

# THE ALICE SMITH SCHOOL

## ACTIVITIES PORTAL

### INSTRUCTIONS

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## Accessing Activities Registration

Access to Activities Registration can be reached by navigating to the School's web site – [www.alice-smith.edu.my](http://www.alice-smith.edu.my) – and selecting 'Activities' from either the 'Primary Campus' or Secondary Campus' drop-down menus. The resultant page has a link that will take you to the main login page.

## New user registration

Having navigated to the login page (below)



Click on the link to the left of the page with the text 'No account yet? **Register**'. This will take you to the page below:

**Registration**

Required field | Field visible on your profile | Field not visible on profile

First Name:	<input type="text"/>	👁️ 🚫
Last Name:	<input type="text"/>	👁️ 🚫
Username:	<input type="text"/>	👁️ 🚫
Password:	<input type="password"/>	👁️ 🚫
Your password will be sent to the above e-mail address. Once you have received your new password you can login in and change it.		
Email:	<input type="text"/>	👁️ 🚫
Home Address (Current):	<input type="text"/>	👁️ 🚫
Parent's Membership No:	<input type="text"/>	👁️ 🚫
contact no:	<input type="text"/>	👁️ 🚫
Emergency Contact:	<input type="text"/>	👁️ 🚫

Required field | Field visible on your profile | Field not visible on profile

Please enter all the details requested on the screen – choose a username that you will remember (the system will ensure that no-one else is already using it) - with particular attention to the sections

for 'Email' and 'Parent's Membership No'. The email address entered here will be the one the system utilises for all contact (Registration confirmation, Activity Registration Receipt, etc.) and is not linked to any other system at the School. The Parent's Membership Number is the **single most important piece of information** you will enter as it is key to being able to access your child's details for registration. It should have been provided to you in a letter by the School and be in the format of four numbers, an oblique and a letter – e.g. 1234/Z. If you have not been provided your Membership Number or cannot remember it please send an email to the school at [activities@alice-smith.edu.my](mailto:activities@alice-smith.edu.my) providing your name, your Parent Membership Number (If known) and the details of your child (Including their class and yeargroup).

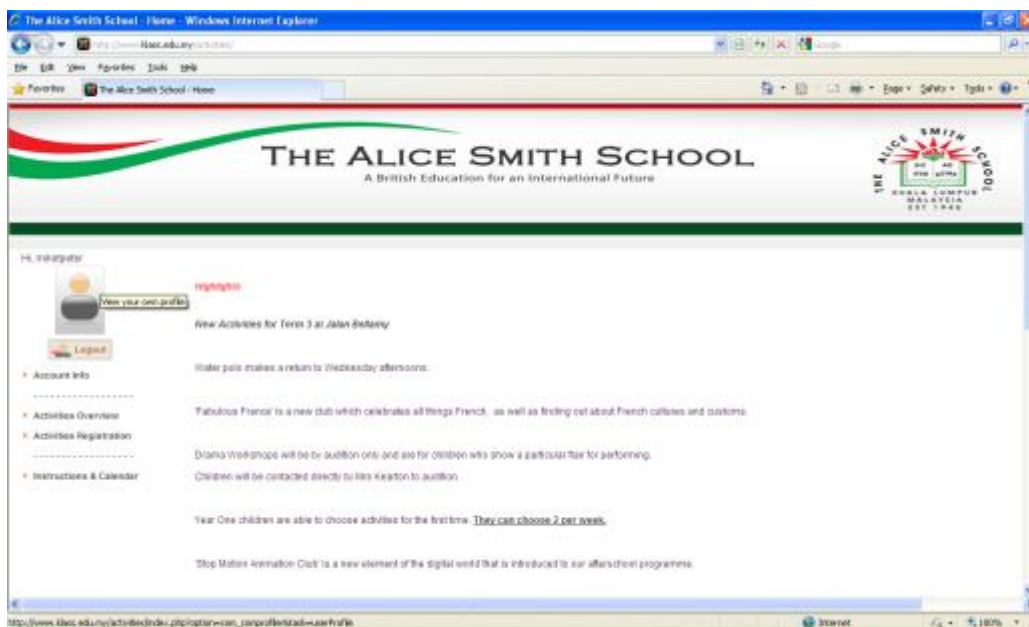
Once all details have been entered please click on the 'Register' button at the foot of the page. You will then be sent an email asking you to click on a link to confirm your registration. This is standard practice for a web based login system as it avoids malicious or prank registrations using false email addresses.

As a result of clicking the link in the email your web browser will open and you will be taken back to the Activities site and a message will appear on screen stating that your confirmation has been successful and that your password has been sent to you in a further email. On receipt of this email you will now be able to log on to the system and register your child as detailed in the 'Existing Users' section detailed below.

## **Existing Users**

To log in navigate to the login screen as described in the 'Accessing Activities Registration' and enter your existing login name and password.

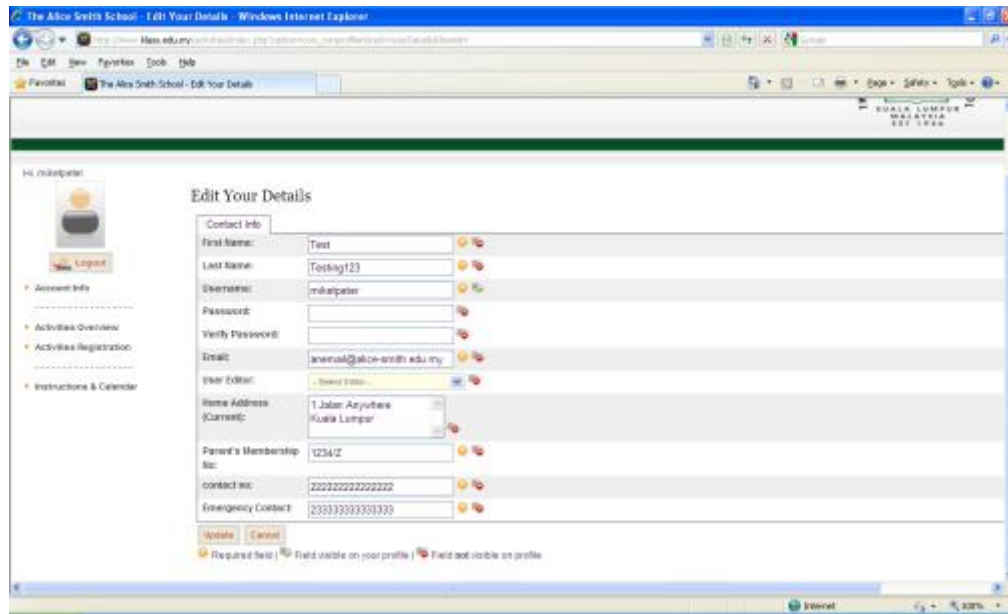
This will result in the following screen:



Follow the links on the menu on the left hand side of the screen to perform the actions described in the sections below.

## Amending passwords / Entering account information

If you wish to amend your details click on the menu link for 'Account Info' which will result in the screen below:



The screenshot shows a web browser window titled "The Alice Smith School - Edit Your Details". The page content includes a user profile for "m.karpater" with a "Logout" button. A sidebar on the left contains navigation links: "Assess Info", "Activities Overview", "Activities Registration", and "Instructions & Calendar". The main content area is titled "Edit Your Details" and contains a form with the following fields:

Contact Info	
First Name:	Test
Last Name:	Testing123
Username:	m.karpater
Password:	
Verify Password:	
Email:	m.karpater@alice-smith.edu.my
Home Address (Current):	1 Jalan Anywhere Kuala Lumpur
Parent's Membership No.:	123456
Contact No.:	22222222222222
Emergency Contact:	33333333333333

At the bottom of the form are "Update" and "Cancel" buttons. A legend indicates: "Required field" (marked with a red asterisk), "Field visible on your profile" (marked with a green checkmark), and "Field not visible on profile" (marked with a red X).

To amend your password enter your chosen new password in the 'Password' field and repeat it in the 'Verify Password' field and click on the 'Update' button. The new password will take effect from your next login.

Similarly, to update your Parent Membership Number or email address (if they are incorrect) just enter the correct details in these fields and click on the 'Update' button.

**N.B. If you amend your username it is possible that you may not be able to access the system. In this event please contact [activities@alice-smith.edu.my](mailto:activities@alice-smith.edu.my) providing your name, your Parent Membership Number and the details of your child (Including their class and yeargroup).**

## Lost passwords / Problems logging in

If you have lost/forgotten your password or have any problems logging in or registering your child for activities please send an email to [activities@alice-smith.edu.my](mailto:activities@alice-smith.edu.my) providing your name, your Parent Membership Number and the details of your child (Including their class and yeargroup). Your patience is appreciated if this occurs outside office hours but please be assured that your email will be responded to as soon as possible.

## Registering your child for activities

Registering your child for activities is a one-time only procedure so please ensure that you select all the days for which you wish your child to take part in an activity. Once a child has been registered it will not be possible to amend the registration except by emailing [activities@alice-smith.edu.my](mailto:activities@alice-smith.edu.my) providing your name, your Parent Membership Number and the details of your child (Including their class and yeargroup).

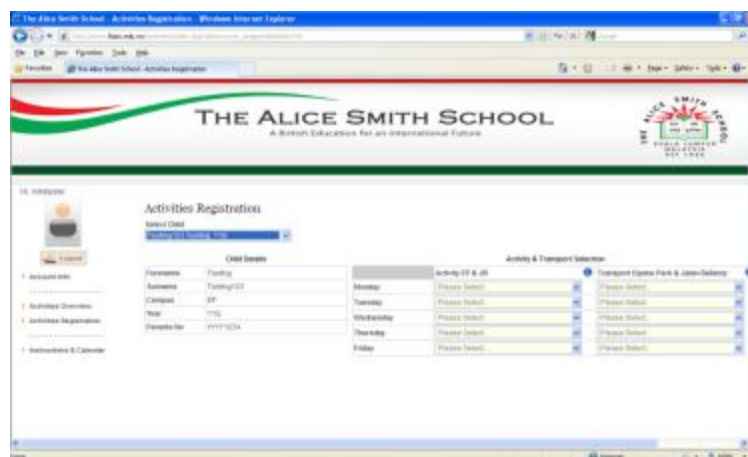
It should be noted at this point that registration for an activity does not guarantee that the activity will take place (Activities are often subject to minimum numbers).

To register for activities please select the 'Activities Registration' link on the left hand menu that is visible after logging in. The following screen will appear:



If your Parent Membership number has been entered correctly at the registration stage then the details of your child (children) will be visible when you click on the drop-down field under the 'Select Child' prompt.

Select the child that you wish to register an activity for from the list available in the drop-down and the following screen will appear showing the details of your child. If for any reason you do not see the correct details in this list please contact [activities@alice-smith.edu.my](mailto:activities@alice-smith.edu.my) providing your name, your Parent Membership Number and the details of your child (Including their class and yeargroup).

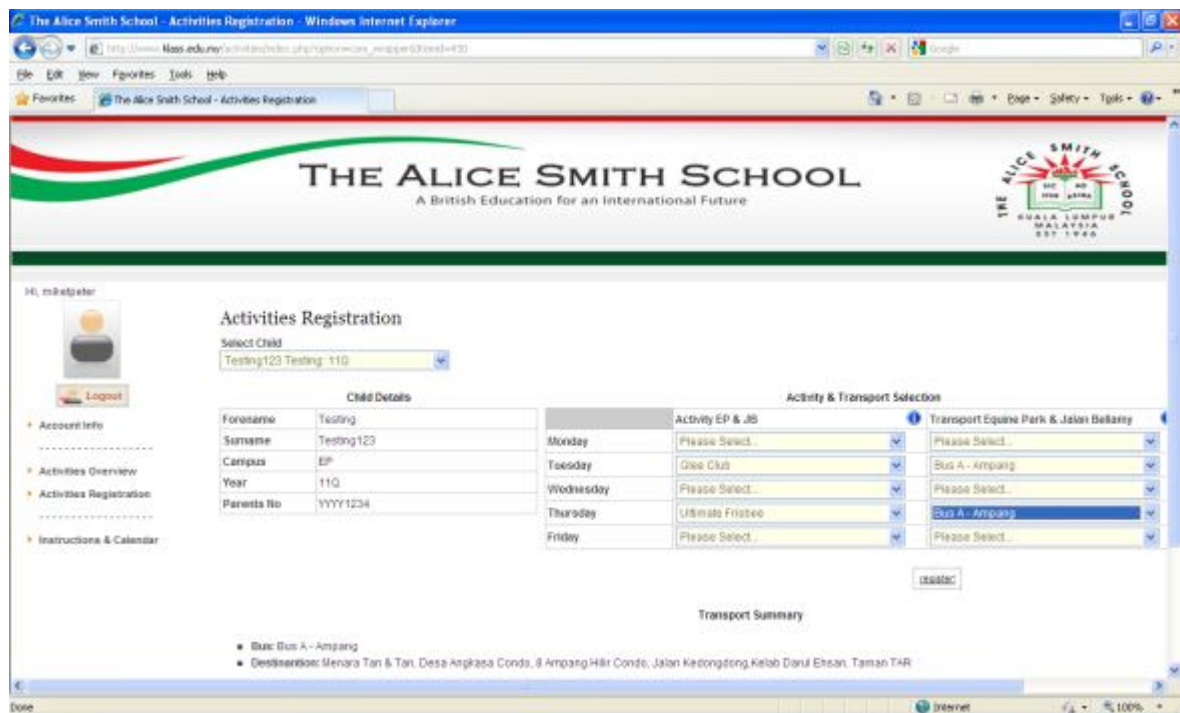


Select the drop-down field for the day on which you wish your child to participate in an activity and then select your chosen activity from the resultant drop-down list.

**N.B. If the activity you wish your child to participate in is not visible in the list it is either because the activity is fully subscribed (all activities are allocated on a first come, first served basis) or, in the case of Jalan Bellamy, because sign-up is conducted via an external third part who delivers the activity.**

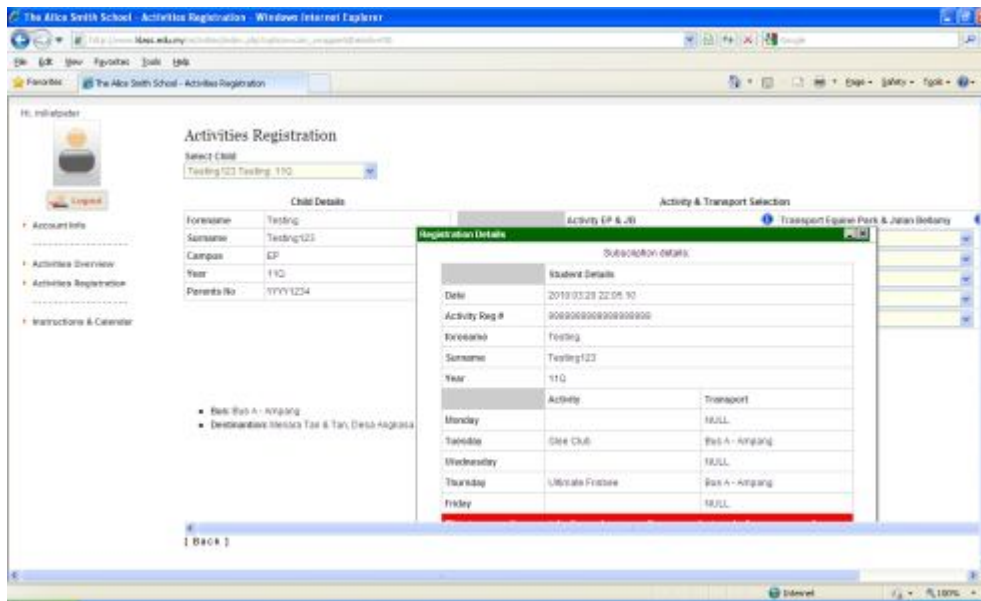
The selection of an activity MUST always be followed by the selection from the relevant drop-down field of the appropriate form of transport by which your child will return home. This is to ensure that the School is aware of the transport method chosen and that no child is left uncollected.

Once an activity is selected the details of the activity will appear on the page below the drop-down fields together with the 'Register' button (as shown below). Please do not click on this button until you have selected all the activities that you wish your child to participate in and the appropriate transport option. As detailed earlier this is a one-time process which will mean that your child no longer appears in the drop-down field at the head of the page once they have been registered.

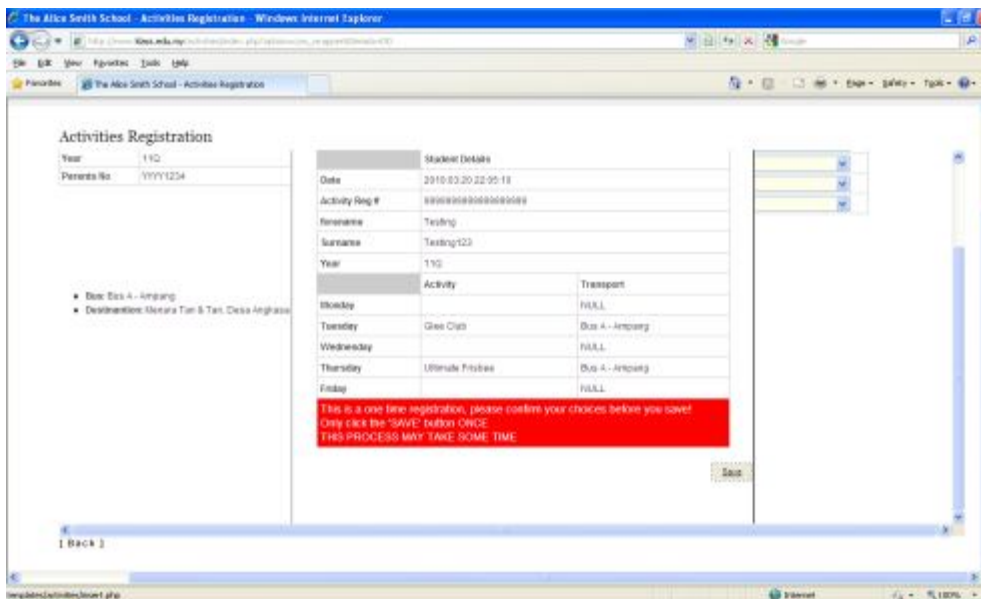


Once you are satisfied that you have selected all the desired activities and transport options for your child click on the 'Register' button that appears below the 'Activity & Transport Selection' fields when an activity has been selected.

This will result in the following screen appearing over the top of the existing selections:

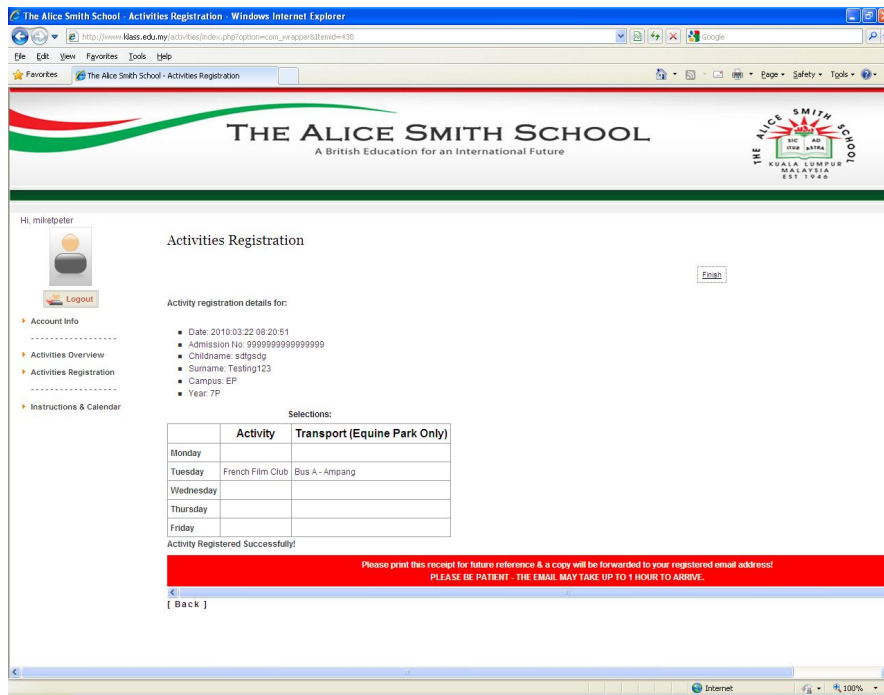


Check all the details on the new screen are correct and scroll down the page until the 'Save' button is visible (As below). If you are satisfied that all the details are correct then click on the 'Save' button, if not then click on the cross at the top right corner of the new pop-up screen to return to Activity Registration.



The action of clicking on the 'Save' button may take some time before the screen updates with a confirmation of the activities registered. PLEASE BE PATIENT – do not navigate away from this screen or attempt to refresh the page.

Once processing has taken place the following screen will appear:



This will provide confirmation of the activities registered and the transport options chosen. A confirmation email will be sent to the email address entered at registration.

Click on the 'Finish' button at the top right hand side of the page and you will be returned to the 'Activities Registration' page. If you have other children to register for activities this can now be done by following the steps detailed above.

***Please Note: You will not see details for your child on this screen if you have already registered them for an activity. Please see the 'Amending Registered Activities' section below for details of how to amend existing registrations.***

### **Amending registered activities**

If you realise that you have made a mistake or that the details you entered appear incorrectly or you wish to amend the details of the activities that you have registered please email [activities@alice-smith.edu.my](mailto:activities@alice-smith.edu.my) providing your name, your Parent Membership Number and the details of your child (including their class and yeargroup).

## Activities Overview

To see all activities available at both campuses please navigate to the 'Activities Overview' page by using the menu. This will display the page below:

Campus	ACTIVITY	Term	Location	Day	Time	ACTIVITY LEADER	Year Group	No. of Students	No. of Staff	Remaining	Cost	Description
W	Sports	Term 3 - 2009/2010	Water Gym	Tuesday	2:15 - 3:15pm	Mr. Hux	Year 1, Year 2	8	28	18	N/A	Come and join the fun! A chance to practice the skills you learn in PE and games lessons. You'll get to meet a hands-on and play lots of fun games.
W	Team Gym & Aerobics	Term 3 - 2009/2010	Water Gym	Tuesday	2:15 - 3:15pm	Ms. Gair	Year 3, Year 4, Year 5, Year 6	8	13	13	N/A	Come and learn how to perform out-landish feats of balance, agility and motor coordination. If you're interested in gymnastics and the extraordinary, then this is the club for you.
W	Ultimate Games	Term 3 - 2009/2010	Water Gym	Thursday	2:15 - 3:15pm	Mr. Lobb	Year 3, Year 4, Year 5, Year 6	16	28	28	N/A	Take the best of PE and add a dash of the most exciting games you've ever played and a few you've never even heard of and that's what makes Ultimate Games Club the BEST! Club around! Preball, European Handball...

As there are many activities available it is advisable to utilise the drop-down fields at the top of the page to refine the items displayed to those that you wish to view. Having selected the various options click on the 'Go' button to see only the items you chose. If this spans more than one page then navigation aids at the bottom of the screen allow you to move through the listed items.

## **Instructions and Calendar**

This page provides a link for you to download the instructions for using Activities Registration (this document) and also the calendar of activities for both sites.