

## DCIS ECAs Sign-up and Registration Quick Start Guide – 2016

Dear DCIS Parents, Welcome to the on-line ECA sign-up system.

We will be using the CHQ platform, which will simplify and streamline our ECA registration.

Important Update: Each child can have a maximum of two ECAs per week.

To begin with, recently registered parents will receive the following email (If you are already registered, please log in as you did the previous term):

Dear Parents, Welcome to the new CHQ ECA Registration. This system which will allow you to sign up your children on-line for Term 3 ECAs at DCIS
To begin, click on the link below:
http://seasia.mychq.net/dovercourt
To access the system, please use the following User ID:
And please use the following initial password:
Kind regards,
ECA Administrators Dover Court International School

Next, click on the link in the email and you will arrive at the following login screen:



Input your User Name and Password from the email. Click 'Log In'.

You will arrive at your Profile Page. If you have more than one child at DCIS, you will see multiple profiles. Click on a profile of one of your children.

a are here: <u>Home a Locad</u> a SelectClub	a would like to work with by clicking the person's name or photograph in the following list:
	Profile Selection
SINGAP	COURT INTERNATIONAL SCHOOL ORE BUILEDUCATION SCHOOL
4	
£	(dea or top to what the proba)

After clicking your profile, you will arrive at your child's home page.

Now click on 'view / manage / submit activity choices'.

Ċ			ATIONAL SCHOO	r_				search
	A NORD ANGLIA ED	UCATION SCHO	OL					
		НОМЕ	MY PROFILE	MY SCHEDULE	MY MESSAGES	DOCUMENTS	CALENDAR	
=	Data Interface Stat	us	Primary / Year 3 / 3	GR				
Overnight Morning	01 Dec 2015 08:54:04 01 Dec 2015 10:56:02	Success Success	Welcome to the new acti					
Afternoon	30 Nov 2015 09:20:38	Errors		11, 11, 11, 11, 21	115-2016 Term 2 Acti	vities		
	My Timetable Tod	ay 🤇	🕂 [ view / manage / s	ubmit activity choices				
				М	y Transport			
			Term 1 2015-2016		Morning	Afternoon		
			Monday		-?-	-?-		
			Tuesday		-?-	-?-		
			Wednesday		-?-	-?-		
			Thursday		-?-	-?-		
			Friday		-?-	-?-		
			+ choose transport f	or Term 1 2015-2016				

You then arrive at Activity Choices. Choose your activities by typing a '1', '2' or '3' (i.e. first, second or third choice) into the 'Requested' box. *For each day you can request up to three activities, with the '1' being your first choice, '2' being your second, etc.* If your children do not receive their first choice, we will try and give them either their second or third choices. However, given the limited space in some activities, there is no guarantee your children will receive these choices. After sorting, we will offer alternative solutions if your children do not receive any of their choices. *NB: Each child can have a maximum of two ECAs per week.* 

Remember, only those activities that are available to your child are visible. In other words, if your child is in Year 3, they will not see activities for Years 4-11. Also, if the activity you are interested in does not have a 'Requested' slot (eg Tennis), it means you must sign up directly with the outside vendor (eg Sports4Kids). Click on the blue 'i' for more information.

HOME MY PRO	FILE ACTIVITY CHOICES: 2015-201	6 TERM 2 ACTIVITIES		
Changes Not Allowed				
This activity block is not currently open to sign-up, so changes	are not permitted to activity choices through this sc	reen.		
	day			
Brownies (15:00-16:00) Art Room Cost: \$100.00 0	Requested	Submitted	Approved	Declin
Chelsea Football Coaching [15:00-16:00] Field Cost: \$200		0		
Dewi Dancing [15:00-16:00] Julliard Academy O Capacity: 15 places	- Ö			
	00			
James [15:10-15:10] Cooper Hall Cost: \$150.00 @				
Capacity: 15 places also Thursday 15:00	0			
		1		
Monopoly [17:30-18:32] cooper hall O Capacity: 6 places	0			
	Tuesday			
	Requested	Submitted	Approved	Declin
Gym with Me [00:00-00:00] 😶				
Intermediate and TeamTennis (00:00-00:00) O	0			
Children's Craft & Film Club [15:00-16:00] Room 14 0	0			
Capacity: 20 places Chinese Language Club (Native or Near native Chinese spe	akers)			
(15:00-16:00) 0				
Cross Stitch [15:00-16:00] Room 7 0				

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When you are finished, click on the red floating 'Save' button:

	Monchy			
	Requested	Submitted	Approved	Declined
Chelsea Football Coaching [15:00-16:00] Field Cost: \$200.00 0	1			
Tennis Beginners (15:00-16:00) Double Hard Court Cost: \$200.00 •				
	Tuesday			
	Requested	Submitted	Approved	Declined
Children's Craft & Film Club [15:00-16:00] Room 14 O Capacity: 20 places	2	0		
Chinese Language Club (Native or Near native Chinese speakers) [15:00-16:00] O	3	0		
Cross Stitch [15:00-16:00] Room 7 O Capacity: 16 places	4			
Electric Music Makers [15:00-16:00] iMac Suite O Capacity: 16 places				
Gym with Me [15:00-16:00] 0	Ō			
Hama Beads (15:00-16:00) Room 4 0 Capacity: 16 places				
Hip Hop Dance: Years 3 - 5 (15:00-16:00) Juilliard Academy Cost: 30 ON/session O Cap. Hy, 15 places				
Interrediate and TeamTennis (15:00-16:00) 0	0			
Capacity: 16 places				

The next dialog box is the confirmation, showing your choices have been submitted. Click on the link to go back to your profile page.

		HOME	CONFIRMATION
	Activity Choices Submitted		
	Thank you for submitting your activity choices, which have been received and stored.		
(	Board note that this is merely a receipt commention of your choice preferences, and does <u>no</u> <u>Please click here to go back to your profile page</u> .	; mean you will r	ecessarily get a place on the activities you chose.

All your choices will appear under My Current/Future Activities



If you click on 'view/manage/submit activity choices', you will see that your choices have been checked in the submitted column.

		. If you are allocated a pl	ace you will be charge	d for them.
	Manday			
	Requested	Submitted	Approved	Declined
Chelsea Football Coaching (15:00-16:00) Field Cost: \$200.00 0	1			
Tennis Beginners [15:00-16:00] Double Hard Court Cost: \$200.00 •				
	Tuesday			
	Requested	Submitted	Approved	Declined
Children's Craft & Film Club (15:00-16:00) Room 14 O Capacity: 20 places	2		0	0
Chinese Language Club (Native or Near native Chinese speakers) [15:00-16:00] O	3		0	
Cross Stitch (15:00-16:00) Room 7 🕈 Capacity: 16 places	1			
Electric Music Makers [15:00-16:00] iMac Suite 🕈 Capacity: 16 places		$\smile$		
Gym with Me [15:00-16:00] 😶	0			
Hama Beads (15:00-16:00) Room 4 9				

*If you wish to delete a choice, merely type in a '0' or delete the number.* When you have finished making your modifications, click the floating 'Save' button.

HOME MY PROFILE AG	TIVITY CHOICES: 2015-201	6 TERM 2 ACTIVITIES		
Show instructions for random phase				
	Monday			
Chelsea Football Coaching [15:00-16:00] Field Cost: \$208.00 0	0	Submitted	Approved	Declined
Tennis Beginners (15:00-16:00) Double Hard Court Cost: \$200.00 0				
	Tuesday			
	Requested	Submitted	Approved	Decline
Children's Craft & Film Club [15:00-16:00] Room 14 O Capacity: 20 places	0			
Chinese Language Club (Native or Near native Chinese speakers) [15:00-16:00] 0				
Cross Stitch (15:00-16:00) Room 7 O Capacity: 16 places	1	1		
Electric Music Makers [15:00-16:00] iMac Suite O Capacity: 16 places				
Gym with Me [15:00-16:00] 0				
Hama Beads (15:00-16:00) Room 4 9 Capacity: 16 places				
to Hop Dance: Years 3 - 5 [15:00-16:00] Juilliard Academy Cost: 53 (00/session 0 Cap city: 15 places				
Intermediate and TeamTennis (15:00-16:00) 🛛				
Sapanese Language for Beginners (15:00-16:00) Room 19 O Capacity: 16 places				
Mandala Colouring [15:00-16:00] Room 53 0				

This brings you back to the confirmation page. To view all changes, click on the link to go back to your profile page.

	HOME	CONFIRMATION
Activity Choices Submitted		
Thank you for submitting your activity choices, which have been received and stored.		
Please note that this is merely a receipt confirmation. Evour choice preferences, and doe	es <u>not</u> mean you will r	necessarily get a place on the activities you chose.
Please click here to go back to your profile page.		
Please click here to go back to your profile page.		

You will see that the activities that you have deleted are now gone.

	НОМЕ	
Ð	Personal Information	
Ð	My Schedule	
•	My Transport	
B	My Current / Future Activities	
	2015-2016 Term 2 Activities	
Tuesday 15:00-16:00 Cross Stitch Room 7		Requested
[ view / manage / submit activity choices ]		
	14 AL	

You have now completed the registration process. ECA random sorting will occur the first week of term and we will communicate your final ECA choices and schedule by the end of that week.

Please remember: *Each child can have a maximum of two ECAs per week.* 

Initial allocation will occur via random sorting, however there may be adjustments made after to ensure all children have the chance to participate in at least one activity through the week. Some activities will be very popular and while you may not get your first choice, we will do our best to accommodate all requests.

We will also be sending out an additional memo to cover bus transportation after ECAs in the near future.

Please contact us if you need any further assistance.

Kind regards,

ECA Administrators Dover Court International School

email: activities@dovercourt.edu.sg phone: +65 6775 7664