Activities Registration (CHQ) Parent and Student Guide

Contents

A. How to find and access CHQ

Visit the CHQ website from the Quick Link at the bottom of the NAIS Pudong website (http://www.nordangliaeducation.com/our-schools/shanghai/pudong), or type into the address bar https://seasia.mychq.net/Login.aspx?club=445, which will take you directly to the site.

Follow us on

Enter your child's username and password details in the Members Area and click log in. Your child's username is their school email address. This is usually the first letter of their first name, hyphen family name.
For example. Jack Smith would be j-smith
The default password is NAIS1516. If your child has changed their school email password you must ask them to give you that information or you will not be able to register.

If you have difficulties with your child's log in, please contact Belinda Lai on cca@naispudong.com so that we can give you the log in information.

Members Area

Please enter your user credentials in the form below to gain access to the system …

User Name:

Password:

Log in

B. Changing your personal information

It is important that the first time you access CHQ that you establish that we have all your child's details correct, including the primary contact email address, as this is the email address that the system will use to send information to.

To check your child's information click on 'My Profile', and expand the 'Personal Information' bar.

MY PROFILE

⊞   **Personal Information**

Under this heading you will be able to check that all of your child's information and contact details are correct by clicking 'General' and 'Next Of Kin'. If you would like to update the school about any changes please email chqinformation@naispudong.com.

C. Changing your password

To change your child's password, which we strongly recommend, please log out of CHQ and follow the below instructions.

1. Open the school email system by clicking on the following address or by typing it into your address bar: https://mail. naispudong.com.

2. Enter your child's user name and password.

3. If it is your first time logging in you will see this screen.

4. Enter your preferred language and the time zone, after which click save.

5. Once you've accessed your child's account click on the settings icon, which is located in the top right hand corner of the page, followed by 'Change Password'.

6. Fill in the current password followed by typing in the new password, which you will have to by pressing save.
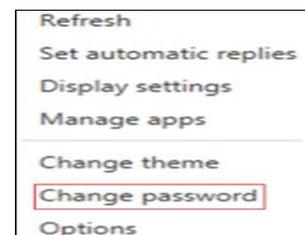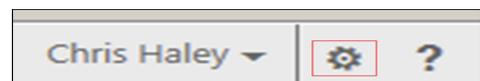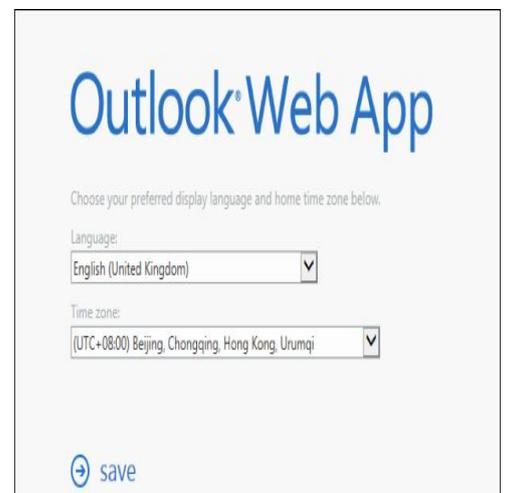
Please note that after changing your child's password you need to write it in their learning journals, so that they can continue to access the school computers in lessons

Outlook Web App

Choose your preferred display language and home time zone below.

Language:
English (United Kingdom)

Time zone:
(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi

⊙ save

Chris Haley ▾   ⚙   ?

Refresh
Set automatic replies
Display settings
Manage apps

Change theme
Change password
Options

D. Choosing your child's activities

To choose your child's CCAs log into CHQ using the procedure described in section A, and follow the below instructions.

1 - From the Home page click on the 'My Profile' tab. **MY PROFILE**

2 - Access the current activities list available to your child by expanding the 'My Current / Future Activities' bar, and then clicking 'view / manage / submit activity choices'.

My Current / Future Activities
2015/16 Term2
➕ [view / manage / submit activity choices]

3. - Scroll through the clubs available, and for further information on any of the activities click in the 'i' icon.

4 - The CHQ system allows you to rank your preferences, for example you should rank your 1st choice activity as 1, 2nd choice as 2. You can have a 1st choice activity on each day of the week. If your child would like to participate in two activities that are at different times, but on the same day, please enter a 1 into both relevant boxes.

Monday				
	Requested	Submitted	Approved	Declined
Kids can Cook / Academic [15:15-16:30] B229 ⓘ Capacity: 12 places	1	☐	☐	☐
Spanish Beginners Club / Academic [15:15-16:30] C202 ⓘ Capacity: 16 places		☐	☐	☐
CSU Jazz & Hip Hop Dance / Sport [15:15-16:30] Dance Studio Cost: ¥900.00/session ⓘ Capacity: 30 places		☐	☐	☐
Lily Pad Children's Yoga / Sport [15:15-16:30] B112 Cost: ¥900.00/session ⓘ Capacity: 12 places	2	☐	☐	☐
Little League Football / Sport [15:15-16:30] Sports Field ⓘ Mr HALEY, Mr Johnson, Mr LANG, Mr MEEHAN, Mr Shackleton		☐	☐	☐
Multi-Sport Beginner's Tennis / Sport [15:15-16:30] Tennis Courts Cost: ¥990.00/session ⓘ Capacity: 20 places		☐	☐	☐
Multi-Sport Beginners Gymnastics / Sport [15:15-16:30] Small Gym Cost: ¥990.00/session ⓘ Capacity: 20 places	3	☐	☐	☐
Multi-Sport Swimming - Level 1 - Goldfish / Sport [15:15-16:30] Aquatics Centre Cost: ¥1,080.00/session ⓘ Capacity: 13 places		☐	☐	☐
Multi-Sport Swimming – Level 2 – Seal Level / Sport [15:15-16:30] Aquatics Centre Cost: ¥1,080.00/session ⓘ Capacity: 13 places		☐	☐	☐
Multi-Sport intermediate Tennis / Sport [16:30-17:30] Tennis Courts Cost: ¥990.00/session ⓘ Capacity: 20 places	1	☐	☐	☐
Multi-Sport Swimming - Pre-squad / Sport [16:30-17:30] Aquatics Centre Cost: ¥1,080.00/session ⓘ Capacity: 15 places	2	☐	☐	☐
Multi-Sport Swimming - Level 3 – Swordfish Level / Sport [16:30-17:30] Aquatics Centre Cost: ¥1,080.00/session ⓘ Capacity: 15 places		☐	☐	☐
Multi-Sport - Dolphins Swimming Club (1 of 2) / Sport [17:30-18:30] Aquatics Centre Cost: ¥1,200.00 ⓘ Capacity: 30 places		☐	☐	☐
Multi-Sport Advanced Gymnastics / Sport [17:30-19:00] Small Gym Cost: ¥1,440.00/session ⓘ Capacity: 20 places	1	☐	☐	☐

5. Once each of your preferences has been added you **MUST** then submit these for approval by the school by clicking **save.**
A useful feature of the system is that until the end of the registration period, it is possible to amend your child's activity choices. Simply log in as described in the above section, navigate to the relevant term's activities and change your child's choices. **These amendments will overwrite the previous choices.**
Once the registration period is finished the CCA administration team will complete the approval process. All students will be notified, by email, of the clubs they have been accepted into. This will also appear on your child's CHQ home page.

If you require any further assistance with any of the stages above please don't hesitate to contact us by sending an email to the Director of Sport and Activities Co-ordinator, Noel Wallace at cca@naispudong.com

E. Transport Selection - CCA bus time 4:30pm

If your child does not require a CCA bus after their CCAs, there is no requirement to complete this section. The school would like to establish the CCA bus requirements, which will enable us to build a service that best suits parents. To assist with this process please follow the transport selection instructions, remembering that the bus service will leave the school Monday to Friday at 4:30pm. If you have any issues with registering for a CCA bus please contact the school bus coordinator Ellen Cai on her email address e-cai@naispudong.com.

1 - Open the 'My Profile' tab, and expand the 'My Transport' bar.

My Transport		
Term 1 2015/16	Morning	Afternoon
Monday	-?-	-?-
Tuesday	-?-	-?-
Wednesday	-?-	-?-
Thursday	-?-	-?-
Friday	-?-	-?-
✚ choose transport for Term 1 2015/16		
Term 2 2015/16	Morning	Afternoon
Monday	-?-	-?-
Tuesday	-?-	-?-
Wednesday	-?-	-?-
Thursday	-?-	-?-
Friday	-?-	-?-
✚ choose transport for Term 2 2015/16		

2 - Click the **'choose transport'** highlighted by the red box above, making sure that you choose the option relevant to the CCA Term the school is approaching, which in this case is term 1.

Day (known times)	Morning Arrival [x]	Afternoon Departure [x]
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Save		

✓
15:30 Fortune Residence
15:30 Mansion Art Deco
15:30 Pasadena Town
15:30 Tiziano
16:30 Bellewood
16:30 Buckingham Palace
16:30 Century Garden
16:30 Dawn Garden

3. Select the drop down menu on the days that you will require a CCA bus, and click on the stop that you would prefer your child to be dropped off at. Once you have selected one option the boxes will self-populate for the rest of the week, however, please ensure you de-select for any days that you do not require the service.

After registration has closed the school will organise the CCA bus route by demand, and once completed information will go home to inform you which CCA bus your child should take, and at what time they are expected to arrive at the destination. Information about the school's CCA bus service will also be posted on the school's website.
 (Please be aware that although we endeavour to meet all children's CCA bus needs, in some cases this may not be possible)