranteed?

+

What is the memorial (yahrzeit) section for?

+

How do I pay?

+

What do the Hebrew name, aliyah, and Kohen/Levi fields mean?

+

WHAT THE FIELDS MEAN

בס"ד

ID Number (Teudat Zehut)	Your Israeli ID number (Teudat Zehut). The first time you sign in, this is also your password.
Hebrew first name	First name in Hebrew letters — used for aliyahs, memorials, and the Hebrew seating list.
Birthday (Hebrew)	The Hebrew-calendar birthday, e.g. י"ד ניסן. Optional.
Name for Aliyah	The name read out when this person is given an aliyah to the Torah — usually their Hebrew name and their father's, e.g. יעקב בן משה.
Bar Mitzvah parsha	The weekly Torah portion of the boy's Bar Mitzvah. Optional.
Kohen / Levi / Israel	Tribal status, which affects the order of Torah honours. Choose Israel if neither Kohen nor Levi.
Above bar/bat mitzvah age?	Tick if the person is Bar/Bat Mitzvah age or older — they are given their own adult seat.
Requires an accessible seat	Tick if this person needs step-free access, a wheelchair space, or a seat near the entrance.
Needs a seat	"Attending" means they will be at the service. "Needs a seat" reserves a physical seat — a young child may attend without one.
Hebrew date	The Hebrew date of passing, e.g. כ"ז אדר — the day the yahrzeit is observed each year.

Still stuck? Contact the synagogue office and we'll be glad to help.