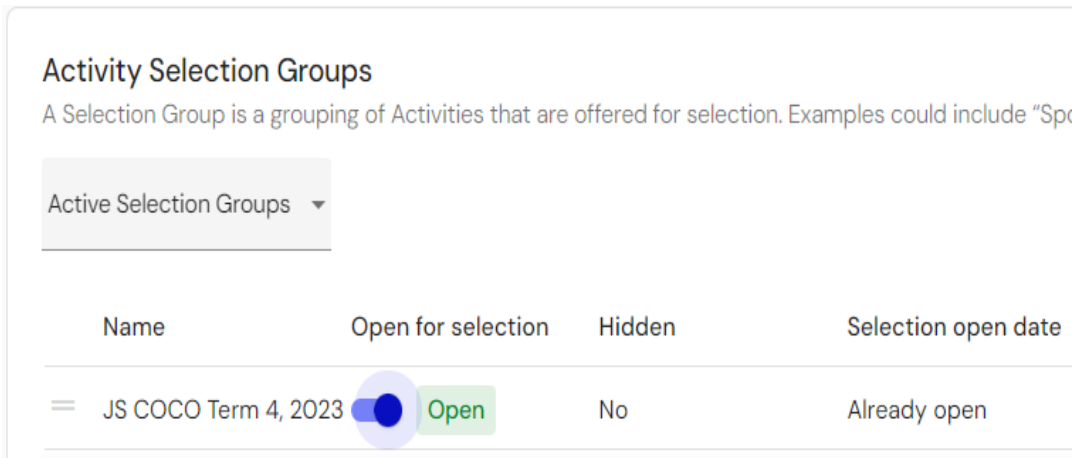


A Guide to Activity Selection

This document is a guide for Parents and Guardians using Activity Selection

Please note we have upgraded the selection process you no longer have to enter into different Year groups for selection, the system will only show which activities your child/ren are eligible for.



The screenshot shows a web interface for 'Activity Selection Groups'. At the top, there is a title 'Activity Selection Groups' and a descriptive sentence: 'A Selection Group is a grouping of Activities that are offered for selection. Examples could include "Sports"'. Below this is a dropdown menu labeled 'Active Selection Groups'. The main part of the interface is a table with the following columns: 'Name', 'Open for selection', 'Hidden', and 'Selection open date'. The first row in the table has the following data: 'JS COCO Term 4, 2023', a blue toggle switch in the 'Open' position with a green 'Open' label next to it, 'No', and 'Already open'.

Name	Open for selection	Hidden	Selection open date
JS COCO Term 4, 2023	<input checked="" type="checkbox"/> Open	No	Already open

How to make an activity selection:

1. Login to the school Portal [Clipboard link](#)
2. Click on Activity Selection (left sidebar). Here you can see a list of selection groups, as well as:
 - What activities are on offer for each group
 - If a selection group is 'open' or 'closed' for activity selection
 - If an activity has been selected in that group
 - When the selection group will close
 - Costs associated with an activity (if applicable)
 - Which student you are selecting for



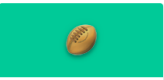


Clipboard

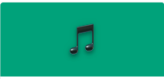


- If there is a requirement to select an activity in that group

Activity Selection for Mcconnell Dickson ✓ Mcconnell Ruiz

Winter Sport Open Until 23 May, 4:58pm Mcconnell needs 1 more activity in Sport.

 Basketball 100 places remaining AS165	 Hockey 99 places remaining	 Rugby 99 places remaining
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Music Ensembles Open Until 9 May, 4:58pm

 Orchestra No limit on places ✓ Selected	 Choir 40 places remaining AS385	 Piano Tuition No limit on places From AS110
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Term 1 Co-Curricular Closed
Click to expand...

3. Click on the activity you want to select. The details of the activity will appear on the next screen. **Note: If a student is ineligible for an activity, it will not be displayed as an option to be selected.**
4. Next, simply click the Select button if you want to go ahead with choosing this activity for the student you are acting on behalf of. A pop-up window will then ask you to choose an option (if any are offered) and to confirm the place. You may also be asked to answer a required question in order to select that activity, for example Homework Club is offered on Multiple afternoons it will ask you which afternoon you are booking. (as per the below example).
Press Select

Clipboard

Options

Monday's 3:15 - 4:15pm
A\$90.00, 20 places remaining

Tuesday's 3:15 - 4:15pm
A\$90.00, 10 places remaining

+ Select

It will then offer you a tick box (as per the below sample). And SAVE

Confirm Selection ×

Which option(s) would you like to select from below? *

Monday's 3:15 - 4:15pm
A\$90.00, 20 places remaining

Tuesday's 3:15 - 4:15pm
A\$90.00, 9 places remaining

Cancel **✓ Save**

- Once an activity has been selected, it will show as 'Selected' on the activity's page and on the group's page.

6. Once selections are made, the choices are sent through to the school where staff place students into teams or groups.

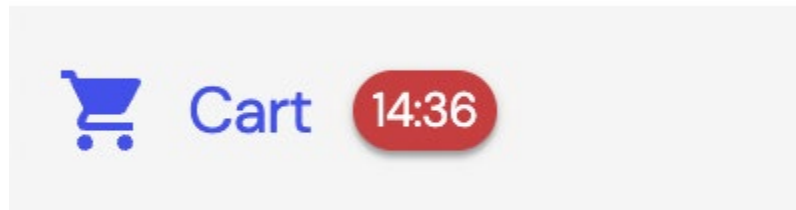
Cart for Activity Selection

Cart functionality lets parents or students select multiple Activities and place them in a 'cart', so they only have to confirm and check out once.

How much time do Students and Parents/Guardians have after selecting?

Once a selection has been made, a prompt will show asking whether they want to Continue Browsing or Go to Cart. They will have 15 minutes to check out selections from the Cart. If more than one selection is made, students, parents/Guardians can continue browsing.

On the left-hand side, there is a timer next to the Cart showing how much time is remaining to pay (see the image below).



If the time expires before you are able to check out, the Selections will be removed from the Cart and a Cart Expired message will appear.

What does Cart look like?

Cart functionality looks very similar to shopping online, where you have your selected Activities and payment with card all in one screen. **Students or Parents/Guardians will be prompted to enter their card details** with the option of saving the card details for future payments.

Once they have selected their Activities, this is what it will look like in the Cart (see the image below). **Important update it will now also show the days you have**



Clipboard

selected, as you can see by the below selection there is a clash as both these activities occur on a Tuesday afternoon, please read the cart prior to accepting if clashes occur please delete and re-select.

Your Items Time left: 14:13

JS COCO Term 4, 2023 - Ball & Invasion Games
Tuesday's 3:15 - 4:15pm

JS COCO Term 4, 2023 - Homework
Tuesday's 3:15 - 4:15pm

Item total **A\$90**
+ 10% GST

Payments will be charged to school accounts

Paid Separately

Subtotal **A\$81.82**
Tax **A\$8.18**
Total due separately A\$90.00

Waitlist

When making selections, you may find that the activity or options within it have reached full capacity and you cannot select the activity. Some activities, however, may offer a waitlist, which you can join. Simply:

1. Click on the activity or option within an activity you want to select.
2. Then click on Join Waitlist and confirm to join the waitlist for this activity or option (see image below).
3. If a student drops out of the activity or their preferred option, you will be notified by email that they have been moved into the activity. If the activity requires payment to be taken, the email will contain a link to pay the invoice. Also included in the email is a link to unselect the activity if there is a change of mind.



Join Waitlist for Ruiz ✕

Waitlist

A waitlist will be joined for the following. Note that no payment is made at the point of joining a waitlist.

Music Ensembles - Violin Tuition	A\$150.00
GST (10%)	A\$15.00
Total	A\$165.00

Join Waitlist

How does the waitlist work?

When a place becomes available, the next student in line for that activity or option within that activity will be automatically placed. This is determined by the date and time the student was placed on the waitlist, with the earliest being placed first.

Frequently Asked Questions (FAQ's)

Can I change my activity selection?

Yes you can! If you change your mind and want to change the activity you selected, you can deselect the activity before going to select the correct one. To deselect



Clipboard

simply go to the activity's page and click on 'View selection for ...' and then choose 'unselected', click Next and then confirm your choice.

View or Change Selection for Mcconnell ×

1 Selection ————— **2 Confirm**

Should this activity be selected or not?

Selected
If you want to keep this activity selected

Unselected
If you want to no longer select this activity

→ Next

Can I change my answer to a required question?

Yes you can! Simply click on the View Selection button and then click Next to go to the Details page. Then change your answer to the question. Then click Confirm Changes. See the image below:



Clipboard

View or Change Selection for Dickson ✕

Selection — Details — **3** Confirm

Changes you will make

- Responses

← Back ✓ Confirm Changes

What if I am a parent with more than one child?

To swap between students, simply click on the name of the student and select another student from the tabs on the right-hand side. The tick will indicate which student you are selecting on behalf of.

Dickson **✓ McConnell** Ruiz

How do I know if my selection has been completed or processed?

Selection will only be completed after Students or Parents/Guardians have checked out of the cart and received the message through the confirmation window.

